

Business Paper



Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 30 June 2025

at 6:30 PM

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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:

Confirmation of Minutes

Confirmation of the Minutes of the Ordinary Meeting of Council held 26 May 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

The Mayor is able to table a Mayoral minute at the meeting if required.

2. Administration Reports

2.1. GM - 30/06/2025 - Review of Delegations

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

The purpose of this report is to seek Council's endorsement of a new Delegations Register. Under S380 of the Local Government Act 1993, Councils must review all their delegations within 12 months of the elections.

Administration's Recommendation

THAT Council endorse the Delegations Register which is included as an attachment to this report.

Attachments

1. Delegations Register V 1 Draft - June 2025 [2.1.1 - 25 pages]

Reference to any relevant previous minute

Min. No. 23-178 Ordinary Meeting of Council held on 23 October 2023

Min. No. 23-221 Ordinary Meeting of Council held on 27 November 2023

Background and discussion

Background

At the Ordinary Meeting of Council held on 23 October 2023, it was resolved that a report be brought to the November 2023 Ordinary Meeting of Council, inclusive of the current Lithgow City Council register for delegations for review and endorsement by the Council.

At the Ordinary Meeting of Council held on 27 November 2023, it was resolved that the matter be deferred until the report is returned to the Finance Committee Meeting in the new year for review.

At the 13 February 2024 Finance Committee meeting, the Committee agreed that the Administration will program the development of draft detailed delegations for the Mayor and the General Manager for early consideration of the new Council. The draft Delegations Register was discussed and reviewed at the 22 April 2025 and 20 May 2025 Finance Committee meetings.

Authority of Council to Delegate

The Council has the power to delegate functions under Section 377 of the Local Government Act (the Act) except for specific functions that are reserved for Council and cannot be delegated, like making rates, fixing fees, voting for expenditure on works, services or operations, and adopting financial statements.

Delegations to the Mayor and Deputy Mayor

At the 28 October 2024 meeting, Council resolved (Min. No. 24-216) to delegate the following functions to the Mayor:

- To approve donations up to the sum of \$250 subject to Council being informed of any such decision, provided that funds are available within the sum voted by Council for donations in the adopted Delivery Program and Operational Plan. Such donations may only be made to community based, not for profit, groups functioning in the Lithgow Local Government Area and to support the Mayoral Ambassadors Trial.
- To authorise expenditure for minor civic receptions for visitors up to a maximum of \$500 for any one reception provided that funds are available within the sum voted by Council in the adopted Delivery Program and Operational Plan.
- Authority to approve applications for holidays and leave of absence to the General Manager.
- Lead the establishment of the General Manager's Performance Review Panel. The Panel is comprised of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

The Mayor's delegations have been updated in the draft Delegations Register, based on discussions at the Finance Committee meetings.

At the 28 October 2024 meeting, Council resolved (Min. No. 24-216) to delegate the following functions to the Deputy Mayor:

- The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor.

That the Deputy Mayor shall exercise the Delegation of Authority of the Mayor in those cases where the General Manager certifies that the matter is of such an urgent nature that it will not wait until the return of the Mayor.

- Be a member of the General Manager's Performance Review Panel. The panel is comprised of the Mayor, the Deputy Mayor, another Councillor nominated by Council and a Councillor nominated by the General Manager.

The Deputy Mayor's delegations remain unchanged in the draft Delegations Register.

Delegation to the General Manager

At the 24 June 2024 Ordinary Meeting (Min. No. 24-124) Council resolved that all authority currently delegated to Lithgow City Council's General Manager be transferred to Mr Gurney, as General Manager, upon commencement of employment on 1 July 2024.

The Council had delegated to the General Manager the authority to exercise all discretionary functions that Council is capable of delegating and is not prohibited from so doing under Section 377 of the Act, and also excluding any specific functions which Council has, by resolution, reserved to Council.

Delegations from Council to the General Manager are made on an exception basis. This means that all functions are delegated to the General Manager from Council unless expressly excluded.

Certain functions of the Local Government Act that have been delegated to the General Manager are further sub-delegated from the General Manager to Directors and employees, as permitted by Section 378 of the Act. If a delegation is not expressly stated in the delegation register from the General Manager to Directors and staff, then the function has not been delegated to a Director or other staff member.

These delegations include functions regarding procurement and finance, contracts, legal matters, property, workforce matters, roads and footways, planning, development health and building, and enforcement.

The draft Delegations Register builds and consolidates specific delegations to the General Manager.

Delegations Register

Council maintains a detailed register of staff delegations in the Pulse system.

The register includes delegations under a number of NSW Acts, including the Local Government Act, the Companion Animals Act and the Environmental Planning and Assessment Act.

There is no legislative or regulatory requirement for Council to endorse a Delegations Register. The OLG guidelines for Risk Management and Internal Audit include a responsibility for the Audit Risk & Improvement Committee to advise on whether appropriate policies and procedures are in place for the management and exercise of delegations.

Cr Ring has advised that a number of Councils publish their delegations register on their website. The draft Delegations Register has been prepared with reference to the published registers of other councils and it is proposed to publish Lithgow Council's endorsed Delegations Register on the Council website.

Consultation and Communication

The General Manager has conducted consultation with the Finance Committee and Audit Risk & Improvement Committee with regard to the draft Delegations Register.

Policy

Council maintains a register of delegations in Pulse which provides the authority to exercise functions and authorise expenditures on behalf of the Council.

Legal

The development of the Delegations Register will satisfy the requirement of Section 380 of the Local Government Act 1993 to review all delegations within the first 12 months of each term of office.

Risk Management

The Delegations Register ensures that Council is effectively managing risks related to Council staff undertaking the functions of Council with requisite approval.

Financial

Financial delegations are included as a schedule in the Delegations Register.

2.2. GM - 30/06/2025 - Review of Organisation Structure

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

This report recommends that Council endorse the reviewed and updated organisational structure, to achieve compliance with Section 333 of the NSW Local Government Act 1993.

Administration's Recommendation

THAT Council endorse the four Directorate Organisational Structure for Lithgow City Council with functions and responsibilities as detailed in the report.

Attachments

Nil

Reference to any relevant previous minute

Min. No. 22-226 Ordinary Meeting of Council held on 28 November 2022

Background and discussion

Legislative Requirements

Under S333 of the Local Government Act 1993 (the Act), Councils must review their organisation structure within 12 months of the election. When reviewing the organisation structure, councils may redetermine the organisation structure but are not required to do so.

The positions within the organisation structure of a council must be determined to give effect to the priorities set out in the Community Strategic Plan and the Council's Delivery Program. The Council's Integrated Plans have been considered in the review of the structure.

Under the Act, responsibility for determining the positions within the organisation structure rests with the General Manager, meaning that this does not need to be done by resolution.

The General Manager is required under the Act to consult with the governing body of the Council before determining the positions within the organisation structure and to consider the views of Councillors. The final decision on the organisation structure ultimately rests with the General Manager.

The governing body is in turn responsible under the Act for allocating resources through the budget process towards the employment of staff in the positions identified in the organisation structure. The governing body is required under the Act to consult with the General Manager before making budgetary decisions on the allocation of resources towards the employment of staff.

Review of the Organisational Structure

The organisational structure needs to be fit for purpose, efficient and effective for decision making. It must enable staff to be empowered and accountable for the services we deliver and meet the demands of a proactive local government entity.

Although there is a clear need for a number of high priority additional positions, the revised organisation structure does not propose any additional positions due to the Council's constrained budget position for 2025/26. New positions may be considered if or when a funding source is identified. The focus will remain on filling critical long-term vacancies and recruitment for the previously approved contract Strategic Asset Manager role. Whilst there may be changes to positions at the Departmental level, there will be no net increase or decrease in full-time equivalent positions, with any changes subject to the staff consultative processes set out in the Local Government Award.

An organisational review was conducted by the former General Manager in 2022. The Council endorsed a four Directorate organisational structure at the 28 November 2022 Ordinary Meeting (Min. No. 22-226). Since then, there have been the following changes to Director roles to better allocate evolving responsibilities.

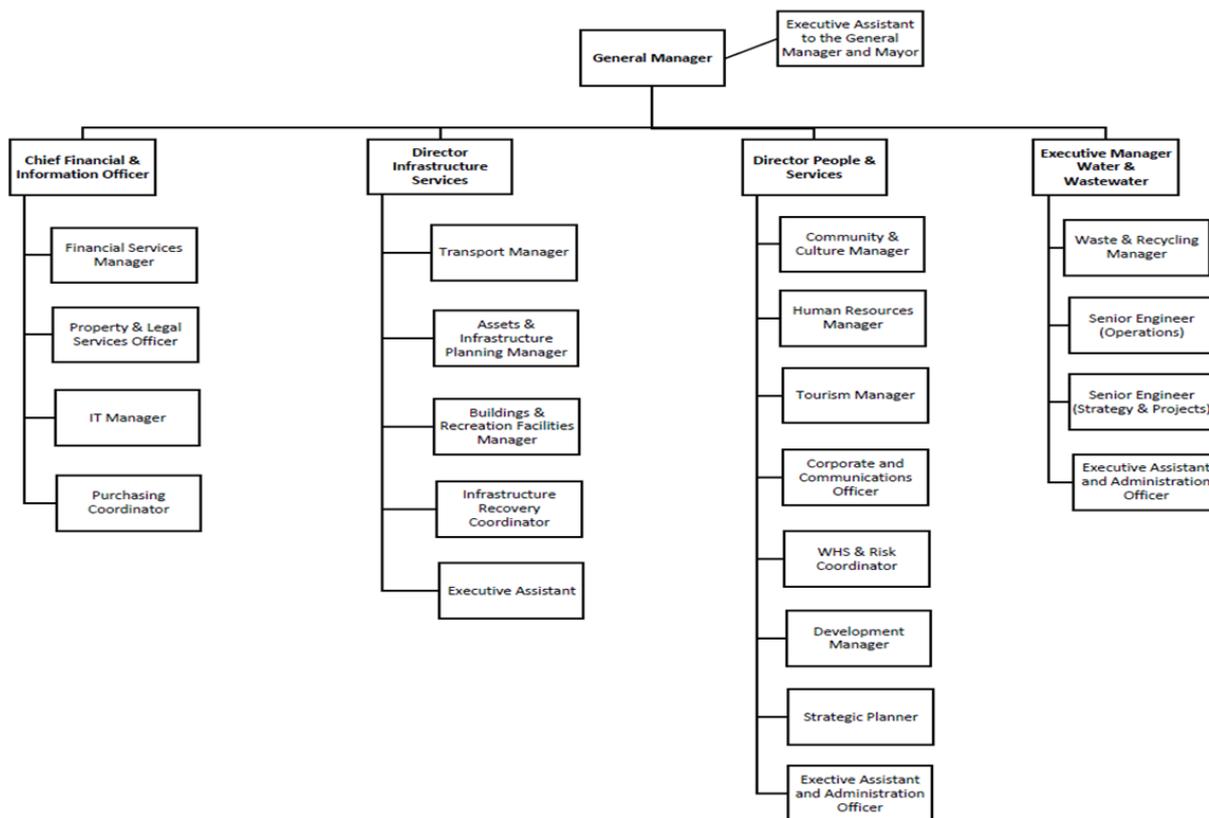
- The Chief Financial & Information Officer role has become Director Finance and Governance.
- Economy added to the responsibilities of the Director Infrastructure Services.
- Director People & Services changed to Director People and Places.
- Waste added to the responsibilities of the Executive Manager Water and Wastewater.

The Local Government Amendment (Employment Arrangements) Bill 2024 was passed by the NSW Parliament on 16 May 2024. This legislation removed references to 'senior staff' from the Act, resulting in all executive-level employees, other than the General Manager, being covered by the NSW Local Government Award. All Directors will be employed on an award contracts from July 2025.

The current structure, with one less senior staff position than prior to 2022, acknowledges the need for Council to contain the costs of senior management. Each of the existing senior staff and leadership team are carrying more workload but performing satisfactorily. It is also noteworthy that Council is presently advancing significant projects, such as the Financial Sustainability Plan, LEEP, as well as improvements in asset management. The current senior structure remains functional and effective.

The 2022 organisational structure is shown in the chart below.

Lithgow City Council Organisational Structure – November 2022

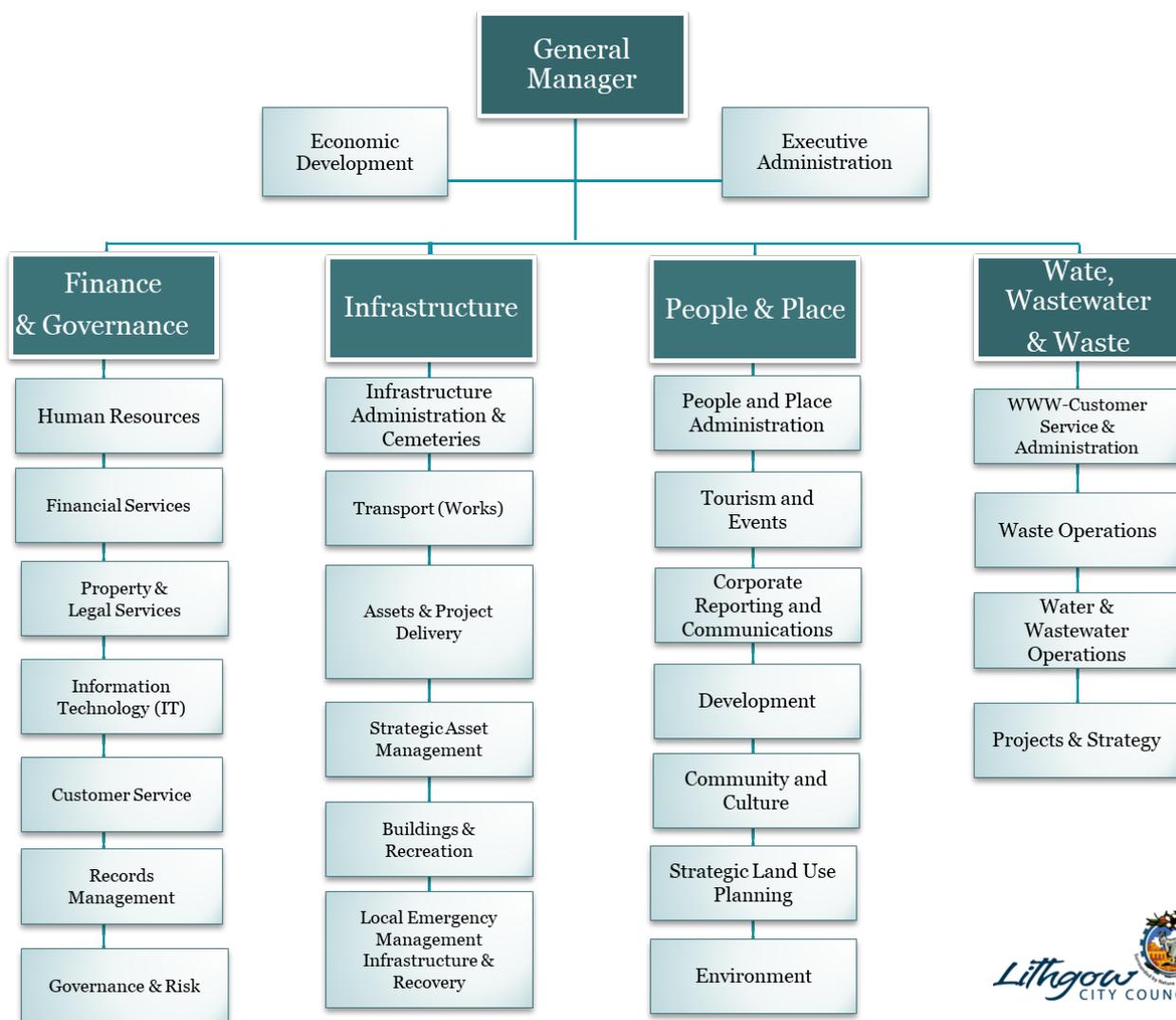


Proposed Changes to the Organisational Structure

The following changes to the organisational structure are proposed, to further streamline the structure and ensure consistency with the current strategic focus.

1. Economic Development to report directly to the General Manager.
The change is proposed for review in 12 months. An Executive Team Project Control Group approach will be utilised for strategic oversight. The change will allow the current responsible Director to focus on the delivery of Infrastructure Services, major projects, asset management, as well as communication, system and process improvements.
2. The previously approved position of Strategic Asset Manager (2-year term contract) to report to the Director Infrastructure as a senior management role. The initial focus of the role is to implement the recommendations of the Asset Management Maturity Assessment Report (University of Newcastle). The position will be funded 50/50 by Water & Sewer / Special Rate Variation program.
3. Executive Manager Water, Wastewater and Waste to be retitled Director Water, Wastewater and Waste. The retitling of the position will ensure consistent Director titles for all senior staff on award contracts who, with the General Manager, comprise the Executive Leadership Team.

The proposed organisation structure is shown in the chart below.



Consultation and Communication

The General Manager has consulted with senior staff and Human Resources in putting forward proposed changes to the organisational structure. The Mayor and Deputy Mayor have also had input to the proposed changes. All Councillors were consulted at an information session held on 19 May 2025. Staff will be consulted on any changes at the Departmental level.

Policy

Nil.

Legal

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

Risk Management

Strategic risks have been considered in the proposed changes to the current structure.

Financial

The annual Operational Plan and Budget detail the resources allocated towards the employment of staff.

Budgetary constraints have been considered in the proposed changes to the current structure.

item-no} P&P - 30/06/2025 - Integrated Planning Framework

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.

Enhancing Our Natural Environment

To balance, protect and enhance our diverse environmental elements, both natural and built, for the enjoyment and support of both current and future generations

Responsible Governance & Civic Leadership

To develop community confidence in the organisation by the way it is directed, controlled and managed.

Author: Deborah McGrath – Organisation Performance and Communication Manager
Responsible Officer: Shaun Elwood - Director People and Places

Executive Summary

The Draft Integrated Planning Framework suite of documents was placed on exhibition for public comment from 28 April to 2 June 2025. This consisted of the following draft documents:

- Our Place Our Future Community Strategic Plan 2040
- Our Place Our Future Delivery Program 2026-2030
- Our Place Our Future Operational Plan 2025/26, including:
 - 2025-2026 Statement of Revenue Policy, and
 - 2025-2026 Fees & Charges.

This report provides an explanation of changes to the draft 2025/26 operational budget and Capital Works Program since April 2025, as well as details of the final draft 2025/26 Special Rate Variation (SRV) Program.

This report also provides a summary of the results of the community engagement program and submissions received for the Draft Integrated Planning Framework.

The final documents are presented to Council for adoption.

Administration's Recommendation

THAT Council:

1. Adopt the Integrated Planning Framework documents, consisting of:
 - a. Our Place Our Future Community Strategic Plan 2040
 - b. Our Place Our Future Delivery Program 2026-2030
 - c. Our Place Our Future Operational Plan 2025/26, including the Operational Budget and Capital Works Program, incorporating the SRV Program.
2. Approve the changes to the 2025/26 Operating Budget and Capital Works Program.
3. Respond to the submissions received, providing a copy of the Council report.

Attachments

1. Community Submissions IPR Framework May 2025 [**2.3.1** - 30 pages]
2. Our Place Our Future Community Strategic Plan 2040 [**2.3.2** - 49 pages]
3. Delivery Program 2026-2030 [**2.3.3** - 36 pages]
4. 2025 2026 Operational Plan Post Exhibition [**2.3.4** - 131 pages]

Reference to any relevant previous minute

Min. No. 25-122 Ordinary meeting of Council held on 28 April 2025

Background and discussion

Changes to the Budget Income Statement

Changes to Revenue

Since the 28 April 2025 report to Council, the following material changes (greater than \$0.1M) have been made to revenue budgets:

- **Rates & Annual Charges** – \$0.4M increase based on reconciliation undertaken of updated waste management accounts and charges as exhibited in April 2025.
- **User Charges & Fees** - \$0.4M increase based on projected results of the Water Fund, which identified that water consumption rates needed to be increased from what was exhibited to ensure sustainability of the service. This is permitted under Section 610B of the Local Government Act.

Changes to Expenditure

Since the 28 April 2025 report to Council, the following material changes have been made to expenditure budgets:

- **Employee Benefits & Oncosts:** \$0.3M increase to adjust savings target for the General Fund to a more realistic target based on current recruitment status and more accurate reflection of allocation to capital projects.
- **Materials and Contracts:** \$0.1M increase to reflect correct accounting treatment for Open Cities Website Upgrade project.

Change to Budget Operating Result (Before Capital)

The Office of Local Government (OLG) considers the operating result (before capital) to be an important indicator of financial performance. The result is calculated by deducting capital grants and contributions from the net operating result for the year (i.e. income less expenses). It is noted that the Office of Local Government has removed performance ratios from the Code of Accounting Practice while a broader review is conducted.

Since the 28 April 2025 report to Council, the budgeted operating result (before capital) on a consolidated basis has improved from a \$1.1M surplus to a \$1.5M surplus - a \$0.4M increase), as shown below.

Income / Expenditure	28 April 25 Budget	23 June 25 Budget	% Change
Rates and annual charges	\$40,628,568	\$43,416,972	6.86%
User charges and fees	\$9,458,430	\$10,250,368	8.37%
Interest and investment revenue	\$3,378,500	\$3,023,000	-10.52%
Other revenues	\$1,265,159	\$1,092,071	-13.68%
Grants and contributions provided for operating purposes	\$10,940,429	\$9,624,300	-12.03%
Grants and contributions provided for capital purposes	\$9,924,240	\$11,575,156	16.64%
Net Gain Disposal of Assets	\$232,217	\$231,237	-0.42%
	\$75,827,543	\$79,213,104	
Employee Benefits & On-costs	\$22,994,837	\$25,051,660	8.94%
Borrowing Costs	\$360,891	\$447,313	23.95%
Materials & Contracts	\$22,895,176	\$21,976,103	-4.01%
Depreciation & Amortisation	\$17,647,479	\$17,392,780	-1.44%
Other Expenses	\$1,258,726	\$1,265,412	0.53%
	\$65,157,110	\$66,133,269	
Net Profit	\$10,670,433	\$13,079,835	
Net Profit after Capital Gants	\$746,193	\$1,504,679	

All funds have a surplus or balanced operating budget for 2025/26, as shown below.

Income / Expenditure	General	Water	Sewer
Rates and annual charges	\$30,569,717	\$3,828,940	\$9,018,315
User charges and fees	\$3,508,680	\$6,591,688	\$150,000
Interest and investment revenue	\$2,928,000	\$57,000	\$38,000
Other revenues	\$1,080,571	\$11,500	\$0
Grants and contributions provided for operating purposes	\$9,624,300	\$0	\$0
Grants and contributions provided for capital purposes	\$11,575,156	\$0	\$0
Net Gain Disposal of Assets	\$231,237	\$0	\$0
	\$59,517,661	\$10,489,128	\$9,206,315
Employee Benefits & On-costs	\$20,464,856	\$2,106,349	\$2,480,455
Borrowing Costs	\$128,393	\$5,120	\$313,800
Materials & Contracts	\$13,433,976	\$5,294,259	\$3,247,867
Depreciation & Amortisation	\$12,418,630	\$2,417,000	\$2,557,150
Other Expenses	\$1,265,412	\$0	\$0
	\$47,711,268	\$9,822,728	\$8,599,273
Net Profit	\$11,806,393	\$666,399	\$607,042
Net Profit after Capital Gants	\$231,237	\$666,399	\$607,042

Changes to the Draft 2025/26 Capital Works Program

There has been a need for changes to the draft 2025/26 Capital Works Program during the Operational Plan exhibition period, particularly due to rephasing of 2024/25 projects.

The current Capital Works Program includes **\$35.9M** of projects (**\$34.4M** new program plus **\$1.5M** rephased 2024/25 projects), which is a large program of works. The delivery of the draft 2025/26 Capital Works Program has been assessed by management against Council's staff resourcing and financial constraints.

Particular attention and preparation has been allocated by the Administration to the delivery of the full program. This has been committed to, and there will be close oversight to ensure that occurs. Any issues with project delivery will be acted upon early.

The changes to the draft 2025/26 Capital Works Program are summarised in the table below.

2025/26 Capital Works Program Total - April	\$ 34,433,782	
Open Cities Website Upgrade	-105,000	Correction of accounting
New Sewerage Pumping Station for South Bowenfels Development Area	850,000	Rephased project
ABCD Incorporated Community Hall (R4R9)	251,064	Rephased project
Bells Road Creek Bank Stabilisation (DRFA)	122,345	Rephased project

Lithgow Solid Waste Facility Gatehouse and Weighbridge Upgrade	350,000	Rephased project
2025/26 Capital Works Program Total - June	\$ 35,852,91	

The draft 2025/26 Capital Works Program is summarised below.

Expenditure	Amount
Transport Assets	\$23.5M
Buildings	\$1.2M
Recreation	\$1.0M
Cemeteries	\$0.3M
Plant	\$2.6M
Heritage	\$60K
Tourism	\$80K
Library	\$36K
Information Technology	\$0.2M
Waste Management	\$1.7M
Water Assets	\$1.3M
Sewer Assets	\$3.8M

SRV Program

The SRV Program for 2025/2026 is dependent upon the progression of programs and projects scheduled to be delivered during 2024/2025. The expenditure for 2024/2025 will not be fully realised until the payment of invoices and staff costs, which will continue until mid-late July. A report updating the progress and impact on the 2025/2026 program will be provided at the 29 July Ordinary Meeting.

2024/2025 Program

Expenditure as at the end of May 2025 in relation to the 2024/2025 SRV Program is as below.

Program	24/25 Budget	24/25 YTD Actuals
Transport Maintenance	\$1,852,238	\$1,345,159
Stormwater Maintenance	\$291,963	\$301,436
Other Assets Maintenance	\$481,402	\$319,358
Governance & Strategy Capacity	\$343,261	\$134,928
Capacity Building	\$398,790	\$21,275
Transition Management	\$1,565,696	\$1,428,747
Roads Renewal	\$1,517,601	\$1,255,806
Stormwater Renewal	\$178,630	\$115,241
Other Assets Renewal	\$911,221	\$469,557
Transfer to Contingency Reserve	\$261,250	\$251,250
Total	\$7,802,050	\$5,652,756

Please note where expenditure is greater than the budget; funding will be met by either allocations to reserves in prior years, or via reduced SRV funding to the program in future years. Where expenditure is less than budget, an allocation to a reserve will occur to fund future year programs.

An overview of the SRV program, based on the application lodged, since its implementation in 2023/2024 is as follows:

- \$6.3M program to be delivered in 2023/24, with \$4.2M delivered and \$2.1M reserved
- \$6.5M program to be delivered in 2024/25, with \$7.8M budgeted to be delivered.

This indicates that approximately \$0.8M will be reserved as at the end of the 2024/2025 financial year, subject to expenditure that is less than budgeted. This results in a total possible SRV allocation for 2025/2026 of \$7.6M, being the SRV program based on the application lodged of \$6.8M plus the \$0.8M unallocated SRV program from 2023/2024 and 2024/2025.

2025/2026 Program

A detailed reconciliation of the SRV Program has been undertaken and the updated 2025/2026 draft Program, subject to finalisation of the 2024/2025 financial year is \$6.5M. The SRV application outlined that \$6.8M of expenditure should be delivered. The purchase of a second grader for \$0.4M was brought forward to 2024/2025 and the reduced program repays the majority of that brought forward expenditure.

It is to be noted, that an under allocations are maintained with reserves to ensure that the SRV program over the 10-year period is delivered.

An overview of the SRV Program is provided below.

- Transport Maintenance - \$0.5M
 - Asset Inspection Officer
 - Traffic Officer
 - High Risk Road Safety Signage & Barriers
 - Roadside Weed Spraying
- Stormwater Maintenance - \$0.3M
 - Urban Kerb & Gutter Replacement
 - Rural Roadside Drain Reformation
- Other Assets Maintenance - \$0.4M
 - Natural Area Management Officer
 - Natural Area Management Projects
 - Community Buildings Maintenance & Repairs
 - Playground Maintenance & Repairs
- Governance & Strategy Capacity - \$0.4M
 - Governance & Risk Manager
 - Risk Management Software
 - Open Cities Website
- Capacity Building - \$0.3M
 - Service Reviews
- Transitions Management - \$1.2M
 - LEEP Project Officer
 - LEEP Emerging Economy Coordinator
 - Employment Land Development
 - Residential Land Development
 - LEEP Engagement & Communications
 - Cadetship, Internship & Graduate Program
 - Council Capacity Building & Transition Management Training
- Roads Renewal - \$2.7M
 - Browns Gap Road
 - Hartley Vale Road
 - Mid-Hartley Road

- Blackheath Creek Road
- Footpath Continuous Improvement Program
- Stormwater Renewal - \$0.2M
 - Urban Drainage Improvements
- Other Assets Renewal - \$0.3M
 - Aquatic Centre Playground
 - Playgrounds Renewal Program

Consultation and Communication

The Draft Integrated Planning Framework document suite was placed on exhibition for public comment from 1 May – 2 June 2025. The following documents were made available for members of the community to provide feedback on the Integrated Planning Framework:

- [Our Place, Our Future Community Strategic Plan 2040](#)
 - [Community Strategic Plan 2040 plan on a page](#)
- [Our Place, Our Future Delivery Program 2026-2030](#)
- [Our Place Our Future Operational Plan 2025-2026](#)
 - [2025-2026 Revenue Policy](#)
- [2025-2026 Fees and Charge](#)
 - [Discontinued Fees and Charges 2025-2026](#)
 - [New Fees and Charges 2025-2026](#)

During the exhibition period the following engagement activities were undertaken to encourage community feedback:

- Radio advertising on 2LT and MOVEFM from 1 May to 2 June 2025.
- Advertisement in the Council Column of the Lithgow Mercury and Village Voice weeks ending Friday 9 and 23 May 2025.
- Hot Minute Radio Interviews were aired on 2LT and MoveFM, placed on the [podcast page](#) on-Council's website and the [Our Place Our Future Integrated Planning page](#), links included in Council's weekly eNewsletter, Council Connections and shared on Council's Facebook page:
 - Director Infrastructure & Economy
 - Director People & Places
 - Director Finance & Governance
 - Executive Manager Water, Wastewater & Waste
- Call to action in weekly in Council Connections – eNewsletter
- Social Media promotion – Council Facebook page

Post	Views	Reach	Interactions
Hot Minute – Executive Manager Water, Wastewater & Waste	887	676	5
Hot Minute – Director Finance & Governance	1,114	676	7
Hot Minute – Director Infrastructure & Economy	465	1,621	13
Hot Minute – Director People & Places	1,158	756	6
Integrated Planning & Reporting documents on exhibition	3,367	1,392	45

Feedback was received from 17 members of the community and/or community organisations. A summary of all submissions received, and officers' responses is included as an attachment to this report.

Policy

Nil arising from this report.

Legal

The Local Government Act 1993, Local Government Amendment (Planning and Reporting) Bill 2009 and Local Government (General) Regulation 2021 outlines requirements for the preparation, exhibition and adoption of the Integrated Planning and Reporting Framework. The Draft documents must be exhibited for a minimum period of 28 days.

Risk Management

The draft plans presented for public exhibition address and respond to a range of medium to longer term financial, asset and service provision risks, while the Capital Works Program addresses some of Council's assets at greatest risk of failure.

Financial

The Delivery Program 2026-2030 and Draft Operational Plan 2025/26 presents a financially prudent and cashflow positive budget. Council needs to continue to implement the Financial Sustainability Plan actions and conduct service reviews to maintain a balanced operating result (before capital) budget for the General Fund.

2.4. P&P - 30/06/2025 - DA226/22, Subdivision into 54 Residential Allotments, 19 Barton Avenue, Wallerawang

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: Lauren Stevens – Development Planner

Department: People and Place

Responsible Officer: Shaun Elwood - Director People and Place

Property Details Lot 1 DP1253903, 19 Barton Avenue, Wallerawang NSW 2845

Property Owner Timberfix Pty Ltd at the time of the submission of the application
Barton Realty Pty Ltd is currently the property owner

Applicant Integrated Consulting Pty Ltd

Executive Summary

This report is submitted to Council for consideration of Development Application DA226/22 seeking consent for a subdivision of one (1) lot into 54 residential lots, four (4) new roads and two (2) lots for drainage and open space, on land known as Lot 1 DP1253903, 19 Barton Avenue, Wallerawang.

As the proposal provides that roads and drainage reserves including open space will be dedicated to Council upon completion of the subdivision, the development application invokes Council's Policy 7.6 - Development Applications by Councillors and Staff or on Council Owned Land. Clause 1.e of the policy requires any application that proposes to dedicate land or an asset to Council to be considered and determined by Council if the recommendation is for approval of that application.

The Assessment Report is Attachment 1 to this report. The Assessment Report records the matters that have been considered during the assessment of this development application. The report identifies the requirements under legislation, environmental planning instruments, standards and controls that apply to this development and are required to be considered.

The development application was referred to external agencies such as NSW Rural Fire Service, Water NSW, Endeavour Energy, Transgrid and Transport for NSW. No objections were raised by the agencies, and they have recommended conditions of consent.

The application was placed on public exhibition and neighbour notified between the period 14 December 2022 and 18 January 2023 (14 days, excluding the prescribed Christmas/New Year period) and was re-notified on 14 May 2025 and concluded 13 June 2025, in accordance with the requirements of the *Environmental Planning and Assessment Act 1979* and the Lithgow Community Participation Plan. The second public exhibition period was required to exhibit the letter of offer for the Voluntary Planning Agreement and the biodiversity report identifying native vegetation located on the property.

During the initial public exhibition period ten (10) submissions were received, two (2) of which were in support with recommended conditions, and eight (8) submissions were objections. One (1) submission was received during the second notification period. These submissions are outlined and addressed in the attached Assessment Report (Attachment 1).

This report is submitted to Council for consideration and determination of DA226/22 as required by Policy 7.6.

As part of the application, the applicant has submitted an offer to enter a Voluntary Planning Agreement under section 7.4 of the EP&A Act, to pay a monetary contribution of \$6,800 per residential lot to go towards public open space and recreational needs. The offer complies with Council's Voluntary Planning Agreement Policy 7.8 and is consistent with other offers accepted for a proposed residential subdivision.

A draft Voluntary Planning Agreement (Attachment 3) has now been prepared for endorsement by Council and is ready for the required public notification process to proceed.

Administration's Recommendation

THAT:

1. Development application DA226/22 be APPROVED subject to conditions of consent as detailed in the attached planning assessment report.
2. Council endorse the Draft Voluntary Planning Agreement proposed for DA226/22 being for \$6,800 per residential lot to go towards public open space and recreational needs.
3. The Draft Voluntary Planning Agreement for DA226/22 be placed on public exhibition for a period of 28 days.
4. Should no submissions be received during the public exhibition period, the Voluntary Planning Agreement be endorsed by Council's General Manager under delegated authority.
5. A DIVISION be called in accordance with the requirements of Section 375A(3) of the Local Government Act, 1993.

Attachments

1. Council Assessment Report [2.4.1 - 69 pages]
2. Subdivision Plans [2.4.2 - 3 pages]
3. Draft Planning Agreement [2.4.3 - 27 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

This report is submitted to Council for consideration of Development Application DA226/22 seeking consent for a Torrens Title subdivision of one (1) lot into 54 residential lots, four (4) new roads and two (2) lots for drainage and public reserve, on land known as Lot 1 DP1253903, 19 Barton Avenue, Wallerawang.

The subject site is zoned R5 Large Lot Residential pursuant to the Lithgow Local Environmental Plan 2014 (**Lithgow LEP**). The proposed development is characterised and defined as 'Subdivision' and is permissible with consent in R5 zone. The proposed lots all exceed 800m² in area (see Attachment 1 - Assessment Report) and therefore, the development complies with the lot size requirements of clause 4.1 of the Lithgow LEP.

The development is categorised as 'integrated development' within the meaning of section 4.46 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)* because it requires an approval under section 100B of the *Rural Fires Act 1997 (RF Act)* in addition to development consent. The approval is required because the site is mapped as bushfire prone land and involves a subdivision of land for residential purposes.

The application was referred to the NSW Rural Fire Service (**RFS**) pursuant to section 4.46 of the EP&A Act and section 100B of the RF Act. The RFS assessed the application and provided its general terms of approval (GTA) on 31 July 2024.

The application was referred to Water NSW pursuant to section 6.5 of State Environmental Planning Policy (Biodiversity and Conservation) 2021. Water NSW requested that the applicant provide additional information in relation to stormwater and drainage. The applicant adequately addressed Water NSW's request and Water NSW subsequently issued concurrence conditions on 2 August 2024.

The application was also referred to Endeavour Energy and Transgrid as per Clause 2.48 of State Environmental Planning Policy (Transport and Infrastructure) 2021.

Additionally, the application was referred to Transport for NSW in accordance with Clause 2.122 (Traffic-generating development) of State Environmental Planning Policy (Transport and Infrastructure) 2021.

The government authorities raised no objection to the application and have recommended conditions on the consent.

The key environmental planning issues arising from the assessment of the proposal include biodiversity impacts, traffic / access and stormwater management, which have been satisfactorily addressed and can be appropriately managed through the recommended conditions of consent.

The application was required to be placed on public exhibition for a minimum period of 28 days pursuant to the EP&A Act (cl 8A, div 2, part 1 of schedule 1) and the Lithgow Community Participation Plan. The application was placed on public exhibition from 14 December 2022 until 18 January 2023 and again from 14 May 2025 and to 13 June 2025.

During the initial notification period ten (10) submissions were received, with two (2) in support with recommended conditions, and eight (8) objections. During the second notification period one (1) submission was received. The main issues raised included: views along Lyon Parade being impacted by future dwellings, increase traffic, pedestrian movements, privacy and screening, noise impacts, water runoff and flooding potential, flora and fauna impacts, erosion impacts, stormwater impacts and fencing. These submissions have been outlined and addressed in the attached Assessment Report (Attachment 1).

About the site

The site is an irregular shaped lot with a site area of approximately 17.43ha. The property has a frontage to Barton Avenue with a small section adjoining Lyon Parade and Cannelite Street. The subdivision plans are included as Attachment 2.

The property adjoins the Wallerawang Public School to the west, residential land to the north (Lyon Parade) and east and Lake Wallace Recreation Area to the south. It is currently vacant of building structures, with a downhill slope from Lyon Parade to Barton Avenue (west to east). It contains grassland vegetation with some remnant isolated trees.

The site is not known to be flood-affected under the Lithgow Council's Flood Prone Maps but is identified as bush fire prone land. The site contains no heritage items and is not in a heritage conservation area.

The site is burdened by a number of electrical and Transgrid easements.

The development is for a torrens title subdivision of 1 lot into 54 residential allotments, 4 new roads, 2 lots for drainage and public reserve. The development also includes bulk earthworks and associated civil works for new roads, stormwater drainage/bioretenion basins, and essential services.

The proposed subdivision lot sizes are detailed below:

Proposed Lot	Allotment Size	Proposed Lot	Allotment Size	Proposed Lot	Allotment Size
Lot 1	1686m ²	Lot 21	1004m ²	Lot 41	1090m ²
Lot 2	1546m ²	Lot 22	1001m ²	Lot 42	1525m ²
Lot 3	3571m ²	Lot 23	1065m ²	Lot 43	1899m ²
Lot 4	2665m ²	Lot 24	1029m ²	Lot 44	1515m ²
Lot 5	1942m ²	Lot 25	1.78ha	Lot 45	1378m ²
Lot 6	1595m ²	Lot 26	1050m ²	Lot 46	1335m ²
Lot 7	1463m ²	Lot 27	1018m ²	Lot 47	1314m ²
Lot 8	1571m ²	Lot 28	1051m ²	Lot 48	1296m ²
Lot 9	1722m ²	Lot 29	1205m ²	Lot 49	1367m ²
Lot 10	1758m ²	Lot 30	1156m ²	Lot 50	1641m ²
Lot 11	2091m ²	Lot 31	1178m ²	Lot 51	2249m ²
Lot 12	2593m ²	Lot 32	1259m ²	Lot 52	2489m ²
Lot 13	5379m ²	Lot 33	1306m ²	Lot 53	2783m ²
Lot 14	8619m ²	Lot 34	1243m ²	Lot 54	1802m ²
Lot 15	1.92ha	Lot 35	1270m ²	Lot 56	Proposed Public Reserve (power easements) and drainage reserve
Lot 16	4079m ²	Lot 36	1185m ²		
Lot 17	1210m ²	Lot 37	1135m ²		
Lot 18	1083m ²	Lot 38	1205m ²		
Lot 19	1001m ²	Lot 39	1090m ²		
Lot 20	1004m ²	Lot 40	1090m ²		

Consultation and Communication

The application was placed on public exhibition in accordance with the EP&A Act and the Lithgow Community Participation Plan, and nearby landowners and occupiers were notified of the proposal. The public exhibition period commenced on 14 December 2022 and concluded on 18 January 2023.

Policy

Lithgow Community Participation Plan

The application was placed on public exhibition in accordance with the EP&A Act and the Lithgow Community Participation Plan, and nearby landowners and occupiers were notified of the proposal.

The first public exhibition period commenced on 14 December 2022 and concluded on 18 January 2023; the second public exhibition period commenced on 14 May 2025 and concluded on 13 June 2025. The second public exhibition period was required to exhibit the letter of offer for the Voluntary Planning Agreement and the biodiversity report identifying native vegetation located on the property.

Policy 7.8 Voluntary Planning Agreements

The developer has offered to enter a voluntary planning agreement with Council in relation to the development. The developer offers a monetary contribution of \$6,800 per residential lot, totalling \$367,200.

The wider community will share in benefits resulting from the planning agreement, through the allocation of funds towards a public benefit in accordance with Council Policy 7.8 - Voluntary Planning Agreements.

Policy 7.6 Development Applications by Councillors and Staff (including immediate relatives), or on Council Owned Land & Conflicts of Interest

Council's Policy 7.6 Development Applications by Councillors and Staff or on Council Owned Land requires any application that proposes to dedicate land or an asset to Council is to be considered and determined by Council if the recommendation is for approval of that application. Given that the proposal includes dedication of land to Council for roads, bioretention basins and open space, the application is to be determined by the elected Council.

Conditions such as maintenance bonds for road works and stormwater management will be conditioned on the consent.

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. These are addressed in the attached Planning Assessment Report. The application is recommended for approval and has been assessed as achieving compliance with relevant regulatory requirements.

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 - A Voluntary Planning Agreement will be conditioned on the consent if the application is approved to assist Council to provide facilities for the public benefit. Water and Sewerage Development Contributions also apply and would be conditioned on the consent, as well as maintenance bonds for the road work and bio-retention basins.

2.5. P&P - 30/06/2025 - DA011/25, Call In Report - Residential Flat Buildings - 210-214 Main 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: Lauren Stevens – Development Planner

Department: Planning and Development

Responsible Officer: Shaun Elwood - Director People and Place

Property Details 210-214 Main Street Lithgow NSW 2790, Lot 5 DP 19238, Lot 10 DP131092 and Lot 1 DP308160

Property Owner Hospland Pty Ltd

Applicant The Trustee For Hospland Unit Trust

Executive Summary

This report is submitted to Council for information purposes regarding Development Application DA011/25 for a proposed Residential Flat Building including Subdivision (Torrens and Strata) development on land known as Lot 5 DP 19238, Lot 10 DP131092 and Lot 1 DP308160, 210-214 Main Street, Lithgow.

This Development Application was 'called in' on 28 May 2025 by Councillor Evangelidis. Clause 3 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' and therefore, the purpose of this report is to inform the elected Council of the 'called in' Development Application.

Attached to this report is the Statement of Environmental Effects, full set of plans and the heritage impact statement submitted with the application. These documents and more are also available on Council's website [Development Proposal - DA011/25 - Lithgow City Council](#).

A subsequent report will be provided to Council once assessment has been completed in accordance with the Environmental Planning & Assessment Act 1979 (EP&A Act).

Administration's Recommendation

THAT Council:

1. Note the information provided on Development Application DA011/25.
2. Determine whether an onsite meeting be organised for staff, Councillors and residents.
3. Note that a report on the final assessment and recommendation will be furnished to a future Council meeting for determination of DA011/25 for Residential Flat Buildings including Subdivision (Torrens and Strata) development.

Attachments

1. D A 011-25- Statement of Environmental Effects [2.5.1 - 47 pages]
2. D A-011-25- Full set plans [2.5.2 - 14 pages]
3. D A 011-25- Heritage impact assessment [2.5.3 - 14 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

Council is in receipt of Development Application No. DA011/25 seeking consent for a Residential Flat Building including Subdivision (Torrens and Strata) at 214 Main Street Lithgow.

Specifically, the development proposes:

- 2 Lot Torrens Title Subdivision,
- 1 Residential Flat Building comprising 4 residential apartments, and
- 4 Lot Strata Title Subdivision.

Subdivision (2 Lot Torrens Title)

The development involves a subdivision into 2 torrens title allotments. One lot is proposed to involve the residential flat building (Lot A shown on the plans) while the other allotment (Lot B shown on the plans) is for carparking (7 vehicle spaces plus an accessible parking space) and right of access. Lot A is proposed to contain an area of 1272.7m² and Lot B is proposed to contain an area of 420.5m².

The right of carriageway currently services the adjoining residential building to the west and carparking to the rear of the Royal Theatre. This access adjoins James Street to the east of the site. The proposed carparking spaces is proposed to be for any future use of the Theatre. Lot B will be managed and maintained by the owner of the allotment.

Residential Flat Building

The development proposes to construct one residential flat building comprising four residential apartments, all to contain three bedrooms, combined dining, lounge and kitchen, two bathrooms and double garage.

Three of the apartments will be adjoining with the fourth being separated by a private undercover walkway and storage area, in keeping with the residential flat building definition of Lithgow Local Environmental Plan 2014.

The building will have a frontage to Main Street with black fencing around the front property boundary to the private courtyards and stairs to the front door entrances. The appearance at the front elevation will be 2 storeys with featured brickwork above the roof line to keep with the heritage appearance of the adjoining Royal Theatre.

The ground floor level will be slightly above the Main Street footpath view with the existing retaining wall along the front boundary to be reconstructed. The rear of the building will be viewed as three stories with the basement proposed to contain the garages to each apartment.

The ground floor level of the apartments are proposed to contain the kitchen, dining and lounge area while the first floor area will contain the bedrooms. Balconies are proposed to both floors at the front and back of the buildings.

The building is to be constructed of selected brickwork with a colourbond roof and solar panels.

The setback of the buildings is 16.84 along the western boundary to the north (rear of the site at the shortest measurement), 1.217m from the adjoining eastern boundary (Theatre Royal), 8.571m from the front southern boundary and 1.2m from the adjoining western boundary.

The overall height of the building, including the façade is approximately 10m.

Subdivision (4 Lot Strata Title)

The development involves the strata subdivision of the residential apartments into 4 lots. The common area of the property contains the access, visitor parking area, landscaping and bin location. A security gate and fencing is also located along the proposed new boundary of the torrens title subdivision. The walkway between apartments 3 and 4 is also proposed to be common area.

Council staff are currently assessing the application (lodged on 3 April 2025), with the application notified to adjoining landowners and placed on public exhibition between 23 April 2025 and 26 May 2025. A full report will be presented to a future Council meeting once the assessment is finalised.

Consultation and Communication

Pursuant to the Lithgow Community Participation Plan, the Application was notified for a period of 28 days, commencing 23 April 2025 to 26 May 2025, and placed on public exhibition at Council's Administration Building and on Council's website.

Policy

Policy 7.7 Calling in of Development Applications by Councillors

This application has been called in pursuant to Policy 7.7 "Calling in of Applications by Councillors". Item 3 states:

Should written notice signed by a Councillor be provided to the General Manager prior to determination of a development application, the application shall not be determined under delegated authority but shall be:

- Reported to the next available Ordinary Meeting for the information of Council that the development application or development application/construction certificate has been 'called in'; and
- Reported to a Meeting of Council for determination where the application is in a state that it can be determined.

Legal

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

Nil.

2.6. P&P - 30/06/2025 - DA123/24, Subdivision 54 Residential Allotments, 14 Claret Ash Avenue, South Bowenfels

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: Lauren Stevens – Development Planner

Department: People and Place

Responsible Officer: Shaun Elwood - Director People and Place

Property Details Lot 1 DP933666 and Lot 24 DP1041700, 14 Claret Ash Avenue, South Bowenfels NSW 2790 and the existing drainage reserve on Lot 45 DP1109094, Munbinga Drive, Lithgow.

Property Owner Paul and Catherine Ledger and Lithgow Council (existing drainage reserve on Lot 45 DP1109094)

Applicant Mr Paul Ledger

Executive Summary

This report is submitted to Council for consideration and determination of Development Application DA123/24 seeking consent for a subdivision of two lots into 54 residential lots, six new roads and one drainage reserve. The land is located at 14 Claret Ash Avenue, South Bowenfels and the legal particulars of the two existing lots are Lot 1 DP933666 and Lot 24 DP1041700. The development also includes an existing drainage reserve on Lot 45 DP1109094, Munbinga Drive, Lithgow.

Council is the determining authority - As the proposal involves roads and drainage reserves that will be dedicated to Council upon completion of the subdivision, the development application invokes Council's Policy 7.6 - Development Applications by Councillors and Staff or on Council Owned Land. Clause 1.e of the policy provides that any application that proposes to dedicate land or an asset to Council is to be considered and determined by Council if the recommendation is for approval of that application.

Assessment Report - Council's Development Planner has prepared an Assessment Report, which is Attachment 1 of this report. The Assessment Report details the matters that are required to be considered during assessment of the development application, and identifies the legislation, environmental planning instruments, standards and controls that apply to this development. The Assessment Report also includes proposed conditions of consent.

Offer to enter Voluntary Planning Agreement - The development application includes an offer to enter a Voluntary Planning Agreement with Council (pursuant to section 7.4 of the *Environmental Planning and Assessment Act 1979*) for monetary contributions of \$6,800 per residential lot, which is to be allocated to public open space and recreational needs in the South Bowenfels/Littleton area. This offer complies with Council's policy 7.8 and is consistent with is generally accepted for a proposed residential subdivision. The Voluntary Planning Agreement is provided as Attachment 3 of this report.

External referrals - The development application was referred to external agencies including NSW Rural Fire Service, Water NSW, Endeavour Energy and Subsidence Advisory. All agencies have indicated support for the development application subject to conditions of consent.

Internal referrals - The development application was referred to Council's internal departments for review and advice in relation to water and sewer, infrastructure (roads and stormwater) and waste. All departments have provided support for the development application subject to conditions of consent.

Public exhibition and submissions - The application was placed on public exhibition and neighbour notified between the period 26 September 2024 and 4 November 2024 (28 days). The public exhibition period was extended until 2 December 2024 at the discretion of the Development Department in accordance with the *Environmental Planning and Assessment Act 1979* and the Lithgow Community Participation Plan. During the notification period 43 submissions were received, in the form of objections or to provide design recommendations. Pages 47 to 58 of the Assessment Report attached provides a summary of the submissions received together with the applicant's response and Council's response.

Recommend approval - All matters that are required to be assessed and considered pursuant to section 4.15 of the *Environmental Planning and Assessment Act 1979* have been evaluated as documented in the attached Assessment Report, and the Development Dept recommend DA123/24 be approved.

Administration's Recommendation

THAT:

1. Development application DA123/24 be APPROVED subject to conditions of consent as detailed in the attached planning assessment report.
2. Council endorse the draft Voluntary Planning Agreement proposed for DA123/24 being for \$6,800 per residential lot to go towards public open space and recreational needs.
3. The draft Voluntary Planning Agreement for DA123/24 be placed on public exhibition for a period of 28 days.
4. If no submissions are received during the public exhibition period for the draft Voluntary Planning Agreement, the agreement be endorsed by the General Manager under delegated authority.
5. A DIVISION be called in accordance with the requirements of Section 375A(3) of the Local Government Act, 1993.

Attachments

1. Assessment Report [2.6.1 - 87 pages]
2. Subdivision Plans [2.6.2 - 3 pages]
3. Voluntary Planning Agreement [2.6.3 - 25 pages]

Reference to any relevant previous minute

Min No 24-251 Ordinary Meeting of Council 25 November 2024 - Call In Report

Background and discussion

This report is submitted to Council for consideration and determination of Development Application DA123/24 seeking consent for a subdivision of two lots into 54 residential lots, six new roads and one drainage reserve. The land is located at 14 Claret Ash Avenue, South Bowenfels and the legal particulars of the two existing lots are Lot 1 DP933666 and Lot 24 DP1041700. The development also includes an existing drainage reserve on Lot 45 DP1109094, Munbinga Drive, Lithgow.

The subject site is zoned C3 - Environmental Management and R2 - Low Density Residential under the Lithgow Local Environmental Plan 2014 (**Lithgow LEP**). The proposed development is characterised and defined as 'Subdivision' and is permissible with consent in R5 zone. The proposed lots all exceed 800m² in area (see Attachment 1 - Assessment Report) and therefore, the development complies with the lot size requirements of clause 4.1 of the Lithgow LEP.

About the site

The site is an irregular shaped allotment with a site area of approximately 17.23ha. The development also involves the existing drainage reserve on Lot 45 DP1109094, Munbinga Drive, Lithgow. The subdivision plans are included as Attachment 2.

The property adjoins residential subdivisions (containing built developments) on Claret Ash Avenue to the southwest of the site and Munbinga Drive to the northeast. Hassans Walls Reserve adjoins the site to the southeast.

The site contains two high points, the northwestern corner and the southern area of the site. These slope down towards the centre of the property. Most of the proposed allotments therefore are affected by slopes over 20%. These allotments have been designed to contain larger area sizes to provide suitable land availability for future dwellings.

Part of the site is identified as flood-affected under the Lithgow Council's Flood Prone Maps and part is identified as bush fire prone land. The site contains no heritage items and is not in a heritage conservation area.

The development proposes to provide two (2) connections to the existing road network; that being from Claret Ash Avenue and Munbinga Drive.

The lots are proposed to range in size from 830m² to 7.4ha, as detailed below:

Proposed Lot	Allotment Size		Proposed Lot	Allotment Size		Proposed Lot	Allotment Size
Lot 1	830m ²		Lot 21	1384m ²		Lot 41	1360m ²
Lot 2	938m ²		Lot 22	1327m ²		Lot 42	969m ²
Lot 3	1103m ²		Lot 23	1256m ²		Lot 43	1030m ²
Lot 4	1108m ²		Lot 24	1148m ²		Lot 44	1315m ²
Lot 5	2172m ²		Lot 25	1061m ²		Lot 45	835m ²
Lot 6	1464m ²		Lot 26	832m ²		Lot 46	834m ²
Lot 7	1010m ²		Lot 27	837m ²		Lot 47	2327m ²
Lot 8	1266m ²		Lot 28	865m ²		Lot 48	2491m ²
Lot 9	1315m ²		Lot 29	1313m ²		Lot 49	1145m ²
Lot 10	967m ²		Lot 30	1168m ²		Lot 50	1041m ²
Lot 11	1185m ²		Lot 31	1142m ²		Lot 51	3447m ²
Lot 12	1065m ²		Lot 32	1413m ²		Lot 52	6304m ²
Lot 13	1052m ²		Lot 33	2424m ²		Lot 53	5000m ²
Lot 14	968m ²		Lot 34	2313m ²		Lot 54	7.4ha

Lot 15	968m ²		Lot 35	1203m ²		
Lot 16	968m ²		Lot 36	1203m ²		
Lot 17	1103m ²		Lot 37	1352m ²		
Lot 18	1005m ²		Lot 38	1422m ²		
Lot 19	909m ²		Lot 39	1251m ²		
Lot 20	2505m ²		Lot 40	1202m ²		

Integrated development and external referrals

The development is categorised as 'integrated development' within the meaning of section 4.46 of the *Environmental Planning and Assessment Act 1979 (EP&A Act)* because it requires an approval under section 100B of the *Rural Fires Act 1997 (RF Act)* in addition to development consent. The approval is required because the site is mapped as bushfire prone land and involves a subdivision of land for residential purposes.

The application was referred to the NSW Rural Fire Service (**RFS**) pursuant to section 4.46 of the EP&A Act and section 100B of the RF Act. The RFS assessed the application and provided its general terms of approval (GTA) and Bush Fire Safety Authority on 2 April 2025.

The application was referred to Water NSW pursuant to section 6.5 of State Environmental Planning Policy (Biodiversity and Conservation) 2021. Water NSW issued concurrence conditions on 23 December 2024.

The application was referred to Endeavour Energy as per Clause 2.48 of State Environmental Planning Policy (Transport and Infrastructure) 2021. Endeavour Energy provided its concurrence on 26 September 2024.

The application was referred to Subsidence Advisory. NSW Subsidence Advisory issued General Terms of Approval with conditions on 25 November 2024.

The government authorities raised no objection to the application and have recommended conditions on the consent.

The development application was also referred to Council's internal departments for review and advice in relation to water and sewer, infrastructure (roads and stormwater) and waste. All departments have provided support for the development application subject to conditions of consent.

Key environmental considerations

The key environmental planning considerations arising from the assessment of the proposal include biodiversity impacts, traffic / access and stormwater management, which have been satisfactorily addressed and can be appropriately managed through the recommended conditions of consent.

Public exhibition and neighbour notification

The application was required to be placed on public exhibition for a minimum period of 28 days pursuant to the EP&A Act (cl 7, div 2, part 1 of schedule 1) and the Lithgow Community Participation Plan. The application was placed on public exhibition from 26 September 2024 until 4 November 2024 and extended until 2 December 2024 at the discretion of the Development Department. The development proposal was exhibited at Council's Administration Building, on Council's website and in the local newspaper. An onsite meeting for residents and Councillors was also held on 23 January 2025.

During the public exhibition period 43 submissions were received, in the form of objections or to provide design recommendations. The main issues raised include traffic impacts and concerns about congestion between Claret Ash, Munbinga Drive and streets beyond, including the Great Western Highway; safety and security concerns with the additional traffic load; flora and fauna impacts; provision for footpaths, cycleways and bus stops; flood and stormwater impacts; and noise and sewerage impacts. These submissions have been outlined and addressed at pages 47 to 58 of the Assessment Report at Attachment 1.

Community concerns regarding connector road through to Munbinga Drive, and stormwater

Two of the main concerns raised by the community involve the proposed connector road from Claret Ash Avenue through to Munbinga Drive, and stormwater.

Connector road through to Munbinga

During the assessment period, the applicant made considerable effort to explore the possibility of re-designing Claret Ash as a no through road or a through road for emergency vehicles only. However, this could not be supported by RFS who is tasked with prioritising safe operational access to structures and water supply for emergency services, while residents are seeking to evacuate from an area. This is crucial in a location that is exposed to extensive bushland and high bushfire risk.

Page 73 of the Assessment Report at Attachment 1 imposes conditions of consent in relation to the subdivision roads and stormwater.

Stormwater

The stormwater plan submitted with the development application explains that there will be two main discharge points for stormwater:

- A western discharge point via an existing easement that conveys runoff via a drainage depression to the existing stormwater infrastructure along the Great Western Highway; and
- An eastern discharge point via Lot 45 DP1109094 (Council owned) with an existing piped system conveying runoff to Council's stormwater infrastructure along Munbinga Drive.

The report concludes that "*The development in its current state incorporates two detention basins, one for each catchment. A review of these basins show that they are both suitably sized to ensure there is no adverse impact on the downstream system ...*"

A consent condition is imposed to require a final detailed stormwater drainage plan, including suitable stormwater management measures, to be prepared in consultation with Water NSW and Council prior to the issue of a Subdivision Works Certificate.

Page 73 of the Assessment Report at Attachment 1 provides conditions of consent in relation to the subdivision roads and stormwater.

Recommend approval

All matters that are required to be assessed and considered pursuant to section 4.15 of the *Environmental Planning and Assessment Act 1979* have been evaluated as documented in the attached Assessment Report, and the Development Dept recommend that DA123/24 be approved subject to the conditions included in the Assessment Report.

Consultation and Communication

Pursuant to the Lithgow Community Participation Plan, the Application was notified for a period of 28 days, commencing 26 September 2024 to 4 November 2024 (and this exhibition period was subsequently extended until 2 December 2024). The development proposal was also exhibited at Council's Administration Building and on Council's website.

Policy

Policy 7.6 Development Applications by Councillors and Staff (including immediate relatives), Or On Council Owned Land and Conflicts of Interest

Council's Policy 7.6 Development Applications by Councillors and Staff or on Council Owned Land requires any application that proposes to dedicate land or an asset to Council is to be considered and determined by Council if the recommendation is for approval of that application. Given that the proposed roads and bioretention basin will become Council assets and will be under the care and maintenance of Council, the application is to be determined by the elected Council.

The application further involves land owned by Council being the existing drainage reserve on Lot 45 DP1109094.

Policy 7.7 Calling in of Development Applications by Councillors

This application has been called in pursuant to Policy 7.7 "Calling in of Applications by Councillors". Item 3 that states:

Should written notice signed by a Councillor be provided to the General Manager prior to determination of a development application, the application shall not be determined under delegated authority but shall be:

- *Reported to the next available Ordinary Meeting for the information of Council that the development application or development application/construction certificate has been 'called in'; and*
- *Reported to a Meeting of Council for determination where the application is in a state that it can be determined.*

As such a call in report was presented that the Ordinary Meeting of Council held 25 November 2024.

Policy 7.8 Voluntary Planning Agreements

The developer has offered to enter a voluntary planning agreement with Council in relation to the development. The developer offers a monetary contribution of \$6,800 per residential lot, totalling \$353,600. The Voluntary Planning Agreement is provided as Attachment 3 of this report.

The wider community will share in benefits resulting from the planning agreement, through the allocation of funds towards a public benefit in accordance with Council Policy 7.8 - Voluntary Planning Agreements.

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. These are addressed in the attached Planning Assessment Report. The application is recommended for approval and has been assessed as achieving compliance with relevant regulatory requirements.

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 - A Voluntary Planning Agreement will be conditioned on the consent should the application be approved to assist Council to provide facilities for the public benefit. Water and Sewerage Development Contributions also apply and would be conditioned on the consent, as well as maintenance bonds for the road work and bio-retention basins.

2.7. I&E - 30/06/2025 - Lithgow Small Arms Factory Heritage Listing - Late Report to be submitted

Late Report to be Submitted

2.8. F&G - 30/06/2025 - Draft Borrowing Policy

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

On 5 March 2025, Council resolved to seek a loan to fund the section of the Main Street Footpath Revitalisation Project that was due to be delivered with the Building Better Regions grant funding that was lost. Part of the recommendation was as follows:

“3. The Finance and Infrastructure Committees develop a borrowing strategy for capital works for inclusion in Council's Long Term Financial Plan.”

As part of good governance, it was determined that a Borrowing Policy be developed to provide a framework to determine the purposes and situations in which borrowings were appropriate and sustainable in the long-term.

A draft Policy has been developed and was presented for the Finance Committee's consideration at the 20 May 2025 meeting and endorsed at meeting. The draft Policy is attached for Council's consideration for adoption.

Administration's Recommendation

THAT Council adopt the draft Borrowing Policy for immediate implementation.

Attachments

1. Draft Borrowing Policy [2.8.1 - 6 pages]

Reference to any relevant previous minute

Min. No. 25-67 Extraordinary Meeting of Council held on 5 March 2025.

Background and discussion

On 5 March 2025, Council resolved to seek a loan to fund the section of the Main Street Footpath Revitalisation Project that was due to be delivered with the Building Better Regions grant funding that was lost. Part of the recommendation was as follows:

“3. The Finance and Infrastructure Committees develop a borrowing strategy for capital works for inclusion in Council's Long Term Financial Plan.”

As part of good governance, it was determined that a Borrowing Policy be developed to provide a framework to determine the purposes and situations in which borrowings were appropriate and sustainable in the long-term.

A draft Policy has been developed and was presented for the Finance Committee's consideration at the 20 May 2025 meeting and the following recommendation was endorsed:

THAT the Finance Committee endorse the draft Borrowing Policy to be presented to the 30 June Council Meeting for consideration.

As outlined in the draft Policy, the core objective of the Borrowings Policy is to ensure the sound management of Council's debt within the context of Council's Long Term Financial Plan (LTFP).

- This core objective can be achieved with consideration to the following prudent measures:
- ensuring a structured and disciplined approach to borrowing of funds;
- providing guidance as to the information that must be taken into consideration when Council is considering the use of debt;
- ensuring the cost of any expenditure can be recovered at the time that the benefits of that expenditure accrue (intergenerational equity);
- ensuring that all borrowings are in accordance with relevant legislative provisions;
- ensuring the total of the loan borrowings is sustainable in terms of Council's ability to meet future repayments and budgetary obligations;
- minimising the risk and cost of borrowing via a structured procurement program; and
- meeting industry best practice in respect to Council's Debt Service Ratio.

The draft Policy also contains the following:

1. Principles,
2. Internal Borrowings,
3. Security for Borrowings,
4. Borrowing Term,
5. Interest Rate Parameters,
6. Borrowing Ratio,
7. Selection of Lending Institution,
8. Overdraft, and
9. Reporting.

If adopted, this Policy will form the basis of the consideration of borrowings within the review of the LTFP, which is currently anticipated to be presented for Council consideration to place on public exhibition at the 25 August 2025 Ordinary Meeting.

Consultation and Communication

N/A for an operational policy.

Policy

If adopted, this will become a formal Policy of Council.

Legal

The subject matter of this report is a function of Council conferred by the Local Government Act, 1993, the Local Government (General Regulation), 2021, and the Revised Local Government Minister's Borrowing Order dated 13 May 2009.

Risk Management

This Policy provides a framework to address the risks posed when considering using borrowings to fund works and programs and restricts the purpose for which borrowings can be used to reduce financial risks to Council.

Financial

This Policy will provide governance for the use of borrowings and assist with the consideration of the financial impacts of borrowing. The development of the draft policy itself has no financial implications.

2.9. F&G - 30/06/2025 - Investment Report May 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 as at 31 May 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 \$59.97M, 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 \$997K is Council's working capital.

Administration's Recommendation

THAT:

1. Investments of \$58,803,562 and cash of \$1,165,321 (which is mostly restricted for specific purposes) for the period ending 31 May 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 Attachment May 25 [2.9.1 - 1 page]

Reference to any relevant previous minute

Min No 25-139 Ordinary Meeting of Council held on 26 May 2025.

Background and discussion

Movements in the Cash and Investments Balance

Council's total investment portfolio as at 31 May 2025, when compared to 30 April 2025, has increased from \$58,003,616 to \$58,803,562 Cash in Council's bank account decreased from \$3,589,871 to \$1,165,320.

May is usually a cashflow positive month, with rating income being the main funding source. In May 2025, there were high cash outflows relating to supplier payments, resulting in a decreased cash position.

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 May 2025 were as follows:

Opening Balance of cash and investments as 1 May 2025	\$61,593,487
<u>Plus</u> New Investments – May 2025	\$11,799,945
<u>Less</u> Investments redeemed – May 2025	\$13,424,550
Closing Balance of cash and investments as at 31 May 2025	\$59,968,882

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 \$1.6M decrease in cash and investments in May 2025. High cash inflows were offset with higher than usual payments to suppliers (\$6M) which 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:

- \$1.68M Wolgan Valley Access Road design and project management (DRFA funded),
- \$755K Flood damage rehabilitation Hampton Road, Hampton (grant funded),
- \$307K for domestic waste collection for April (Waste income funded),
- \$176K Plant Replacement Deposit Isuzu FYX Patcher (SRV funded),
- \$152K Water Usage from Fish River (Water income funded),
- \$148K Plant Replacement Toro Groundmaster Mower (SRV funded), and
- \$109K Kremer Park Retaining Wall (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 31 May 2025 to fund \$50.6M of externally restricted reserves and \$8.3M of internally restricted reserves. The unspent 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 \$997K as at 31 May 2025. The decrease in working capital from \$2.1M at the end of April to \$997K at the end of May is due to the timing of cash flows. May had higher cash outflows offsetting the cash inflows, resulting in a decrease of cash, which has decreased the working capital balance.

Cash and Investments Statement (\$'000)

	30 June 2024 Position	30 Sep 2024 Position	31 Dec 2024 Position	31 March 2025 Position	31 May 2025 Position
Externally Restricted					
Developer Contributions	1,851	1,741	1,937	1,891	1,939
Special Purpose Grants	44,441	42,429	37,213	34,496	31,632
Water Supplies	4,712	4,913	4,525	4,523	4,219
Sewerage Services	6,419	5,505	4,943	3,793	3,091
Domestic Waste	8,261	9,774	9,660	9,501	9,593
Unexpended Loans	1,342	754	241	217	170
	67,027	65,117	58,520	55,420	50,645
Internally Restricted					
Land & Buildings	2,184	2,184	2,184	2,184	2,184
FAGS	5,410	4,260	4,245	1,352	451
Plant & Equipment	643	643	297	97	44
Bonds, Deposits & Retentions	539	523	477	471	474
Works in Progress	637	637	637	637	637
Carry Over Works	407	117	76	64	63
Commercial Waste	1,405	306	681	2,580	2,810
ELE	668	754	754	754	754
Election	175	175	175	175	-
Other	2,332	2,332	2,018	1,310	911
Total Internally Restricted	14,401	11,933	11,542	9,624	8,327
Unrestricted (working capital)	-	3,302	118	2,584	997
Total Cash and Investments	81,428	80,251	70,180	66,629	59,969

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 \$3,531,899
- 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 May, rates achieved on average are 4.33%. 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 May, the cash and reserves balance decreased to \$59.97M 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.

2.10. F&G - 30/06/2025 - Making of Annual Rates & Charges 2025/2026

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 and Water
Responsible Officer: Vanessa Browning - Director Finance and Governance

Executive Summary

The purpose of this report is to make the rates and annual charges for the 2025/26 financial year in accordance with Section 535 of the Local Government Act 1993. The report encompasses the rates and annual charges, as well as the fees and charges that are included in the 2025/26 Revenue Policy and updated fees and charges register, that require formal adoption by Council.

The full listing of rates, fees and charges, fees relevant to statutory regulations and the proposed income generated is contained in the Revenue Policy and the Fees and Charges documents included as attachments to this report.

Administration's Recommendation

THAT Council:

1. Adopt the maximum rate of interest payable on overdue rates and charges for the period 1 July 2025 to 30 June 2026 (inclusive) as 10.5% per annum.
2. Adopt the following Integrated Planning and Reporting (IPR) documents:
 - a) Fees and Charges 2025/26,
 - b) Revenue Policy 2025/26, and
 - c) Rating Maps 2025/26.
3. Declare a category and sub-category of ordinary rate for each proposed category and sub-category set out in columns 2 and 3 of the Rates Categorisation Table in this Report on the corresponding basis set out in Column 4 of the table.
4. Make the Rates and Annual charges for the 2025/26 rating year as detailed in the 2025/26 Revenue Policy and as listed in the tables within this report.
5. Endorse the following changes to the rating structure from 1 July 2025:
 - a) include Wind Power Generation and Rail Related Manufacture, Maintenance & Storage as subcategories within the Business category.

Attachments

1. 2025-26 Updated Fees and Charges [2.10.1 - 79 pages]
2. 2025 Business Lithgow [2.10.2 - 1 page]
3. 2025 Business Other [2.10.3 - 1 page]
4. 2025 Business Portland [2.10.4 - 1 page]
5. 2025 Business Power Station [2.10.5 - 1 page]
6. 2025 Business Wallerawang [2.10.6 - 1 page]
7. 2025 Farmland [2.10.7 - 1 page]
8. 2025 Mines [2.10.8 - 1 page]
9. 2025 Quarries [2.10.9 - 1 page]
10. 2025 Residential Lithgow [2.10.10 - 1 page]
11. 2025 Residential Other [2.10.11 - 1 page]
12. 2025 Residential Portland [2.10.12 - 1 page]
13. 2025 Residential Wallerawang [2.10.13 - 1 page]
14. 2025/26 Revenue Policy [2.10.14 - 17 pages]

Reference to any relevant previous minute

Min No 25-122 Ordinary Meeting of Council 28 April 2025

Background and discussion

Fees and Charges

For 2025/26, management has undertaken a comprehensive review of fees and charges, utilising a methodology which includes:

- 3.5% CPI was applied to all non-regulatory / non legislated fees and charges with a critical review of fees and charges for key areas;
- Simplifying fee structures where possible;
- Fees and Charges being reviewed to identify:
 - conscious pricing principles,
 - new market opportunities and marketing of facilities, and
 - cost to provide the service vs income generated; and
- Regulatory / legislated fees and charges are applied on advice from relevant authorities.

The CPI increase on fees & charges was set at the weighted average of the December 2024 Producer Price Index and the NSW Local Government (State) Award increase, both key inputs to service and goods provision when preparation of 2025/26 fees and charges commenced.

To ensure that the cost of providing water to the community is recovered and sustainable, the following changes were made water consumption charges that were placed on public exhibition, which is permitted under section 610B of the Local Government Act, 1993:

- Increase from \$3.23 to 3.41 per kilolitre for the following categories:
 - Community facilities,
 - Residential Tier 1 (0-250 kilolitres), and
 - Business Tier 1 (0-500 kilolitres).
- Increase from \$5.69 to \$6.82 per kilolitre for the following categories:
 - Residential Tier 2 (251+ kilolitres), and
 - Business Tier 2 (501+ kilolitres).

The increase in the rates above those advertised follows a review of projects, tenders, and the impact of the Water NSW new IPART determination.

There were also changes to Complying Development Certificate Fees, to correct omissions made:

- Addition of Construction Work (Class 1 & 10) estimated cost between \$100,001 - \$250,000 for \$1,400 plus \$3.65 per thousand over \$100,000, and
- Adjustment of Construction Work (Class 1 & 10) estimated cost between \$25,001 - \$50,000 to \$800 plus \$3.85 per thousand over \$25,000.

There have been other minor changes to the fees and charges document, including an update of regulatory fees.

Rates and Annual Charges

The Ordinary Rates structure incorporates the rate peg increase in Council's General Rating Income of 4.1% for 2025/26. The 2025/26 rate peg of 4.1% is comprised of 3.2% base cost change for all NSW Councils plus 0.9% for the change in supplementary valuations.

The draft Revenue Policy presented in this report has been updated from the version that was originally placed on public exhibition. These changes are the result of supplementary valuations received and minor amendments to certain charges that have occurred since the original document was prepared. While these adjustments have led to slight variations in the total estimated income from rates and annual charges, the underlying structure and intent of the Revenue Policy remain consistent with the exhibited version.

Council can choose how they calculate and distribute rates among categories of rateable properties in the Council area. For each category and/or subcategory, rates can be calculated in one of three ways. They are as follows:

- **Option 1** – entirely on the land value of the property (known as an ad valorem rate);
- **Option 2** – on a combination of the land value of the property and a fixed amount per property (known as a base amount plus ad valorem rate); or
- **Option 3** – entirely on the land value, but subject to a minimum amount for land values under a certain threshold (known as ad valorem with minimum rate).

Each year, Council evaluates the impact of rates and seeks to ensure that the system we use to calculate rates is the most equitable for the whole Local Government Area (LGA). The total amount of rates collected by Council remains the same regardless of changes to land values; it is the rating structure chosen that determines how rates are shared across all property owners.

Lithgow City Council uses Option 2 as this is a fair and equitable method of rating. Under this option property owners are asked to pay their share of rates based on their individual property value. This is added to a base amount irrespective of where they are located within the LGA.

In accordance with Section 497 of the Act, the structure of the Ordinary Rate consists of a base amount and an ad valorem amount.

It is a recommendation, at the conclusion of this report, that in accordance with the Act and using land values with a base date of 1 July 2022 that the Ordinary Rates in the table below be made for the 2025/26 rating year and that these changes commence on 1 July 2025.

The table below shows the rating categories and sub-categories that are proposed to be used from 1 July 2025 for rating purposes. Maps of each category and sub-category are included as an attachment to this report.

Rates Categorisation Table

Type	Category	Sub-Category	Basis
Ordinary	Residential	Lithgow Portland Wallerawang	Each parcel of rateable land valued as one assessment which can be categorised as Residential in accordance with the Local Government Act, 1993 within the Lithgow, Portland & Wallerawang urban areas as set out in the individual Residential Rate Categorisation Maps.
Ordinary	Residential	Other	Each parcel of rateable land valued as one assessment which can be categorised as Residential in accordance with the Local Government Act, 1993 but cannot be categorised as 'Residential – Lithgow, Portland & Wallerawang' as set out in the individual Residential Rate Categorisation Maps.
Ordinary	Farmland		Each parcel of rateable land valued as one assessment which can be categorised as Farmland in accordance with the Local Government Act, 1993.

Ordinary	Mining		Each parcel of rateable land valued as one assessment which can be categorised as Mining in accordance with the Local Government Act, 1993.
Ordinary	Business	Lithgow Portland Wallerawang	Each parcel of rateable land valued as one assessment which can be categorised as Business in accordance with the Local Government Act, 1993 within the Lithgow, Portland & Wallerawang urban areas as set out in the individual Business Rate Categorisation Map.
Ordinary	Business	Other	Each parcel of rateable land valued as one assessment which can be categorised as Business in accordance with the Local Government Act, 1993 but cannot be categorised as either 'Business – Lithgow, Portland Wallerawang' or 'Business – Large Scale Power Generation or Storage', Business – Wind Power Generation, Business – Rail Related Manufacture, Maintenance or Storage, or any of the business sub-categories related to quarrying.
Ordinary	Business	Large Scale Power Generation or Storage	Each parcel of rateable land valued as one assessment which cannot be categorised as farmland, residential or mining and if its dominant use is as a centre for any of the following activities: a) the generation of electricity provided that the generator (or a combination of generators) has a rated power capacity of more than 25 megawatts; b) the storage of, or capacity to store, more than 100 megawatts of electricity at any time.
Ordinary	Business	Wind Power Generation	Each parcel of rateable land valued as one assessment which cannot be categorised as farmland, residential or mining and if its dominant use is as a centre for electricity generation from wind turbines provided that the turbine or turbines have a combined rated power capacity of more than 1 megawatt.
Ordinary	Business	Rail Related Manufacture, Maintenance or Storage	Each parcel of rateable land valued as one assessment which cannot be categorised as farmland, residential or mining and if its dominant use is as a centre for rail related manufacture maintenance or storage and more particularly set out in the Lithgow Rail Manufacturing, Maintenance and Storage Area as part of the Rate Categorisation Map.
Ordinary	Business	Quarrying – Clarence Newnes Junction Wallerawang Marangaroo Hartley Round Swamp Clarence Colliery	Each parcel of rateable land valued as one assessment which cannot be categorized as farmland, residential or mining and if its dominant use is as a centre for quarrying or works ancillary or properly incidental to quarrying and more particularly set out in the Lithgow Clarence, Newnes Junction, Wallerawang, Marrangaroo, Hartley, Round Swamp, Clarence/Lithgow Quarry Areas as part of the Quarry Rate Categorisation Maps.

Proposed Changes to Rating Structure

1. Addition of Business – Wind Power Generation Sub-Category

Three Wind Power Generation Major Projects are presently proposed within, or partly within, the Lithgow Local Government Area. Capturing local value and benefit from the projects from the key income components of wages, rent, interest and profit will be difficult without capturing value by way of taxing.

The infrastructure is highly capital intensive, and, in almost all instances, the other components of income will substantially leave the LGA. More importantly, although the business valuations are likely to be relatively low, the developments will have a substantial impact on the consumption of Council (and therefore the community's) finite road resources many times the proportion attributable to business category assessments more generally.

For these reasons, it is recommended that an ad valorem rate approximately ten times that of the Business – Other rating is implemented. At this stage, the proposed projects are not sufficiently progressed to enable the sub-category to be levied for the 2025/2026 financial year.

2. Addition of Business – Rail Related Manufacture, Maintenance or Storage Sub-Category

The former State Railyard workshop is assessed to be a strategically important asset in the context of Lithgow's emerging economy. With key access to the State roads network, the Western Rail Line and the Western Sydney Airport, the site is considered very valuable – even if largely idle at present. The site is assessed to be activated for rail and logistic related manufacture in alignment with the NSW Freight Policy Reform together with the Net Zero policy framings of the Commonwealth and NSW governments.

For these reasons, it is recommended an ad valorem rate approximately three times that of the Business – Lithgow rating.

Estimated Yield – 2025/26

Residential						
Category/Sub-Category	Estimated Properties	No.	Base Amount	Base Amount	Ad Valorem Amount	Estimated Yield
			(\$)	% of total levy	(c in the \$)	
Residential/Lithgow	5557		352.38	27.27%	0.0050467	7,180,796.34
Residential/Portland	941		352.38	43.24%	0.0031914	766,869.74
Residential/Wallerawang	840		352.38	36.90%	0.0027745	802,219.69
Residential/Other	2646		352.38	26.49%	0.0025640	3,519,486.79
Farmland						
Farmland	1,164		590.72	23.97%	0.0018203	2,880,268.68
Business						
Business/Lithgow	310		678.73	8.40%	0.0224659	2,505,650.06
Business/Portland	47		678.73	31.98%	0.0980660	99,756.07
Business/Wallerawang	46		678.73	15.78%	0.0149891	197,923.26
Business/Other	143		439.41	31.36%	0.0025620	200,340.43
Business/Power Generation and Storage - Portland	1		14,205.59	3.62%	0.1420721	392,117.37
Business Quarry - Clarence	1		16,343.70	16.12%	0.0231019	101,358.61
Business Quarry - Wallerawang	1		16,343.70	30.06%	0.0231825	54,362.95
Business Quarry - Marrangaroo	1		16,343.70	26.37%	0.0231545	61,981.30
Business Quarry - Hartley	1		16,343.70	8.16%	0.0230691	200,204.56
Business Quarry - Round Swamp	1		12,518.03	46.08%	0.0318437	27,166.15

Business	Quarry	-	1	10,227.83	47.02%	0.0512163	21,751.53
Clarence - Lithgow							
Business	-	Rail	1	678.73	0.73%	0.0646620	93,145.35
Manufacture, Maintenance, Storage							
Mining							
Mining			11.00	16,346.53	3.42%	0.0244068	\$5,040,592.24
Total Estimated Yield							\$24,145,991.12

No submissions were received on the proposed changes to the rating structure.

Interest on Overdue Accounts

In accordance with Section 566(3) of the Local Government Act 1993, the Minister for Local Government determines the maximum rate of interest payable on overdue rates and charges. The maximum rate of interest payable on overdue rates and charges for the period 1 July 2025 – 30 June 2026 (inclusive) will be 10.5% per annum. It is recommended that Council adopt the maximum rate of interest payable of 10.5% as has been standard practice.

Domestic Waste Management Service Charge

Domestic Waste Management Charges are determined in accordance with the Reasonable Cost guidelines issued by the Office of Local Government. A 39.1% increase has been applied to waste disposal charges to recover direct costs and 2.5-3% increase on additional service charges. Full-service charges have increased by 8.19% due to increased costs.

It is a recommendation that, in accordance with the provisions set out in Section 501 of the Act and as identified as part of Council's proposed Revenue Policy, that the following Annual Waste Management charges be made and that such charges be in respect to the 2025/26 rating year commencing 1 July 2025.

Waste Charges				
Type of Service	No. of Charges	Charge (\$) (GST ex)	Estimated Yield (\$) (GST ex)	
Vacant Land/Kerbside Availability Charge	535	\$290.30	\$155,310.50	
Waste Disposal - Rural	1977	\$290.30	\$573,923.10	
Vacant Access Charge - Business	155	\$292.00	\$45,260.00	
Garbage Service - Residential	8624	\$602.60	\$5,196,822.40	
Additional Full Service -(RYG) Residential	1	\$692.40	\$692.40	
Additional Waste and Recycling Service (RY) - Residential	376	\$562.30	\$211,424.80	
Additional Waste Service only-(R) Residential	19	\$286.30	\$5,439.70	
Additional Recycling Service Only-(Y) Residential	10	\$95.90	\$959.00	
Additional FOGO Service Only - Residential	1	\$140.80	\$140.80	
Garbage Service - Business	587	\$602.60	\$353,608.80	
Additional Full Service -(RYG) Business	23	\$692.40	\$15,925.20	
Additional Waste and Recycling Service (RY) - Business	102	\$562.30	\$57,354.60	

Additional Waste Service only-(R) Business	6	\$286.30	\$1,717.80
Additional Recycling Service Only (Y)-Business	15	\$95.90	\$1,438.50
Additional FOGO Service Only - Business	-	\$140.80	-
Garbage Service - Non Rateable	121	\$602.60	\$72,914.60
Additional Full Service -(RYG) Non Rateable	-	\$692.40	-
Additional Waste and Recycling Service (RY) - Non Rateable	1	\$562.30	\$562.30
Additional Waste Service only-(R) Non Rateable	1	\$286.30	\$286.30
Additional Recycling Service Only -(Y) Non Rateable	1	\$95.90	\$95.90
Additional FOGO Service Only -(G) Non Rateable	-	\$140.80	-
Garbage Service - MUDS (Mixed Use Developments)	39	\$602.60	\$23,501.40
Total Estimated Yield			\$6,717,378.10

Water Charges

Council levies charges for the provision of water supply services to its customers. Water access charges will increase at various rates depending on meter size and Tier 1 usage charges. The most common 20 mm (residential) access charge will increase by 5.81% from \$430.00 to \$455.00.

The maximum annual concession rebate for eligible pensioner customers will remain at \$222.50 (Mandatory Rebate Annual Water Access Charge \$87.50 plus \$135 Council Rebate).

It is a recommendation, at the conclusion of this report, that in accordance with Sections 501 and 502, of the Local Government Act 1993 and as identified as part of Council's proposed Revenue Policy, the following charges be made in respect to the 2025/26 rating year commencing 1 July 2025.

Water Charges - Rateable			
Type	Number of Charges	Annual Access Charge	
		Charge (\$)	Estimated Yield (\$)
20mm Connection	8197	\$455.00	\$3,729,635.00
25mm Connection	111	\$500.00	\$55,500.00
32mm Connection	14	\$750.00	\$10,500.00
40mm Connection	31	\$1,260.00	\$39,060.00
50mm Connection	58	\$1,690.00	\$98,020.00
80mm Connection	1	\$3,240.00	\$3,240.00
100mm Connection	12	\$4,640.00	\$55,680.00
200mm Connection	-	\$5,175.00	-
300mm Connection	-	\$5,450.00	-
Unpotable Water	20	\$240.00	\$4,800.00
Vacant Land Water Access	256	\$445.00	\$113,920.00
Total Estimated Yield			\$4,110,355.00

Water Charges – Non - Rateable			
Type	Annual Access Charge		Estimated Yield
	No. of Charges	Charge (\$)	
20mm Connection	63	\$445.00	\$28,035.00
25mm Connection	17	\$500.00	\$8,500.00
32mm Connection	-	\$750.00	
40mm Connection	14	\$1,260.00	\$17,640.00
50mm Connection	26	\$1,690.00	\$43,940.00
80mm Connection	1	\$3,240.00	\$3,240.00
100mm Connection	7	\$4,640.00	\$32,480.00
200mm Connection	-	\$5,180.00	-
300mm Connection	-	\$5,450.00	-
Total Estimated Yield			\$133,835.00

Water Usage Charges - Residential	
Kilolitres Used	Charge (\$)
0 - 250 Residential	3.41 / kl
251+ Residential	6.82 / kl

Water Usage Charges - Business	
Kilolitres Used	Charge (\$)
0 - 500 Business	3.41 / kl
500+ Business	6.82 / kl

Water Usage Charges - Unpottable	
Kilolitres Used	Charge (\$)
Unpottable	1.10 / kl

Sewerage/Wastewater Charges

Council levies sewerage charges to cover the cost of supplying sewerage services on all properties where there is a sewerage service either connected or available. The residential access charge and non-residential access charges increased 3.77%.

It is a recommendation that the following charges for be made in accordance with Sections 501, 502, 552, 553 of the Local Government Act 1993 and as identified as part of Council's proposed Revenue Policy and that such charges be in respect to the 2025/26 rating year commencing 1 July 2025.

Sewerage Charges Rateable Properties			
Annual Sewerage Access Charge			
Type	Number of Charges (\$)	Charge (\$)	Estimated Yield (\$)
Residential	7568	\$1,100.00	\$8,324,800.00
Non-Residential 20mm	286	\$610.00	\$174,460.00
Non-Residential 25mm	38	\$610.00	\$23,180.00
Non-Residential 32mm	9	\$670.00	\$6,030.00
Non-Residential 40mm	17	\$730.00	\$12,410.00
Non-Residential 50mm	47	\$810.00	\$38,070.00
Non-Residential 80mm	-	\$895.00	-
Non-Residential 100mm	7	\$955.00	\$6,685.00
Non-Residential 200mm	-	\$6,210.00	-
Non-Residential 300mm	-	\$8,280.00	-
Non Residential Vacant	5	\$1,100.00	\$5,500.00
Total Estimated Yield			\$8,591,135.00
Sewerage Usage Charges			
Business (most commonly 95% of water usage)			\$2.69/kl

Sewerage Charges Non-Rateable Properties			
Annual Sewerage Access Charge			
Type	Number of Charges	Charge (\$)	Estimated Yield (\$)
Non-Rateable 20mm	54	\$570.00	\$30,780.00
Non-Rateable 25mm	5	\$570.00	\$2,850.00
Non-Rateable 32mm	-	\$620.00	-
Non-Rateable 40mm	10	\$680.000	\$6,800.00
Non-Rateable 50mm	20	\$810.00	\$16,200.00
Non-Rateable 80mm	1	\$895.00	\$895.00
Non-Rateable 100mm	5	\$955.00	\$4,775.00
Non-Rateable 200mm	-	\$6,210.00	-
Non-Rateable 300mm	-	\$8,280.00	-
Total Estimated Yield			\$62,300.00
Sewerage Usage Charges			
Non-Residential (most commonly 95% of water usage)			\$2.69/kl

Sewerage Trade Waste Charges

The annual trade waste charges for commercial premises reflects the actual cost of treating the liquid trade waste. The annual trade waste charge appears on the annual Rates Notice, while the usage charge is issued with the quarterly water accounts.

It is a recommendation and as detailed in Council's proposed Revenue Policy that the following Trade Waste Charges be made and that such charges be in respect to the 2025/26 rating year commencing 1 July 2025.

Sewerage Trade Waste Charges		
Fee description	Trade Waste Charge	
	Charge (\$)	Category
Application Fee - category A / A2	\$54.00	Low risk - Includes commercial premises not preparing hot food
Application Fee - category B	\$80.00	Medium risk - Includes commercial premises preparing hot food
Application Fee - category C	\$166.00	High risk - less complex pre-treatment
Annual Charge - category A / A2	\$184.00	Low risk - Includes commercial premises not preparing hot food
Annual Charge - category B	\$276.00	Medium risk - Includes commercial premises preparing hot food
Annual Charge - category C	\$505.00	High risk - less complex pre-treatment
Discharge Fee - category A	\$2.17	Discharger with approved pre-treatment
Discharge Fee - category A	\$10.35	Discharger without approved pre-treatment
Discharge Fee - category B	\$2.17	Discharger with approved pre-treatment
Discharge Fee - category B	\$22.77	Discharger without approved pre-treatment
Discharge Fee - category C	\$2.17	Discharger with approved pre-treatment
Discharge Fee - category C	\$22.77	Discharger without approved pre-treatment
Total Estimated Yield		\$100,000

Septic Tank Charges

Lithgow Council resolved at the 28 October 2024 Council meeting (Resolution 24-220) that the 2025/26 Annual Fee for Onsite Sewerage Management fee be set at \$70 for all domestic systems and \$346 for commercial systems.

From 2025/26 a risk-based inspection program would be implemented based on Council's resource capabilities.

It is a recommendation, in accordance with the provisions of Section 608 of the Local Government Act 1993 and as identified as part of Council's proposed Revenue Policy, that the following on-site sewage management charges be made and that such charges be in respect to the 2025/26 rating year commencing 1 July 2025.

Septic Tank Charges				
Type	Number of charges	Type	Charge (\$)	Estimated Yield (\$)
OSSM Administration Fee	2829		\$70.00	\$198,030.00
Commercial AWTs Administration Fee	34		\$346.00	\$11,764.00
Total Estimated Yield				\$209,794.00

Stormwater

The stormwater levy will remain at \$25 per residential assessment, \$12.50 per strata unit and \$25 per 350 square metres or part thereof for businesses with a cap on business properties of \$1,500 for 2024/25 (no increase on the current year charges).

The Stormwater Management Service Charge will raise an estimated yield of \$242,762.50 in 2025/26.

It is a recommendation that all urban properties except vacant land that are in residential and business categories for rating purposes, for which Council provides a stormwater management service will be charged an annual stormwater levy under Local Government Amendment (Stormwater) Act 2005 and the Local Government (General) Amendment (Stormwater) Regulation 2006, these charges will be in respect of the 2025/26 rating year commencing on 1 July 2025.

Consultation and Communication

At its 28 April 2025 meeting, Council endorsed the Draft 2025/26 Revenue Policy to be placed on public exhibition as part of the Draft Operational Plan. This is an integral part of the Integrated Planning and Reporting (IPR) document suite. The documents outline Council's rating structure and the fees and charges to apply for the 2025/26 financial year.

Policy

This report meets Council's legislative obligations and the requirements of the NSW Integrated Planning and Reporting Framework.

Legal

Council is required to pass a resolution to make rates before it can levy rates and charges on properties each year. The resolution must be passed by 31 July each year which is the last date that a Council can 'make' a rate or charge for the 2025/26 financial year. The recommendations follow the statutory requirements as set out in the Local Government Act 1993.

Financial

The making of the rates and annual charges and adoption of the fees and charges will allow Council to raise the income that is required to undertake the works included in the 2025/2026 Operational Plan.

2.11. WWW - 30/06/25 - Contract Variation for New Lithgow Sewage Treatment Plant Inlet Works

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: Samuel Lenkaak - Projects Engineer Water, Wastewater and Waste

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

Executive Summary

The purpose of this report is to provide Council with an update on the design and construction of the New Inlet works at Lithgow Sewage Treatment Plant and explain the reasons for seeking approval from Council for a variation to the contract, as well as a budget variation.

Administration's Recommendation

THAT Council:

1. Note the report regarding a contract variation for the design and construction of new inlet works at Lithgow Sewage Treatment Plant.
2. Accept a contract variation for the amount totalling \$458,462.73 ex GST from Precision Civil Infrastructure, this will bring the total contracted amount to \$2,822,289.40 ex GST.
3. Approve a variation to the project budget of \$500,000, funded from the sewer fund reserve.

Attachments

1. Confidential - Commercial in Confidence Lithgow_ Foundation Piles Rev 2 13 m [2.11.1 - 6 pages]
2. Confidential - Geotech Report Lithgow STP Additional Scope Prelim GI Report [2.11.2 - 78 pages]

Reference to any relevant previous minute

Min. No. 23-155 – Ordinary Meeting of Council held on 22 July 2024

Background and discussion

Council provides essential sewerage transportation and treatment services to the Lithgow Local Government Area. In 2012, the Lithgow Sewage Treatment Plant was upgraded with a focus on secondary and tertiary treatment process improvement moving from a trickling filter process to an Intermittent Decanted Extended Aeration process. The upgraded plant provided a substantial improvement in effluent quality, environmental performance and increased capacity. Some parts of the original plant remained to reduce costs and as those items were still operational. These parts have since deteriorated and now require renewal to improve operability and outcomes in treatment processes.

In July 2024, Council resolved to award Precision Civil Infrastructure the tender to deliver the Lithgow Sewage Treatment Inlet Works – Stage 2. The works involved the Design & Construction of a new Inlet Works and associated infrastructure at the existing Lithgow Sewage Treatment Plant.

The inlet works of a sewerage plant provide primary treatment processes to the incoming sewerage. This is to remove the insoluble materials including grit, dirt, tissues, wipes and other material that does not break down in sewerage through chemical or biological processes. The procurement of the new inlet works will allow greater removal and treatment of sewerage by removing these insoluble materials and grit to protect the downstream infrastructure such as aerators and UV disinfection lamps. This will be a major improvement over the original inlet works that remain in use.

Through the design process, the Administration and Precision Civil have been working together effectively and collaboratively to design the new works. Following a review of the geotechnical report provided by Precision Civil Infrastructure to Lithgow City Council, it has been concluded that the existing ground conditions are unsuitable for supporting the proposed new structure. In response, Precision Civil Infrastructure has engaged a team, including structural engineers, geotechnical specialists, and a piling contractor, to assess the site and develop an appropriate foundation solution. This team will design, engineer, and implement a foundation system that ensures the structural stability of the new inlet works.

A detailed assessment of the report, identified some key findings:

- Soil conditions remain unsuitable until approximately 12 to 13 metres deep,
- Groundwater was encountered at a depth of 6 to 7 metres, and
- Soil collapse occurred in borehole samples.

Based on these findings, the structural team and piling contractor have reviewed the data and strongly recommend transitioning to screw piles rather than bored piles at these depths.

Screw piles offer multiple benefits under these ground conditions as summarised below:

1. Overall cost savings,
2. Reduced spoil generation,
3. No requirement for pile casing,
4. No dewatering necessary, avoiding delays and complexity, and
5. No need for specialised heavy plant (e.g., 60T crane), as screw piles are installed in manageable segments.

It is important to note that continuing with bored piles at this depth would not only introduce considerable risk and complexity but also incur an additional cost of approximately \$250,000 to \$300,000 due to the need for dewatering, pile casing, craneage, additional material for the cages, additional concrete, and further welding.

While this change means increasing pile depth from 6m to 13m and the total lineal metres from 270m (45 x 6m) to 637m (49 x 13m), the long-term value and reliability of this approach are clear, and a detailed commercial in confidence report has been attached.

Consultation and Communication

Lithgow City Council and Precision Civil Infrastructure has been working closely with Macquarie Geotech to determine the site's ground conditions.

This assessment was carried out in two phases. The initial investigation involved driving boreholes to a depth of approximately 6 metres; however, the results were inconclusive. A second round of testing was conducted with boreholes extended to a depth of 12 metres across various locations on-site. These deeper investigations identified inconsistencies in subsurface layers, and it was concluded that piles would need to be driven to a depth of approximately 12–13 metres to achieve the required bearing capacities.

Once the geotechnical parameters were established, PCI engaged DGP Water, the design consultant for this project, to assist with the structural design of both the capping slab and the pile configuration. Following the development of the preliminary design, PCI consulted with Screw Foundations, the piling contractor, who utilised their in-house engineering team to finalise the detailed pile design and provide installation recommendations.

Council is also working with DCCEW for Section 60 approval once the final design is approved.

Policy

Policies applied in managing the project include Policy 1.4 Tendering.

Legal

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

Risk Management

A 15% contingency has been applied to the increase in cost. to account for any unforeseen issues that may occur during construction, and thus to alleviate financial risk. The construction site will be fenced off from Council staff and the public to account for potential work, health and safety risks.

Financial

- Budget approved - \$1,220,000
- Cost centre - PJ 300085
- Expended to date - \$1,178,775
- Future potential impact – For the reasons outlined below it is anticipated that operational savings will be generated through reduced operations and maintenance costs. The decommissioning of the obsolete plant will generate depreciation savings.

This work will deliver operational improvements and better sludge handling capacity. The current plant configuration requires flow from the inlet works to pass through the primary sedimentation tanks (PST) and flow divider structure. This was originally intended to simplify operation and reduce O&M cost and commitment with the additional process units, with the construction of new inlet works the plant will be rationalised as Council will permanently decommission the old plant structures and modernise operation of the new plant to achieve quality improvement of daily test samples.

The contractor's variation report is also included as a confidential attachment.

2.12. WWW - 30/06/2025 - TEN 01/25 Hire/Purchase of Landfill Plant at Lithgow Solid Waste Facility

Strategic Context for this matter:

Enhancing Our Natural Environment: To balance, protect and enhance our diverse environmental elements, both natural and built, for the enjoyment and support of both current and future generations.

Author: Nigel Campbell - Waste & Recycling Manager

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

Executive Summary

This report seeks a determination from Council to award a tender for the Hire and Maintenance of Landfill Plant at Lithgow Solid Waste Facility to Select Civil Pty Ltd and The Watercart Specialists following an open Request for Tender (RFT) process (TEN 01/25).

Administration's Recommendation

THAT Council:

1. Receives this report for TEN 01/25 for Hire/Purchase and Maintenance of Landfill Plant at Lithgow Solid Waste Facility.
2. In accordance with s.178 of the *Local Government (General) Regulation 2021 (NSW)*, accepts the tender from Select Civil Pty Ltd for the dry hire of a compactor, track loader, wheeled loader and excavator for a term of 3 years commencing 1 January 2026.
3. In accordance with s.178 of the *Local Government (General) Regulation 2021 (NSW)*, accepts the tender from The Watercart Specialists for the dry hire of a water cart for a term of 3 years commencing 1 August 2025.
4. Pursuant to s.377 of the *Local Government Act 1993 (NSW)*, delegate authority to the General Manager to finalise the contracts for execution and, once finalised, execute the contracts on behalf of Council.
5. Pursuant to s.377 of the *Local Government Act 1993 (NSW)*, delegate to the General Manager authority to extend each Contract for a one-year period on two occasions, subject to meeting performance requirements.

Attachments

Nil

Reference to any relevant previous minute

N/A

Background and discussion

Background

Lithgow City Council operates the Lithgow Solid Waste Facility including the landfill, gatehouse/weighbridge, Resource Recovery Centre, Re-Use Shed and associated infrastructure. A key requirement for landfilling operations is the following 4 items of plant:

- Landfill compactor – used for waste compaction to optimise landfill volume and manage environmental impacts;
- Track loader – used to push in waste and remove recyclable items;
- Wheeled loader – used to manage stockpiles and load out material; and
- Excavator – used for site earthworks and load out material.

In addition, a water cart is required for dust suppression and fire management.

Lithgow Council currently dry hires the 4 main landfill plant from Select Civil Pty Ltd and this contract expires on 31 December 2025.

The water cart is also dry hired from The Watercart Specialists on a month-to-month basis.

Tender Process

Open Tenders were called in VendorPanel in accordance with section 55 of the *Local Government Act 1993* and section 167 of the *Local Government (General) Regulation 2005*.

The tender allowed an option for purchase and/or dry hire with both options requiring maintenance of the supplied plant. To provide flexibility, tenderers could provide a submission for any or all items of plant as a conforming submission.

The Request for Tender (RFT) was advertised on VendorPanel on 10th March with a closing date and time of 16th April 2025 5pm.

13 conforming tenders were received by the closing date and time. Tenders received for each section are provided in the tables below:

Purchase:

Conforming Tenderer Submissions - Purchase	Items priced
BT Equipment	Compactor & excavator
CJD Equipment	Excavator & wheeled loader
Farm City	Excavator & wheeled loader
GCM Enviro	Compactor
Komatsu	Excavator & wheeled loader
Liebherr	Track loader, excavator & wheeled loader

Dry hire:

Conforming Tenderer Submissions – Dry hire	Items priced
DLM Plant Hire	All plant items
GCM Enviro	Compactor
Hunter Hire & Sales	Excavator, wheeled loader & water cart
Komatsu	Excavator & wheeled loader
North West Services	All plant items
Orange Hire	Excavator
Select Civil	All plant items
Tutt Bryant	All plant items
The Watercart Specialists	Water cart

All submissions were conforming. There were no non-conforming submissions.

Evaluation Panel

In accordance with Council's Tendering Policy 1.4, a tender evaluation panel was formed to evaluate the tenders, consisting of:

- Nigel Campbell – Waste & Recycling Manager,
- Chris Lennox – Acting Site Supervisor, Lithgow Solid Waste Facility, and
- Sandy Benson – Waste Services Officer.

Selection Criteria

Each tender was evaluated according to the following criteria, in order of priority and weighting:

Criteria		Weighting
Non-price	Demonstrated experience and performance in providing similar plant for sale or hire services.	15%
	Provision of a service and maintenance agreement plan to demonstrate the contractor's ability and capacity to ensure the effective and efficient operation and maintenance of Plant at Council's Lithgow Solid Waste Facility.	20%
	Suitable and appropriate Risk Management plan which meets Councils operations requirements, including Council Work Health and Safety requirements and responses	7.5%
	Demonstrated ability, including: - Experience of personnel and sub-Contractors; - Technical, managerial, physical and financial resources; - Current commitments of the Contractor; - Environmental performance & management - Quality Management System	5%
	Local supplier provision	2.5%
Price	Assessed based on annual cost of relevant plant items	50%

Scoring System

Each company was given a score from 0 – 10 for each selection criteria item using the following scoring system:

Score	Definitive Answers	Value Judgement
10	Exceptional	Full achievement of the requirements specified in the documentation, for that criterion. Demonstrated strengths. Meets and exceeds the requirements in all areas. Low or no risks, weaknesses or omissions.
9	Superior/ Outstanding	Requirements are exceeded in most key areas & addressed to a very high standard in all others. Low risk.
8	Very Good	Sound achievement of the requirements specified for that criterion. Tender demonstrates very good capability, capacity and experience relevant to, or understanding of, the requirements of the evaluation criterion. Low risk.
7	Good	Specification and requirements met to a high standard overall. Response demonstrates good capability, capacity and experience, relevant to, or understanding of, the requirements and specifications for that criterion.

		Low to medium risk.
6	Fair	Reasonable achievement of the requirements specified which engenders reasonable confidence for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort. Medium risk.
5	Adequate	Requirements and specifications addressed to an acceptable standard with no major shortcomings but does not engender confidence in all aspects of the criteria. Medium risk.
4	Marginal	Minimal achievement of the requirements specified in the documentation, for that criterion. Requirements not fully met. Some errors, risks, weaknesses or omissions, which may be possible to correct/overcome and make acceptable. Medium to high risk.
1-3	Poor to deficient	No achievement of the requirements specified in the documentation, for that criterion. Specifications poorly addressed or inadequately dealt with in some areas or not at all. High risk.
0	Unacceptable	Totally deficient and non-compliant. Non-compliance either stated or demonstrated by the Respondent or there is insufficient information to assess compliance.

Option of purchase versus dry hire

No submissions were received for the complete purchase of all 4 main landfill plant items, and only one submission was received for the purchase of a track loader. There were also no submissions for the purchase of a water cart (only dry hire options for the water cart). The Tender Evaluation Panel agreed that the option of purchase did not represent the best option due to individual contracts required for all 5 plant items, difficulties and risk of 5 contractors maintaining plant on site and pricing that did not provide sufficient incentive to navigate these issues. The Tender Evaluation Panel did not assess purchase submissions further and only dry hire options were considered.

Options for different plant

The request for tender provided the option of pricing individual or multiple items of plant. These were assessed as follows:

- All 4 main landfill plant items (compactor, track loader, excavator and wheeled loader);
- Individual/various landfill plant items (compactor only, excavator only, excavator & wheeled loader)
- Water cart only.

Evaluation summary – 4 main landfill plant

Each submission was assessed against the non-price and price criteria above for the 4 main landfill plant items. For price, each submission was converted to an annual cost for comparison.

A summary of the assessment scores by the Tender Evaluation Panel for the 4-landfill plant is shown below:

Tenderer – dry hire 4 landfill plant	Tender Evaluation Score (out of 100)
DLM Plant Hire	70
North West Services	67
Select Civil	91
Tutt Bryant	67

Evaluation summary – individual/various plant

GCM Enviro, Hunter Hire & Sales, Komatsu and Orange Hire submitted proposals for various items of plant, but not for all 4 landfill plant. These submissions were still conforming but had to be assessed separately – for the purposes of price, the prices were compared against the other proposals for the same plant items. I.e. for GCM Enviro, a price score was determined by comparing their compactor price with the compactor price for all other tenderers.

A summary of the assessment scores for the various items of plant is shown below:

Tenderer – various plant	Priced items	Tender Evaluation Score (out of 100)
GCM Enviro	Compactor	60
Hunter Hire & Sales	Excavator & wheeled loader	65
Komatsu	Excavator & wheeled loader	72
Orange Hire	Excavator	38

The highest score for the tenderers who only submitted prices for some plant items was 72, below the highest score for Select Civil of 91.

Evaluation summary – water cart only

Each submission was assessed against the non-price and price criteria above for the water cart only. For price, each submission was converted to an annual cost for comparison.

Tenderer – dry hire water cart only	Tender Evaluation Score (out of 100)
DLM Plant Hire	77
Hunter Hire & Sales	58
North West Services	72
Select Civil	89
Tutt Bryant	87
The Watercart Specialists	91

Recommendation

As a result of the assessment, the Tender Evaluation Panel recommends that Council accepts the tender for:

- Select Civil Pty Ltd for the dry hire of a compactor, track loader, excavator and wheeled loader; and
- The Watercart Specialists for the dry hire of a water cart.

Consultation and Communication

N/A

Policy

The Tender process and evaluation were conducted in accordance with Council's Tendering Policy and Standard Working Procedure.

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*.

Risk Management

A procurement risk analysis was completed prior to the Request for Tender. The contractors will be required to provide risk management plans for their items of plant. Council will manage the risk in accordance with the current policies and procedures to ensure continuity of service and that the provision, maintenance and operation of plant are undertaken safely.

Financial

- Budget approved - \$594,000 for 2024/25. \$600,000 included in draft 2025/26 budget.
- Cost centre - 800102
- Expended to date - \$542,836
- Future potential impact - requires inclusion in the operating budget for the next 3-5 years.

Consultation and Communication

N/A

2.13. I&E - 30/06/2025 - Main Street Slip Resistant Treatment Options

Strategic Context for this matter:

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: Jonathon Edgecombe - Director of Infrastructure and Economy

Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report seeks Council's approval for the allocation of additional funding to improve community outcomes associated with the application of slip resistance treatments to the footpaths of Main Street, Lithgow, between Eskbank Street and Lithgow Street.

Administration's Recommendation

THAT Council

1. Maintain the allocation of \$130,086, now funded by loan borrowings, for the purpose of conducting slip resistance works on the footpaths of Main Street, Lithgow, between Eskbank Street and Lithgow Street.
2. Allocate an additional \$118,414, sourced from the loan balance secured for the Main Street reconstruction, to apply a non-slip surface treatment to the full length of old pavers on Main Street, Lithgow.

Attachments

Nil

Reference to any relevant previous minute

- Min. No.: 25-59 – Ordinary Meeting of Council held 24 February 2025 (I&S - Strategic Review Committee Meeting Minutes)
- Min. No.: 24 –181 – Ordinary Meeting of Council held 26 August 2024 (P&P - 26/08/2024 - Town Entry Signage - Concept Designs)
- Min. No.: 25-91 – Ordinary Meeting of Council held 24 March 2025 (I&E - 24/03/2025 - Main Street Slip Resistant Treatment Options)

Background and discussion

Funding

At the Infrastructure Committee meeting held 4 February 2025, Committee members discussed options surrounding the broader project of the Main Street Footpath Renewal program. While the immediate focus is the delivery of the project scope on the southern side of Main Street between Bridge Street and Eskbank Street, the Committee also spoke about necessary interventions to improve slip resistance for the footpath on both sides of Main Street between Eskbank Street and

Lithgow Street. The Committee recommended, and Council subsequently resolved, to allocate \$130,086 from the *Local Roads and Community Infrastructure* program, with funding due to be spent by 30 June 2025.

Since that time, the Administration committed to trial a wider variety of products to ensure that the treated surface provided appropriate slip resistance according to Australian Standards but was also somewhat aesthetically pleasing. To do this effectively, it quickly became apparent that Council required more time than the LRCI funding allowed.

Hence, Council wrote to the Australian Government requesting a minor change in project scope. Rather than attempt to use the \$130,086 of LRCI funding to apply slip resistance treatment, possibly resulting in poor outcomes associated with rushed work, Council sought to vary the scope to instead use the LRCI funding for the first section of the reconstruction of Main Street (southern side, closest to the Eskbank Street intersection). This effectively frees up that same value (\$130,086) of the loan borrowing revenue to apply the Main Street slip resistance treatment while also ensuring that Council does not lose a single dollar of the LRCI funding.

In summary, the original funding allocations were changed as follows:

Project	Cost	Funding Source (Original)	Funding Source (Current)
Slip resistance treatment	\$130,086	LRCI	Loan borrowing
Main Street reconstruction (first 30m)	\$130,086	Loan borrowing	LRCI

This first section of the Main Street reconstruction is now complete and the LRCI grant can be acquitted.

Scope

The area of footpath requiring treatment is 4,970 square metres. This has now been verified.

The administration has reached out to several companies for options and quotes. The three main options previously available to Council were (noting the incorrect surface area that has since been corrected):

1. Acid etching.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Creates micro-paws and channels in the surface of the pavers. • No downtime – immediately trafficable post-treatment. • Able to treat small sections at a time to minimise impact. • Cost effective at approx. \$26/m². 	<ul style="list-style-type: none"> • Important to keep surfaces clean else the channels will fill and reduce efficacy of the treatment.
Estimated cost (based on 4,110m ²) = \$117,546 inc. GST	

2. Clear coating with a non-slip aggregate

Strengths	Weaknesses
<ul style="list-style-type: none"> Creates a rough, non-slip surface on all pavers. Longest lasting solution. 	<ul style="list-style-type: none"> 12-hours drying time. Will be hard to manage in a reasonable application timeframe for a high-traffic area. Costly at approx. \$68/m².
Estimated cost (based on 4,110m ²) = \$207,966 incl. GST	

3. Diamond pad buffing

Strengths	Weaknesses
<ul style="list-style-type: none"> Creates a rough, non-slip surface on all pavers. No downtime – immediately trafficable post-treatment. Cost effective at approx. \$35/m². 	<ul style="list-style-type: none"> Requires sufficient traction for treatment application – may not be possible in Main Street. Needs access to electrical power.
Estimated cost (based on 4,110m ²) = \$158,235 incl. GST	

Further investigation and testing have found:

- Acid etching is not suitable due to the difficulty of controlling run-off into stormwater.
- Buffing dislodged pavers and increased the uneven nature of the pavers.
- The original bitumen quote received was under-quoted by the contractor, with realistic quotes received by other contractors in the order of \$280,000.

In response, testing has occurred with several non-slip paver coatings. Those options were presented to the Infrastructure Committee and the preferred option has been tested in two locations, one outside the Central Hotel and the other outside Barrett and Smith Pathology.

Of those options, Treadrite is considered the most appropriate for the required purpose. The specifics of this option are:

- A slip-resistance option designed for industrial/commercial purposes and high-traffic areas.
- Ideal for use inside and outside, including on clay pavers.
- Resists cracking, peeling and exposure to petro-chemicals.
- Guaranteed compliance with AS 4586:2013, for both flat and inclined surfaces (slip resistance of new pedestrian surface materials).
- Maintains the colour of existing pavers (no black surfacing associated with bitumen/asphalt).
- Walkable within 24 hours (further testing required to confirm).

Total costs are quoted to be \$50/m², for a total project cost of \$248,500. This is a cost inclusive of materials and application, with savings likely possible with application by Council staff. We would also work with business owners to determine the best dates and times for application. Commencement Saturday evening to allow drying time through to Monday morning is likely the most reasonable option.

Consultation and Communication

Councillor Ring and Council's Director Infrastructure and Economy, Jonathon Edgecombe, visited all affected premises (noting that some were closed for the day) on 9 May 2025. All business owners were happy that Council were proposing treatments to the pavers in front of their business. Further engagement would now need to occur, assuming that this Treatrite option is acceptable to the Council.

Policy

Quotations have been sought in accordance with Policy 1.4 - Tendering and Policy 1.7 - Local Procurement.

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 of the Local Government (General) Regulation 2021.

Risk Management

The contractor will be required to hold acceptable work health and safety systems, quality control measures and environmental management systems, maintaining ISO 14001 and 45001 accreditations. Similarly, the preferred contractor, if delivered by contract, has the required Public Liability Insurance to work for Lithgow Council. The result will need to deliver slip resistance that complies with AS/NZS 4586.

Financial

As detailed in this report.

3. Council Committee Reports

3.1. P&P - 30/06/2025 - Community Development Minutes - 19 March 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: Heather Chaffey – Manager Community and Culture
Responsible Officer: Shaun Elwood – Director People & Places

Executive Summary

This report provides Councillors with the minutes of the Community Development Committee meeting held on 19 March 2025.

Administration's Recommendation

THAT Council note the minutes of the Community Development Committee meeting held on 19 March 2025.

Background and discussion

At the Community Development Committee (CDC) meeting held on 19 March 2025, the following items were discussed by the Committee:

1. Structure and focus of the CDC including governance documents, and
2. Overview of the Lithgow City Council Community and Culture Department.

Specific matters of note raised by members include:

- A desire for the CDC to renew its commitment to Disability Access and Inclusion,
- Interest in Social Capital and Social Prescribing theories of practice, and
- Discussion of member observations regarding a need for centralised communications tools which promote community services and local events and community programming. The Community and Culture Department will be investigating options for future programs addressing this need.

Attachments

1. Community Development Committee Meeting Minutes - 19 March 2025 [3.1.1 - 7 pages]

Financial

N/A

3.2. I&E - 30/06/2025 - Sports Advisory Committee Meeting Minutes - 23 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.

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: Kaitlin Cibulka – Cemeteries & Administration Supervisor

Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report provides details of the minutes of the Sports Advisory Committee Meeting held on 23 April 2025.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Sports Advisory Committee Meeting held on 23 April 2025.
2. Provides Emily Thompson with \$500 toward the cost of participating in the Wattles Australian Hockey Team in Singapore / Hong Kong.
3. Accepts Suzy Morris as the Sports Advisory Committee representative from Lithgow Workies Wolves.

Attachments

1. DRAFT Minutes SAC 23 April 2025 [3.2.1 - 8 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the Sports Advisory Committee Meeting held on 23 April 2025, there were numerous items discussed by the Committee including:

1. 2025 LJ Hooker Reg Cowden Sports Star of the Year Awards.
2. Booking Requests.

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

- Item 6.1 - Financial Assistance Requests
- Item 9 – New Members

Financial

- Budget approved - \$2,500
- Cost centre – PJ 800158
- Expended to date - \$1,200
- Future potential impact – if the request is approved for \$500, the budget remaining will be \$800 for the remainder of the 24/25 financial year.

3.3. P&P - 30/06/2025 - Women's Advisory Committee Meeting Minutes - 12 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: Heather Chaffey – Manager Community and Culture

Responsible Officer: Shaun Elwood – Director People and Place

Executive Summary

This report provides Councillors with details of the minutes of the Women's Advisory Committee meeting held on 12 May 2025.

The following items were discussed at the meeting:

1. Women's Circle Wallerawang.
2. Governance documents for the Women's Advisory Committee.

The committee also discussed matters of significance which members wish to focus on as a group. These matters of significance are as follows:

- Including young women on the Committee and increasing the participation of young women in all aspects of community life.
- Information and promotion of current services. The committee are keenly interested in learning more about local services and initiatives which promote those services.
- The prevention of and support services regarding family and domestic violence.
- Employment futures for women and girls in the context of economic change in Lithgow.
- Supporting the advocacy and leadership of women locally. This discussion focussed on building the capacity and skills of local women and girls to advocate, participate and lead.

Administration's Recommendation

THAT Council note the minutes of the Women's Advisory Committee held on 12 May 2025.

Attachments

1. Womens Advisory Committee Minutes 12 May 2025 [3.3.1 - 4 pages]

Financial

N/A

3.4. P&P - 30/06/2025 - Community Development Minutes - 13 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: Heather Chaffey – Manager Community and Culture
Responsible Officer: Shaun Elwood – Director People and Place

Executive Summary

This report provides Councillors with details of the minutes of the Community Development Committee meeting held on 13 May 2025.

Administration's Recommendation

THAT Councillors note the minutes of the Community Development Committee meeting held on 13 May 2025.

Background and discussion

At the Community Development Committee (CDC) meeting held on 13 May 2025, the following items were discussed by the Committee:

1. Programs provided in Lithgow by the Nepean Blue Mountains Primary Health Network.
2. Lithgow City Council Volunteer Policy (Draft).
3. Program update LCC Community and Culture Department.

Significant matters of enquiry raised by members included:

- The status of LCC's Financial Assistance Program, and
- Member observations of a need for initiatives which promote and build the capacity of young adult residents to ensure the sustainability of volunteer driven programs.

Attachments

1. Community Development Committee Minutes 13 May 2025 [3.4.1 - 7 pages]

Financial

N/A

3.5. P&P - 30/06/2025 - Crime Prevention Committee Minutes 19 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: Heather Chaffey - Manager Community and Culture
Responsible Officer: Shaun Elwood - Director People and Place

Executive Summary

The Lithgow Crime Prevention Committee met on 19 May 2025. This report provides Councillors with details of the minutes of this meeting.

Administration's Recommendation

THAT Council note the minutes of the Lithgow Crime Prevention Committee Meeting held on 19 May 2025.

Attachments

1. Crime Prevention Committee Minutes - 19 May 2025 [3.5.1 - 5 pages]

Background and discussion

The 19 May Crime Prevention Committee meeting provided information to members regarding relevant crime statistics, police operations and local community programming.

Members discussed the purpose of the committee and strategies for balancing prevention initiatives with proactive responses to managing and reducing crime and its impact on victims and the broader community.

Financial

The Committee discussed the future development of a Community Safety Plan. This will incur no direct costs in the 2025/26 Financial Year. However, community engagement, data analysis and other costs such as design and print may become a consideration in the following year, should a project proceed.

3.6. F&G - 30/06/2025 - Finance Committee Meeting Minutes - 20 May 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 20 May 2025 and recommends that the Council note the minutes.

Administration's Recommendation

THAT Council note the minutes of the Finance Committee meeting held 20 May 2025, and the business paper recommendations endorsed by the Committee.

Attachments

1. Draft Minutes of Finance Committee Meeting 20 May 2025 [3.6.1 - 6 pages]

Reference to any relevant previous minute

Min 25-144 Ordinary Meeting of Council 26 May 2025

Background and discussion

At the 20 May 2025 Finance Committee Meeting, the following reports were discussed by the Committee:

- March 2025 Quarterly Budget Review.
- 2025/2026 Budget Update.
- Draft Delegations Register – Final Review.
- Draft Borrowing Policy.
- Review of Policy 8.9 External Grant Funding.

The following business paper recommendations were endorsed by the Committee:

6.1. March 2025 Quarterly Budget Review

THAT the Committee:

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. Note the income, expenditure and capital budget variations to the 2024/25 Council budget as outlined in the attached Quarterly Budget Review Report.

6.2. 2025/2026 Budget Update

THAT the Finance Committee note the update to the draft 2025/2026 Budget and review of the LTFP.

6.3. Draft Delegations Register - Final Review

THAT the Finance Committee endorse the amended draft Delegations Register to be tabled for Council's consideration at the July Council Meeting for adoption.

6.4. Draft Borrowing Policy

THAT the Finance Committee endorse the draft Borrowing Policy to be presented to the 30 June Council Meeting for consideration.

6.5. Review of Policy 8.9 External Grant Funding

THAT:

1. The Finance Committee endorse in principle rescinding Policy 8.9 External Grant Funding and replacing it with a Grants Management Policy incorporating the elements of the current Policy and expanding the scope to include the management and reporting of grants.
2. The draft Grants Management Policy be tabled at the next Finance Committee Meeting.

Financial

As detailed in the Finance Committee meeting minutes.

3.7. I&E - 30/06/2025 - I&E Infrastructure Committee Meeting Minutes - 3 June 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.

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: 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 I&E Infrastructure Committee Meeting held on 3 June 2025.

Administration's Recommendation

THAT

1. Council note the minutes of the Infrastructure Committee held on 3 June 2025; and
2. Subject to a surface level assessment of heritage and environmental concerns, Council provide a one-off maintenance service for the land surrounding the Old Pottery Building; and
3. Council endorse the continued engagement of Wassabi Group as project managers for the Wolgan Road Reconstruction project, at an upper limiting fee of \$2,091,541 excl. GST (subject of a separate confidential Council report to the June 2025 Ordinary Meeting).

Attachments

1. Draft Minutes - IC Meeting 3 June 2025 [3.7.1 - 7 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the Infrastructure Committee held on 3 June 2025, there were numerous items discussed by the Committee including:

- Item 7.0 Road Renewal Priorities, and
- Item 7.5 Golf Club management – Meeting with Chris Neville.

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

- Item 7.1 Wolgan Road Reconstruction – Wassabi Contract, and
- Item 7.3 Management of Land Adjacent to the Pottery.

Several matters were also deferred to an Extra Infrastructure Committee Meeting scheduled for 17 June 2025.

Financial

Nil

3.8. F&G - 30/06/2025 - Audit Risk Improvement Committee (ARIC) Minutes - 3 June 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: Vanessa Browning - Director Finance and Governance

Executive Summary

This report summarises the business considered at the Audit Risk & Improvement Committee (ARIC) meeting held 3 June 2025 and recommends that Council note the minutes.

Administration's Recommendation

THAT Council note the Minutes of the 3 June 2025 Audit Risk & Improvement Committee.

Attachments

1. DRAFT - ARIC Minutes - 3 June 2025 [3.8.1 - 7 pages]

Reference to any relevant previous minute

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

Background and discussion

At the ARIC meeting held on 3 June 2025, the following items were presented and discussed:

- **Business Arising:** ARIC noted and discussed items within the Recommendations Tracking List.
- **External Audit:** an update on the progress of the 2024/2025 Interim Audit was presented by the external auditor. An update on the progress of implementing Management Actions arising from the 2023/2024 Final Audit was noted. The Audit Readiness Improvement Plan was presented and noted.
- **Financial Management:** the Financial Management Report was presented and discussed, outlining the results from the March 2025 Quarterly Budget Review Statement, including the current working capital level and the change in the projected financial position from the Original Budget.
- **Internal Audit:** the Committee received and noted updates in relation to the Internal Audit Manual. The draft Four-Year Internal Audit Plan was discussed; updates were provided on Management Actions arising from internal audits were reviewed and a template for the tracking of Management Actions was endorsed.
- **Management Reviews, Self-Assessments & Non-ARIC Audits:** an update was provided regarding the progress of the following:
 - SWP/Policy Revisions,
 - Gap Analysis on the Audit Office Performance Audit on Road Management,
 - Internal Review undertaken on the loss of the Main Street Footpath Project funding, and
 - Information Security Gap Analysis.

- **Risk Management:** ARIC noted an update in relation to risk management matters, including current resourcing issues being experienced and recruitment efforts. An overview of the planned review of Risk Registers was also provided.
- **Asset Management:** discussions were held on the forward plan for road renewals and potential funding options to be considered.
- **Service Reviews:** the update on the development of the Service Management Framework was received and noted.
- **Policies / Standard Work Procedures:** an update was presented and noted by ARIC, on reviewed and new policies and SWPs.
- **Strategic Planning – IP&R Framework Documents:** an update regarding the Integrated Planning & Reporting (IP&R) Frameworks was provided and noted.
- **Standing Items:** the following items were discussed:
 - Non-Compliance – an item regarding an NCAT ruling,
 - Fraud & Corruption – no items of note,
 - Conflicts of Interest – no items of note,
 - Major Projects Review – Wolgan Road & Clarence to Wallerawang Pipeline,
 - Change in Risk Profile – compliance risk due to recruitment issues and reputational risk due to level of code of conduct complaints related to social media interactions,
 - OLG Circulars – no items of note, and
 - Governance – Organisation Structure and Delegations Register.
- **General Business:** the Office of Local Government Guidelines ARIC Attestation was discussed.

Financial

N/A

3.9. I&S - 30/06/2025 - Emerging Economy Committee Minutes - 10 June 2025

Strategic Context for this matter:

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.

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

Author: Jonathon Edgecombe - Director of Infrastructure and Economy

Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report provides details of the minutes of the Emerging Economy Committee Meeting held on 10 June 2025.

Administration's Recommendation

THAT

1. Council note the minutes of the Emerging Economy Committee held on 10 June 2025; and
2. The Lithgow Jobs and Investment Committee terms of reference be adopted.

Attachments

1. Draft Minutes - EEC 10.6.25 [3.9.1 - 8 pages]
2. Lithgow Jobs and Investment Committee TOR Draft June 2025 [3.9.2 - 3 pages]

Reference to any relevant previous minute

NIL

Background and discussion

At the Emerging Economy Committee held on 10 June 2025, there were numerous items discussed by the Committee including:

- Item 7.1 Charles Hoskins Building discussion,
- Item 7.3 LEEP Action Plan,
- Item 7.4 LEEP Adaptive Skills Hub,
- Item 7.5 LEEP Engagement Activities Report, and
- Item 7.6 Policy framing Bells Line – Great Western Highway – Marangaroo Interchange.

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

- Item 7.2 Committee Functions - Lithgow Jobs and Investment Committee terms of reference recommended for adoption (included as an attachment to this report).

Financial

N/A

3.10. P&P - 30/06/2025 - Environmental Advisory Committee Minutes - 11 June 2025**Strategic Context for this matter:**

Enhancing Our Natural Environment To balance, protect and enhance our diverse environmental elements, both natural and built, for the enjoyment and support of both current and future generations.

Author: Ailis Chapman - Natural Areas Management Officer

Responsible Officer: Shaun Elwood – Director People & Places

Executive Summary

This report provides details of the minutes of the Environmental Advisory Committee held on Wednesday 11 June 2025.

Administration's Recommendation

THAT Council note the minutes of the Environmental Advisory Committee held on 11 June 2025.

Attachments

1. EAC Minutes 11 June 2025 [3.10.1 - 6 pages]

Reference to any relevant previous minute

Min 25-118 Ordinary Meeting of Council held on 28 April 2025

Background and discussion

At the Environmental Advisory Committee held on 11 June 2025 the following items were discussed:

- Update to the renewed Hassans Walls Plan of Management,
- Fees for Events & Licensing,
- LEGs Indian Myna Project Update, and
- General Business
 - Hassans Wals Crown Reserve Improvement Fund Grant Application,
 - Hyde Park Crown Reserve Improvement Fund Grant Application,
 - Roadside Vegetation Management Plan,
 - Clarence to Wallerawang Pipeline Proposal,
 - Community Nursery Update, and
 - Indigenous Rangers Program.

Financial

N/A

3.11. I&E - 30/06/2025 - Sport Advisory Committee Minutes - 11 June 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.

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: Kaitlin Cibulka – Cemeteries & Administration Supervisor

Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report provides details of the minutes of the Sports Advisory Committee Meeting held on 11 June 2025.

Administration's Recommendation

THAT Council notes the minutes of the Sports Advisory Committee Meeting held on 11th June 2025.

Attachments

1. DRAFT Minutes - Sport Advisory Committee Meeting - 11 June 2025 [3.11.1 - 10 pages]

Reference to any relevant previous minute

Nil,

Background and discussion

At the Sports Advisory Committee Meeting held on 11th June 2025, the following items were discussed by the Committee including:

1. 2025 LJ Hooker Reg Cowden Sports Star of the Year Awards, and
2. Booking Requests.

Financial

N/A

3.12. I&E - 30/06/2025 - I&E Infrastructure Committee - Minutes 17 June 2025

Strategic Context for this matter:

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.

Enhancing Our Natural Environment To balance, protect and enhance our diverse environmental elements, both natural and built, for the enjoyment and support of both current and future generations.

Author: Kaitlin Cibulka – Cemeteries & Administration Supervisor

Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Economy

Executive Summary

This report provides details of the minutes of the Extra I&E Infrastructure Committee held on 17 June 2025.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Infrastructure Committee Meeting held on 17 June 2025; and
2. Publicly exhibit revised Policy 10.15 Nature Strip and Median Maintenance Review for 28 days, prior to its return to Council; and
3. Publicly exhibit the new draft policy ENM & VENM Policy for 28 days, prior to its return to Council.

Attachments

1. Draft Minutes Infrastructure Committee - 17.6.25 [3.12.1 - 9 pages]

Reference to any relevant previous minute

Nil

Background and discussion

At the Infrastructure Committee Meeting held on 17 June 2025, there were numerous items discussed by the Committee including:

- Road Renewal Backlog – Funding Plan,
- Formal Property Access to 35 Honeysuckle Falls Road,
- Improved Zebra Crossing Design – Main Street Lithgow,
- I&E – Project Report Update,
- Cemetery Requests – Maintenance (Enquiry from 6 Month Review of Operational Plan), and
- Joint Procurement Initiatives.

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

- Item 7.3 Policy 10.15 - Nature Strip and Median Maintenance Review, and
- Item 7.4 ENM and VENM Management Policy and SWP.

Financial

N/A

3.13. P&P - 30/06/2025 - Seven Valley Tourism Committee Minutes 18 June 2025**Strategic Context for this matter:**

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: Simon Francis Tourism Manager

Responsible Officer: Shaun Elwood - Director People and Place

Executive Summary

This report provides details of the minutes of the Seven Valleys Tourism Committee held on Wednesday 18 June 2025.

Administration's Recommendation

THAT Council note the minutes of the Seven Valleys Tourism Committee held on 18 June 2025, and endorse the business paper recommendations put forward by the Committee.

Attachments

1. Seven Valleys Tourism Committee Meeting Minutes 18 June 2025 [3.13.1 - 9 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the Seven Valley Tourism Committee held on 18 June 2025 the following items were discussed:

- Lithgow Mountain Bike Transformation Project Update,
- 7V Seven Valleys Branding Update,
- Capertee Valley Bird Festival Presentation,
- Events Sponsorship EOI Program Update, and
- Secret Creek Presentation – Trevor Evans.

Key outcomes included direct recommendations relating the Seven Valleys Branding and marketing program, including that:

1. The Committee formally supports the proposed Seven Valleys (7V) marketing strategy and place branding concepts and recommends that Council adopt the implementation of the Seven Valleys (7V) place branding.
2. The Committee also notes that there is insufficient funding available in the 2025-2026 Council budget to roll out Year 1 of the execution of the branding to market.
3. The Committee notes the shortfall in funding for the Seven Valleys Tourism marketing campaign and asks Council to review it.

Financial

N/A

4. Delegates Reports

4.1. GM - 30/06/2025 - CNSWJO Board Meeting 29 May 2025 Delegates Report

Report by Ross Gurney - General Manager

Executive Summary

This report is provided to give advice from the recent meeting of the Central NSW Joint Organisation Board held in Orange on 29 May 2025. The minutes from the meeting are included as an attachment.

Attachments

1. Delegate CNSWJO Board Meeting Report 29 May 2025 [4.1.1 - 15 pages]

Recommendation

THAT Council note the report from the Deputy Mayor and General Manager on the Central NSW Joint Organisation (CNSWJO) Board meeting on 29 May 2025 held in Orange.

Commentary

Please find following, advice from the recent meeting of the Central NSW Joint Organisation Board held in Orange on 29 May 2025. On the night before the Board and guests held a farewell for Ms Jenny Bennett who has been the Executive Officer of the CNSWJO, and Centroc before it, for 19 years. Ms Kate Barker will be the Interim Executive Officer as the Board recruits a new Executive Officer.

Delegates were welcomed to Orange by its Mayor, Cr Tony Mileto. Speakers to the Board meeting were Mr Martin Rush from Mining and Energy Related Councils and representatives from the NSW Reconstruction Authority.

More detail on reports to the meeting are below where the agenda can be found on the [CNSWJO website](#).

Forward budget

The Board adopted its Statement of Budget and Revenue. It can be found on the [CNSWJO website](#).

Considerations for the 2025/2026 budget include:

- taking up the rate peg increase of 3.8% for fees where this figure is the lowest rate increase in this region (Blayney);
- noting the decision by the Board to realise \$150K from internally restricted reserves to support the cyber security project;
- noting the Statement of Strategic Regional Priority (SSRP) will be finalised in November of this calendar year and changes to priorities will be funded in the budget;
- based on the pilot with Forbes Shire Council, growth in the service offering for the procurement function to include a “fee-for-service” procurement management service at a reasonable cost to members showing a conservative income stream of \$20K;
- inclusion of \$12,500 to support matching funding for energy projects;

- inclusion of grant funded projects for:
 - Disaster Readiness;
 - Joint Organisation Net Zero Acceleration Program; and
 - Water Loss Management.

Advocacy

The impact of the significant number of renewable energy development across the region was a hot topic on the day. Not a single council in the Central West is in the so-called Central West and Orana Renewable Energy Zone (REZ). This means that all the support and funding that the communities in the REZ enjoy does not come to our communities. This is simply unfair and the Mayors of the region are working together to go for a better more equitable outcome.

Another area of significant concern is the Belubula Water Security Project. CNSWJO will support Central Tablelands Water as it seeks to get optimal outcomes for the region in water security.

Submissions seeking endorsement were:

- [Submission to the Inquiry into Infrastructure Needed to Support Electric and Alternate Source Vehicles – 1 May 2025](#)
- [Submission on the Draft Guidelines for QBRS – 18 April 2025](#)
- [Inquiry into the Impacts of the Water Amendment \(Restoring our Rivers\) Act 2023 on NSW regional communities – 14 April 2025](#)
- [Submission to the Roads Act 1993 Review – April 2025](#)
- [Submission to the Regional Consultation Guidelines – March 2025](#)
- [Response to the Natural Resource Commission on the review of the Lachlan Regulated River Water Source 2016 – 23 February 2025](#)
- [Submission Council Code of Meeting Practice Review – February 2025](#)
- [Central West Orana Strategic Regional Integrated Transport Plan – February 2025](#)

Media releases issues in the past quarter were:

- [Central NSW Councils Take Action on Disaster Preparedness with \\$743k in Funding – 20 May 2025](#)
- [Nuclear or not nuclear is the wrong question – 16 April 2025](#)
- [Federal Government's aspirations for regional communities needs to just add water – 8 April 2025](#)
- [No relief in sight from the Federal Budget for cash strapped councils – March 2025](#)
- [CNSWJO urges member councils to encourage community feedback on Transport Plan – 20 February 2025](#)
- [Central West Orana Strategic Regional Integrated Transport Plan – February 2025](#)
- [Federal Candidate briefing in Central NSW – February 2025](#)
- [UN Youth Summit – February 2025](#)

Feedback from the UN Youth Summit

Council will recall previous reports on the UN Youth Summit. The event was held on 26 March at CSU Bathurst. A full report is being drafted by UN youth which will be tabled at the UN in September.

A debriefing session was held on 9 April where it was agreed that more events of this type would be welcomed.

Charles Sturt University Medical Scholarship Review

CNSWJO has a policy position recognising that growing our own health workforce, particularly doctors, is the most likely approach to tackling health workforce shortages. After a decade of advocacy supported by CNSWJO, Charles Sturt University (CSU) has opened a medical school. The Board previously resolved to support three students from the first cohort on the proviso they were from this region. The scholarships were for 5 years and finished this financial year.

The students will complete their study this calendar year and reports from CSU have provided advice that this support has been invaluable, both as a help financially, but also as recognition that the region has for them. One student reported feeling accountable.

A final report was provided by CSU which was considered by the Board who subsequently resolved to continue with the program. Please request the report. Charles Sturt will be asked to track where these students work in the future.

Charles Sturt University has provided advice that these students will be graduating at the end of this calendar year. Advice will be provided to Council accordingly and Councillors are encouraged to attend to support this initiative.

The Board agreed to continue the sponsorship for a further 5 years for 3 more students.

Interim Report to the May Board meeting on recommendations for the Statement of Strategic Regional Priority from the Enduring Financial Sustainability Subcommittee

At the direction of the Board, a subcommittee has been created to provide feedback on programming for this term of the Statement of Strategic Regional Priority (SSRP) to support Council enduring financial sustainability.

This includes consideration of advocacy in two areas. Firstly, for an efficiency dividend for Councils paid from the NSW Government recognising the time-wasting processes of the bureaucracy and its impacts on council resources and secondly for the use by NSW agencies of regulatory impacts statements with particular focus on regional impacts.

From an operational perspective, the Board will receive advice on existing and potential operational support for members in enduring council financial sustainability.

Operational support for Councils Highlights

CNSWJO provides a substantial program of operational support to members through 15 regional operational teams of council staff, delivering a return on investment year-on-year of over 9:1 for membership fees. The teams across the region support staff in many areas ranging from water to roads to planning to HR, WHS and tourism. All teams have terms of reference and plans on a page. Please find advice from five of the region's teams following.

Regional Cyber Security Program Report

The Regional Cyber Security Program (the Program) aims to support member councils in a foundational shift in how cyber risk is addressed across the region.

Recognising the shared nature of cyber threats, and the benefits of collective governance and resourcing, the Program delivers a unified approach that uplifts each council's capability while leveraging regional economies of scale. It responds directly to the [NSW Auditor-General's Report](#) into cyber security in local government and the Office of Local Government's Cyber Security Guidelines (OLG Guidelines).

The Program initiated with the appointment of Jordan Welden-Iley as the Chief Information Security Officer (CISO) in February 2025, and to date has developed governance, engaged councils establishing maturity baselines, developed resources and supported quick wins in cyber security uplift as members raise concerns about specific events.

Regional Procurement and Contract Management

Delegates to the Board meeting noted the ongoing growth of the Regional Procurement and Contract Management Program with its corollary cost savings to member councils. There are currently 20 regional contracts available for use by members, with a further 13 under development.

Transport

The Transport Technical Committee (TTC) is scoping a Regional Freight Strategy to address shared priorities such as freight route definition and network mapping, regional road hierarchy and design standards, alternate route analysis, integration of bridge integrity testing findings, link to CNSWJO Matrix projects and natural disaster resilience and recovery; supporting future planning, investment and advocacy. The project is likely to be delivered in-house with council-led GIS support. The timeline and scope are currently being finalised.

Transport for NSW is expected to release the Central West Orana Strategic Regional Integrated Transport Plan (CWOSRITP) and the Great Western Highway (GWH) Corridor Assessment by mid-2025. A CNSWJO briefing will be scheduled to coincide with the exhibition period, once confirmed. CNSWJO has submitted formal feedback advocating for stronger local input, predictable road funding, betterment investment, and improved multi-modal freight and workforce planning.

Water

Over the past two decades, the CNSWJO's reputation in both operational and strategic water management has made it the go-to for government and other stakeholders seeking advice on the policy, strategic and regulatory framework for town water.

In 2025, CNSWJO program design and implementation are influencing state policy and program delivery with the design of tools to enable replication of programs elsewhere across the state including across portfolios.

The reputation of the CNSWJO and the Water Utilities Alliance (the Alliance) has led to the adoption of a more flexible partnership approach to funding and program delivery for water loss management (WLM) and water efficiency. This [partnership approach](#) has been adopted more broadly by the NSW Department of Climate Change, Energy, the Environment and Water's (DCCEE) Water Efficiency Program team. Hopefully, the success of this partnership will see more fit-for-purpose regional program design and rollout and a move to incentivised project funding leveraging the collaborative power of Joint Organisations (JOs) across the water and other portfolios.

With the NSW Water Minister's support for co-design with the Local Water Utility (LWU) sector of the strategic framework for water management, CNSWJO staff, informed by the work of the Alliance, are often called on by DCCEEW and other stakeholders to participate in consultative processes. This includes sitting on DCCEEW's Skills and Training Focus Group and the Western NSW Council Reference Group formed to progress the Productivity and Equality Commission's (PEC) recommendations for Alternative Funding Models for Local Water Utilities. Where water and its management are the subject of ongoing reform, there is also a steady stream of requests for submissions at both the state and federal level.

Energy

The announcement of JONZA Round 3 has been made (however the formal announcement is under embargo for now) in relation to an 18-month program has been provided internally within the NSW Department of Climate Change, Energy, the Environment and Water (NSW DCCEEW). A list of projects has been suggested for inclusion in the upcoming program, where applications closed on 30 May 2025. CNSWJO applied for this funding to continue the work being undertaken over recent years to support councils in emissions reduction.

An Expression of Interest has been lodged with the NSW Environment Protection Authority (EPA) for an landfill emissions education officer. The opportunity is funding to embed a resource within a Joint Organisation for a period of up to 18 months. This potential project aligns well with the recommendations from the CNSWJO Emissions Reduction Regional Opportunities Report, which is available on request, and also comes as a direct request from a member council for this support.

An opportunity has arisen regarding biodiversity inseting (as opposed to offsetting) with a program recently being announced under the Low Carbon Landscapes grant. Where General Managers received a presentation from NSW DCCEEW's Sustainable Councils at its May meeting, with interest expressed from Orange and Parkes Councils, this grant opportunity aligns well.

Work is near completion on the procurement process for the supply of electricity for small market sites showing good results which will be reported in due course and contracts are yet to be finalised. The Sponsoring General Managers of the energy priority have oversight of this project.

The Essential Energy network price list has recently been released where initial estimates suggest increases of 7-12%. Advice has been sought from Essential Energy in this regard. A report will be provided to GMAC detailing the increases where it will impact every site connected to an electricity meter.

Value to Council

80% of CNSWJO resources are dedicated to providing its operational support program. For the 2023/2024 year this program delivered a return on investments of 9.3:1 for every dollar Council spends on its membership fees. This value is made up of grant income, monies saved through the CNSWJO procurement program and public relations value from its tourism marketing.

The work the region does in writing submissions, media, supporting projects and project teams, developing collateral and providing opportunities for members in various forums to represent their views is not included in the above figure of 9.3:1 ROI. However, this value is reported quarterly to the Board. Please go to the CNSWJO website to review past [Board agendas](#) or to review last year's [Annual Statement](#).

5. Questions with Notice

5.1. QWN - 30/06/2025 - Councillor M Ticehurst - Heavy Vehicles on Musket Pde, Martini Pde and Bayonet St

Report by Councillor Martin Ticehurst

Questions with Notice

Could the General Manager and Senior Council staff advise on the following issue:

What is, if any, the weight limit for Heavy Vehicles travelling from the Great Western Highway into and out of Bayonet Street onto Musket Parade and Martini Parade?

Is the Lithgow City Council aware of Truck and Dog Quarry Trucks using Bayonet Street, Musket Parade and Martini Parade to bypass the State Road of Main Street to access Mort Street and Chifley Roads and is this currently lawful or are these Trucks non-compliant with their Quarry DA travel conditions?

With Bayonet Street, Musket Parade and Martini Parade all being Lithgow City Council maintained roads, will the Council give consideration towards imposing Weight Limits on these three residential streets?

Attachments

Nil

Management Response

There are no Council imposed formal weight limits on Musket Parade, Methven Street, Martini Parade, or Bayonet Street. Council has approved these routes for heavy vehicle use to service Thales, GrowCorp, Timberfix and the businesses within the Lithgow Valley Shopping Centre precinct.

While Council is the approving authority for heavy vehicle access on local roads, as prescribed by the National Heavy Vehicle Regulator (NHVR), please note that not all vehicles require NHVR/Council approval. It is only those that are over-size, over-mass, or heavier than restrictions listed per their vehicle class on the NHVR register that must apply for approval under the NHVR.

For example, buses are heavy vehicles, but don't require NHVR/Council approval as they are General Mass Vehicles, and most of the delivery trucks using Bayonet / Martini are the same.

Currently, the Administration has not been made aware of specific issues concerning the use of these roads by laden quarry trucks. However, if they are not over-size, over-mass, and are compliant with the restrictions of their vehicle class, their use of these roads would be legal.

Without any understanding of the exact specifications/characteristics of these vehicles, or from which quarry/development they originate, it is not possible to assess the compliance of their travel against DA conditions. Should further information be made available, this compliance could be assessed.

If any weight limits were proposed by the Council or its administration, they would need to be referred to the TALC for consideration prior to their implementation. This would need to be accompanied by

traffic counts to quantify the nature of this travel, to ensure any decision made is informed by relevant evidence.

Based on the information taken from this Question with Notice, traffic data will be collected (currently a 3-month lead time) and reported to the next available TALC for their consideration of the requirement for any load limits in this area.

Jonathon Edgecombe
Director Infrastructure and Economy.

5.2. QWN - 30/06/2025 - Councillor D Goodwin - Letter sent to The Hon Andrew Gee regarding Main Street Pavement Funding

Report by Councillor Darryl Goodwin

Questions with Notice

Could Councillors & the community be provided with a copy of the letter sent to The Hon Andrew Gee, and any response, regarding the \$2 million funding for the Main St paving as per the Mayoral Minute at May's meeting.

Attachments

1. Letter - Andrew Gee - re Mayoral Minute [5.2.1 - 2 pages]

Management Response

A copy of the letter sent to The Hon Andrew Gee regarding the \$2 million funding for the Main St paving as per the Mayoral Minute at May's meeting is included as an attachment to this report.

The Council resolution will be discussed with the Hon Andrew Gee when management meets our local Federal member on Monday 7 July.

6. Notices of Motion

6.1. NOM - 30/06/2025 - Councillor M Ticehurst - Out of Order Public Water Standpipe, Wallerawang

Report by Councillor Martin Ticehurst

Commentary

In mid-May I submitted the following Urgent Works Request to the Lithgow City Council regarding the Public Water Standpipe, Wallerawang.

“I have been advised that the Public Water Standpipe in Wallerawang has been out of action since last October 2024 with no clear date on when it will be fixed.

Since October 2024 Lithgow ratepayers and residents using local Water Carters have and still are incurring unnecessary additional travelling charges on their water accounts.

I would appreciate it if the Lithgow City Council could provide an urgent report back to all Councillors with advice on when the Standpipe will finally be fixed”

The Council’s Executive Manager - Water, Wastewater & Waste subsequently advised Councillors that,

“As per Cr Ticehurst request please find the following information and update on the status of the Wallerawang Water standpipe.

Council has been in contact with the supplier of the equipment that has provided an update following inspection of the standpipe. The standpipe has been vandalised and requires a new standpipe or a refurbishment of the equipment which would be further downtime.

We have received quotes for a new unit which is an updated but identical version of what is already available in Lithgow, Wallerawang, Portland, Rydal, Glen Davis, and Cullen Bullen. We have also received quotes to install a larger unit for faster delivery and increased flow to tankers and the larger users. The larger unit is slightly more in cost but will be more beneficial in its delivery over time provided no further damage is incurred. At this stage we will look to move to the larger unit for replacement and potentially refurbish the old unit and place it elsewhere.”

Following a request for further information from Councillor Ring, the Council’s Executive Manager - Water, Wastewater & Waste further advised that,

“I am just awaiting a delivery timeframe for the new unit from the manufacturer and once that is confirmed I will provide an update via email.

The cost of the new units is below. The WD2500 is the same as existing. The WD3000N is the larger unit.

Model WD2500 (50mm camlock and a 25mm tap outlet) quote \$34,128-00 each
Model WD3000N (80mm cam lock and 25mm tap outlet) quote \$ 39,915-00 each,

The total cost will likely be around \$48,000 for the new unit installation between new equipment and infrastructure as well as electrical connections for the larger unit.

This will be a capital renewal for the site and hopefully some cost reduction from insurance claim on replacement however the costs and return on this is being determined.

With this addition, the water fund will be at a balanced or slight deficit position.

This will be confirmed once the latest quarter or reads is completed and additionally the expense is unlikely to be undertaken this financial year.”

Attachments

Nil

Recommendation

THAT Council, as a matter of urgency, immediately take action to replace the Out of Order Public Water Standpipe, Wallerawang.

Management Comment**Strategic Implications**

The existing water standpipe in the Wallerawang area has been decommissioned following vandalism affecting the standpipe and will be replaced by a new and larger standpipe for water carters to access. The administration has sent a purchase order to the manufacturer and is now awaiting a delivery date for the new unit.

In the interim there are five other standpipes around the LGA being Lithgow, Portland, Rydal, Glen Davis and Cullen Bullen.

Matthew Trapp
Executive Manager – Water, Wastewater and Waste

6.2. NOM - 30/06/2025 - Councillor T Evangelidis - Council Re-Naming

Report by Councillor Tommy Evangelidis

Commentary

In a previous council meeting the majority of councillors objected to my request to include 'Lithgow' in our tourism campaign. Whilst disappointed in the result I also accept this is the will of the community through their chosen representatives.

I don't wish to undermine the decision and the adopted branding. Accepting this reality, I think it's important for Lithgow council to make every effort in order to support this new direction and strategy.

The renaming of Lithgow Council to 'Seven Valleys Council' would aim to do just that. This action will help establish the perceived need for a fresh start and point to a new direction. The arguments to not include Lithgow in our tourism branding can readily be applied to the naming of our council.

It was noted last from the public forum – It's not Katoomba Council, It's the Blue Mountains council, it's not Maroochydore Council, it's The Sunshine Coast Council.

Many other councils have changed their name over the years, some through mergers others through seeing a need to move with the times and to choose a name that best represents their region. This is the time; we are about to redo signage and websites.

The rebrand need not be a financial burden. We do it in stages and updated when needed. The re-naming of our council will be a major news story. The dollar worth of that publicity in letting the state and Australia know will be considerable, but more importantly it will be the start of educating the state and all of Australia just where the Seven Valleys are.

If we are going to run with the Seven Valleys then let's do it properly, let's put it on the map, otherwise it will just have been a waste of time and money.

Attachments

Nil

Recommendation

THAT Lithgow City Council change its name to 'Seven Valleys Council'.

Management Comment**Strategic Implications**

The development of a refreshed Seven Valleys destination brand for the whole of the Lithgow LGA has been undertaken as part of Council's ongoing efforts to strengthen regional visitor economy tourism, increase brand recognition, and align marketing activities under a unified and compelling identity.

After extensive consultation with key tourism stakeholders, including operators, community members, and Council staff, the 'Seven Valleys' brand concept was refined to reflect the area's diverse landscapes, experiences, and communities.

The rebranded Seven Valleys campaign is planned to be brought to market in late 2025. It is anticipated that the campaign will bring a level of destination and place awareness for the Seven Valleys over the initial years of the campaign. Market monitoring and related brand recognition research to be undertaken during that period will also inform on the level of wider awareness of the Seven Valleys amongst potential visitors, relocators and the wider population.

Legal Implications

Changing the name of a Council in NSW requires a formal process involving the Council itself, the NSW Government, and potentially the NSW Electoral Commission. The process typically starts with the Council initiating a review, followed by extensive community consultation and a recommendation to the NSW Minister for Local Government. The Office of Local Government (OLG) handles the process for changing the name of a LGA. The process is governed by the Local Government Act 1993 and the Local Government (General) Regulation 2021.

Considerations arising with proposed names changes for a Council or LGA include the lead in time, and associated investment for updating and transitioning relevant building or associated signage, vehicle markings, council branding and corporate style guidelines.

In 2016, Blacktown Council voted not to change its name following a Councillor initiative. The Council spent \$98,000 on initial community consultation.

Shaun Elwood
Director People & Places

6.3. NOM - 30/06/2025 - Councillor T Evangelidis - Event EOI - Ironfest**Report by** Councillor Tommy Evangelidis**Commentary**

Recently the events working group received EOI for our event strategy. \$60,000 has been made available for events to drive the visitor economy and increase overnight stays. We had twenty-two proposals, one of which included Ironfest. Sadly, Ironfest was not suggested by management as a tier one choice and not recommended to receive funding. I would suggest Ironfest ticks every box that these funds are designed for. The event organisers have delivered successful events in our locale for many years. Ironfest must be supported by this council.

Attachments

Nil

Recommendation

THAT Ironfest be granted the \$20,000 requested.

Management Comment**Strategic Implications**

The March 2025 meeting of Council adopted the Lithgow City Council Events Plan 2025-26. As a result, Council released on 29 April 2025 an Expressions of Interest (EOI) process for Council funded Event Sponsorship. The EOI closed on 2 June 2025.

The criteria to be addressed by applicants to the EOI were identified and listed in the application details on Council's website. The criteria were also circulated to the members of the Events Working Group (EWG), comprising Mayor Coleman, Councillor Ring, Councillor Evangelidis and Councillor Mahony, prior to release of the EOI. The criteria were supported by the EWG. The EWG met again on 14 May 2025, and Council staff reiterated the intended evaluation process, including the intent to undertake the assessment of EOI submissions against the listed criteria, which was again supported by members of the EWG.

Following closure of the EOI, Council staff undertook an evaluation of the received EOIs and evaluated these against the previously listed and agreed criteria. The level of detail, or omission of detail, varied across the applications, and some applications from established events were noticeably lacking in detail to support the listed criteria.

The EWG met on 11 June 2025 to review and discuss the Council staff evaluation of the received EOIs. This meeting progressed into discussion in more detail on the requirement to source additional information and detail from select EOI applicants, including Ironfest, prior to finalising evaluation and making recommendations.

At the time of writing, the EOI evaluation and outcome process is still being undertaken. The EWG agreed at the 11 June 2025 meeting to meet prior to finalising the EOI recommendations and addressing this with the Council. The EWG is still to meet to undertake this stage of assessment.

Applicants that undertook to submit an EOI have an expectation that Council will follow due process in consideration of their applications and evaluation. An allocation of Event Sponsorship funds at this stage may cause detriment to those who provided submissions in good faith.

The Administration is unable to make public comment on the applications received and the outcome of the process as specific applicants (including Ironfest) are being contacted to request additional information, and the EWG is still to meet to confirm assessment recommendations.

Shaun Elwood
Director People & Places

7. Business of Great Urgency

The General Manager publicly confirms, that before and during this 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 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.

8. Closed Council

Recommendation

THAT Council Resolve to move into Closed Council to consider the confidential reports as listed in the Business Paper.