

Business Paper



Top Rocks Lithgow

Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 27 October 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.

MANDATORY NEW PROVISIONS APPLYING FROM JANUARY 2026 COUNCIL MEETINGS

Under the new Code of Meeting Practice which will take effect from the January Council Meeting, several new mandatory provisions are to be noted.

Public Forums

In accordance with the mandatory requirements of the NSW Local Government Code of Meeting Practice, clause 4.1, Council may hold a public forum prior to meetings of Council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Council will be holding Public Forums from 6:30pm to 7:00pm prior to the commencement of the Council Meeting at 7:00pm. Please refer to [Addressing Council | Lithgow City Council](#) for details on how to register and the rules applying to participate in Public Forums.

Public Attendance

In accordance with the mandatory requirements of the NSW Local Government Code of Meeting Practice, clause 15.20, members of the public attending a meeting of Council

- (a) must remain silent during the meeting unless invited by the chairperson to speak,
- (b) must not bring flags, signs or protest symbols to the meeting, and
- (c) must not disrupt the meeting.

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 22 September 2025.

Commemorations and Announcements

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

Public Forum

Any person registered to speak during Public Forum on a matters included in the business paper and registered via the Council website prior to 12 Noon on the day of the meeting will have the

opportunity to speak. There will be only two speakers for and against, on each matter on the business paper.

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

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

1. Mayoral Minutes

1.1. Mayoral Minute - 27/10/2025 - Lithgow Water Outage - October 2025 - Vote of Thanks

Report by Mayor – Councillor Cassandra Coleman

Commentary

Water Outage - A Vote of Thanks

Over the period between Thursday 9th October to Sunday 12th October, the city of Lithgow experienced a water outage that was unprecedented in the history of Lithgow City Council.

It was inspiring to watch as our community came together to lend a hand, I truly want to thank and acknowledge the wider Community, Councillors, Council Executive and staff.

The local club Manager of Lithgow PCYC, Chris Wade, reached out to local water company Wild Wolgan. Mr Wade and volunteers from the community also provided transport to shower facilities for vulnerable residents using the PCYC van.

On the Saturday, Adrian (from Wild Wolgan) jumped into a water truck and parked it out the front of the PCYC then was back again on Sunday at the Showground.

The Rapid Relief Team (RRT) provided 26,000 litres of tanker water and 2,600 bottles of drinking water to the city as it continued to recover.

The Councillors and Executive doorknocked households and businesses, checking on vulnerable families and then organised to distribute bottled water where it was critically needed.

To the Executive team who sourced certified potable water suppliers to safely transport and pump drinking water back into the local lines, replenishing the Lithgow network.

To the VRA who helped supply water at collection points and marshalling late into the evening.

To Director Matt Trapp and his team, as well as the Depot works teams, who were on the ground over the weekend working non-stop, day and night to fix the burst pipes and get the Oakey Park Treatment Plant back up and running.

To the administration staff who took hotline calls and attended to the needs of vulnerable customers.

I was truly overwhelmed to see people from all parts of our community come together to lend a hand, witnessing these incredible displays of community spirit was a great reminder of why the Lithgow local government area is such a wonderful and caring place to live.

Attachments

Nil

Recommendation

THAT the Council note the Vote of Thanks to the wider community for coming together in really difficult time.

2. Administration Reports

2.1. GM - 27/10/2025 - Council Resolution Action Register

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 provide Council with information on the status of outstanding resolutions determined at Council meetings during the current term. As of 20 October 2025, there are 26 resolutions to be finalised.

Administration's Recommendation

THAT Council note the October 2025 quarterly report on the Council Resolution Action Register.

Attachments

1. Action Register - October 2024 to August 2025 - To Be Actioned - 20-10-25 [2.1.1 - 7 pages]

Reference to any relevant previous minute

Min. No. 25-186 - Ordinary Meeting of Council held on 28 July 2025

Background and discussion

It is the role of the General Manager to implement, without undue delay, lawful decisions of the Council, in accordance with s335 of the Local Government Act 1993.

The Resolution Action Sheet is an ongoing document, updated progressively by staff. As items are completed, they are removed.

Resolutions relating to land transfers, purchase or sale can take up to 2-5 years to be completed. Completion of some actions have needed to be prioritised, due to competing priorities, staff turnover and delays in recruiting for vacant key staff positions.

The Resolution Action Sheet is presented to Council on a quarterly basis.

The current reporting period covers the period from October 2024 (start of the Council term) to August 2025.

Consultation and Communication

N/A

Policy

N/A

Legal

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

Risk Management

N/A

Financial

Nil arising directly from this report.

2.2. F&G - 27/10/2025 - Returns of Disclosures of Designated Persons 2024-2025

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: Sarah Lewis – Executive Assistant

Responsible Officer: Vanessa Browning – Director Finance & Governance

Executive Summary

There is the potential for a public official to have personal interests which create an actual conflict with their official responsibility, or the perception of such a conflict. It is important that these personal interests are disclosed and held in a public register. The act of doing this establishes the foundation from which appropriate procedures can then be followed to avoid that private interest from influencing or encroaching on the official's formal duties. This is a key transparency mechanism for promoting community confidence in Council decision making, whether by Councillors or by staff or others under delegation.

All designated persons are required to lodge a return of interests with the General Manager by 30 September each year. Council has identified 40 designated persons, including Councillors, as at 30 September 2025. 40 people have lodged a return.

The purpose of this report is to table the Disclosures of Pecuniary Interests and Other Matters returns for the period 1 July 2024 to 30 June 2025.

Administration's Recommendation

THAT Council note the tabling of Disclosures of Pecuniary Interest and Other Matters by designated persons lodged for the 12 months ending 30 June 2025.

Attachments

1. 2024-2025 - Disclosures by Councillors and Designated Persons - Returns List [2.2.1 - 1 page]

Reference to any relevant previous minute

Nil.

Background and discussion

Clause 4.21 of the Model Code of Conduct states that officials are required to disclose their personal interests in publicly available returns of interest. These operate as a key transparency mechanism for promoting community confidence in Council decision making, whether by Councillors or by staff or others under delegation.

All designated persons are required to lodge their return with the General Manager by 30 September each year. Council has identified 40 designated persons including councillors, as at the 30 September 2025. Returns must be tabled at the first Council meeting after the last day that the return was required to be lodged and are thereby being tabled at the 27 October 2025 Ordinary Council Meeting.

Consultation and Communication

Completed returns of Councillors and designated persons have been included in Council's register of returns. All returns will be available for public viewing via the Lithgow City Council website and, upon request, at the Council Administration Building Customer Service desk. Personal information is redacted from the returns placed on the Council's website.

Policy

This report meets the requirements of with Section 4.21(b) of the Model Code of Conduct.

Legal

Council must make all returns of interests publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the NSW Information Commissioner.

The Information and Privacy Commission's (IPC) Information Access Guideline 1 on the disclosure of information states that, generally, the returns should be made publicly available on the Council's website free of charge. Lithgow Council publishes Disclosures for Designated Persons on its website with personal information (e.g. signatures and residential addresses) removed to ensure privacy.

Risk Management

In accordance with the Model Code of Conduct, if a council official becomes aware of any new interests that need to be disclosed, the Council official must submit a new return within three months of becoming aware of the interests.

Financial

N/A

2.3. F&G - 27/10/2025 - Investment Report September 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 30 September 2025 and to note the certification of the Responsible Accounting Officer that funds have been invested in accordance with legislation, regulations and Council's Investment 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 \$52.3M, it is restricted (internally and externally). Therefore, those funds are not available for any purpose beyond that for which they have been restricted, with a small internal borrowing from internal reserves for general purposes currently required.

Administration's Recommendation

THAT:

1. Investments of \$52,000,000 and cash of \$342,965 (which is mostly restricted for specific purposes) for the period ending 30 September 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. Sept Invest Graph [2.3.1 - 1 page]

Reference to any relevant previous minute

Min No 25-222 Ordinary Meeting of Council held on 22 September 2025.

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

Council's total investment portfolio as at 30 September 2025, when compared to 31 August 2025, has decreased from \$54,200,000 to \$52,000,000. Cash in Council's bank account decreased from \$1,393,046 to \$342,965.

September is usually a cashflow negative month, with grant income being the main funding source. In September 2025, there were low cash inflows 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 September 2025 were as follows:

Opening Balance of cash and investments as 1 September 2025	\$55,593,046
Plus New Investments – September 2025	\$8,000,000
Less Investments redeemed – September 2025	\$11,250,081
Closing Balance of cash and investments as at 30 September 2025	\$52,342,965

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 relates 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 \$3.3M decrease in cash and investments in September 2025. Low cash inflows were accompanied by payments to suppliers (\$6.3M) 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:

- \$1.16M Wolgan Valley Access Road design and project management (DRFA funded),
- \$884K Workers Compensation Balance of Premium (General Fund),
- \$343K Domestic waste collection for August (Waste Fund),
- \$279K Plant Replacement - Backhoe (SRV Fund),
- \$252K Central Tablelands Annual Weed Biosecurity Functions (General Fund)
- \$223K Donkey Steps Maintenance (DRFA funded),
- \$173K Footpath upgrade of Main St, Lithgow (Reserve and Grant funded),
- \$145K Annual Subscription to Microsoft (General Fund),
- \$143K Wolgan Road Project Management (DRFA funded),
- \$133K Red Hill Bridge Drainage and Sealing of Approach (Grant Funded),
- \$107K Cupro/Main Street Stormwater Drainage Improvements (Grant funded), and
- \$102K Fleet Fuel July and August (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, wastewater, 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 insufficient cash and investments at 30 September 2025 to fund \$44.3M of externally restricted reserves and \$8.05M of internally restricted reserves. A small internal borrowing of \$1.2M from internally restricted reserves was required for general purposes due to timing of annual payments in the first quarter relating to software and insurance that was unmatched by cash inflows. This is expected to be repaid over the balance of the year, with no significant annual payments remaining and as further rates instalments are received.

Cash and Investments Statement (\$'000)		
	30 June 2025	30 September 2025
	Position	Position
Externally Restricted		
Developer Contributions	1,912	2,060
Special Purpose Grants	29,247	26,066
Water Supplies	3,864	4,923
Sewerage Services	294	410
Domestic Waste	8,531	9,857
Unexpended Loans	1,700	984
	45,548	44,300
Internally Restricted		
Land & Buildings	2,184	2,184
FAGs	3,359	-
Plant & Equipment	516	516
Bonds, Deposits & Retentions	400	351
Works in Progress	137	137
Carry Over Works	63	66
Commercial Waste	3,197	3,437
ELE	1,004	1,004
Election	77	77
Other	2,412	1,426
Internal Borrowing to General Fund	0	(1,156)
	13,349	8,043
Unrestricted (working capital)	-	-
Total Cash and Investments	58,898	52,343

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 2021 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 \$2,813,000 (full year)
- Cost centre 800152-8130-41500
- YTD Income to date \$601,835
- Future potential impact Nil.

Council's budgeted investment interest income for 2025/26 is \$2.8M, approximately \$653K less than 2024/25 actual interest received. During September, the average rate achieved was 4.13% on an investment balance of \$51M, 50% of which is due to the remaining balance of the \$33.8M advance payment for natural disaster restoration works.

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.

2.4. P&P - 27/10/2025 - Proposed Update to 2025/2026 Fees and Charges

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: Galip Kartop - Team Leader Environment and Regulatory Services
David Anderson – Building and Recreation Facilities Manager

Responsible Officer: Shaun Elwood – Director People and Places
Jonathon Edgecombe – Director Infrastructure and Project Delivery

Executive Summary

This Report seeks Council's adoption of an amended Fees and Charges schedule for 2025/26 applicable to the operation of the Lithgow Animal Shelter and the JM Robson Aquatic Centre.

Administration's Recommendation

THAT:

1. The proposed fee increases applicable to the sale and surrender of animals, provided in Table 2 of this report be accepted in principle as an amendment to the adopted 2025/26 fees and charges and be placed on public exhibition for a period of 28 days.
2. The proposed fees as resolved at the 28 October 2024 Council Meeting in relation to the Aquatic Centre be accepted in principle as an amendment to the adopted 2025/2026 fees and charges and placed on public exhibition for a period of 28 days.
3. Where no significant public comments are received regarding the proposed amendments, the 2025/26 fees be amended accordingly without further report to Council.

Attachments

Nil

Reference to any relevant previous minute

Min.No. 24-224 Ordinary Meeting of Council held on 28 October 2024
Min.No. 25-186 Ordinary Meeting of Council held on 30 June 2025

Background and discussion

Animal Shelter

The proposal to increase fees to the public for the purchase from the Lithgow Animal Shelter of cats and dogs, and also the surrender of unwanted cats and dogs, has arisen due to a recent (since the adoption of the current 2025/26 fees and charges) increase in supplier costs. This rise in costs has increased the gap between operational income and expenditure at the Lithgow Animal Shelter, and thus the subsidy paid by ratepayers for the service.

The proposed increase in fees relates to the charges for the sale of a cat or dog to the public at a rate that is closer to the actual costs to Council of providing appropriate desexed, vaccinated and microchipped animals for sale in accordance with the *Companion Animals Act 1998*.

Any increase in fees charged for animals from the animal shelter must realistically consider competitiveness and reasonableness, i.e. what the public is willing to pay, whilst responsibly moving toward recouping the expenses incurred by Council in legally providing an animal for sale.

Similarly, the surrender fee charged for unwanted animals must be reflective of Council's costs in managing the animal and disposal either by euthanasia or resale, as appropriate.

Recently, Council's primary veterinary services provider notified of an increase in the cost of services for desexing and euthanasia to Council with increases of an average of around 30%. The increased fees are provided in [Table 1](#) below.

TABLE 1- Increase in service charges by veterinary provider- Lithgow Animal Shelter

	Previous Charges	Current Charges as advised by supplier	Increase \$	Increase %
Cat spey	\$155	\$195	\$40	26%
Dog spey 0-10kg	\$170	\$220	\$50	29%
Dog spey 10-25kg	\$245	\$295	\$50	20%
Dog spey 25-40kg	\$280	\$330	\$50	18%
Dog spey 40+kg	\$320	\$386	\$66	21%
Cat castrate	\$85	\$110	\$25	29%
Dog castrate 0-10kg	\$170	\$220	\$50	29%
Dog castrate 10-25kg	\$185	\$235	\$50	27%
Dog castrate 25-40kg	\$210	\$275	\$65	31%
Dog castrate 40+kg	\$250	\$380	\$130	52%
Vaccination	\$45	\$50	\$5	11%
Euthanasia cat	\$55	\$65	\$10	18%
Euthanasia dog	\$85	\$95	\$10	12%

Considering the increase in veterinary service costs, it is recommended in this report that Council increase the 2025/26 fees applicable to the sale of cats and dogs and surrendering animals in accordance with the fees provided in [Table 2](#) below.

It should be noted that generally, the recommended increase in fees does not meet the increased costs in terms of quantum and percentage increase from the veterinary supplier. This is consistent with the principle that the sale price of animals does not usually meet the full costs to Council of maintaining that animal and providing it for sale.

The fee charged by Council to surrender an animal covers the costs of euthanasia, if required, but not transportation to surgery, staff time, housing of the animal and other related costs.

Both Blue Mountains City and Hawkesbury City Councils currently charge \$99 for the surrender of an animal.

Bathurst Regional Council charges \$390 per dog and \$220 per cat for surrender.

Fees must be set having regard to realistic demand and to encourage rehoming, however, this means that the Animal Shelter's operational costs invariably exceed revenue. It should also be noted

that whilst all impounded animals must be kept by Council for between 7 and 14 days, not all animals, (that are not claimed by owners) are sold or otherwise rehomed and the costs associated with caring for these animals during the statutory period is borne by Council's animal welfare service.

TABLE 2 – Recommended increase in 2025/26 fees at Lithgow Animal Shelter- sale and surrender of animals

	Adopted 2025/26 Fees	Recommended Amended Fees	Increase \$	Increase %
Sale of kitten	\$225	\$260	\$35	15%
Sale of cat (1-5 yrs)	\$210	\$245	\$35	16%
Sale of cat (5+ yrs)	\$180	\$215	\$35	19%
Sale of puppy	\$325	\$375	\$50	15%
Sale of dog (1-5yrs)	\$295	\$345	\$50	17%
Sale of dog (5+ yrs)	\$245	\$295	\$50	20%
Surrender fee	\$84	\$95	\$11	13%

Aquatic Centre

As outlined in the report to Council at the 28 October 2024 Council Meeting, additional fees and charges were endorsed to offer Swim Squad services. These fees were publicly exhibited with no material submission received and were implemented from February 2025.

Due to the timing of these additional fees and the preparation of the draft 2025/2026 Fees and Charges, these fees were not included and therefore not exhibited as required by legislation. To ensure continuity of these services, this report seeks endorsement to rectify this issue. The additional fees proposed are listed below:

1. Mini squad – 1 hour training with unlimited entry through the week - \$25 per week
2. Development squad - 1 hour training – unlimited entry through the week - \$30 per week
3. Intermediate squad - 1.5 hour training – unlimited entry through the week - \$35 per week
4. Advanced squad - 2 hour training – unlimited entry through the week - \$40 per week.

Consultation and Communication

Section 610F (3) of the *Local Government Act 1993* requires Councils to give public notice (in accordance with section 705) for at least 28 days of the fee proposed for the new or changed service.

Policy

There are no policy implications associated with this report.

Legal

Council may set appropriate fees and charges under the *Local Government Act 1993* and these are adopted in the Operational Plan.

Proposed amendments to Council fees and charges as adopted in the Operational Plan which are caused by a change in the nature or extent of an existing service may be adopted after giving public notice (Section 610F, *Local Government Act 1993*).

Risk Management

There are no risk management issues associated with this report.

Financial

The key intent of this report is to seek an adjustment of fees and charges applicable to the Lithgow Animal Shelter to minimise the notable subsidy gap between operational costs and revenue due to a change in the cost of the service.

The ratepayer subsidy is generally due to the disparity between the costs of providing a professional and legislatively compliant service to address Council's animal welfare duty of care and an unpredictable revenue stream which does not recover all costs. Where fees are set too high, the incentive to acquire an animal from a pound is reduced.

2.5. P&P - 27/10/2025 - DA051/24 Telecommunication Tower- 35-43 Coerwull Road Bowenfels- Determination Report

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 Sandra Politi – Development Manager
Department:	Development
Responsible Officer:	Shaun Elwood - Director People and Place
Property Details	Lot A DP374075, 35-43 Coerwull Road, Lithgow NSW 2790
Property Owner	Carter Properties Pty Ltd / Prefabricated Buildings Pty Ltd
Applicant	Mr Chris Hayes on behalf of Waveconn Operations Pty Ltd

Executive Summary

This report is submitted to Council for consideration and determination of Development Application DA051/24 which seeks consent for a telecommunications facility (slim line monopole) on land known as Lot A DP374075, 35-43 Coerwull Road, Lithgow.

DA051/24 was 'called-in' during May 2024. At the Ordinary Meeting of Council held on 25 November 2024, Council resolved (Min. No. 24-268) that:

1. *Information on Development Application DA051/24 be noted.*
2. *An onsite meeting be organised for staff, Councillors and residents.*
3. *Council note that a report on the final assessment and recommendation will be furnished to a future Council meeting for determination of DA051/24.*

An onsite meeting was held on 23 January 2025. Several Councillors, Council staff, residents and the applicant were present at the meeting.

Assessment

Council's Development Planner has prepared an Assessment Report, which is included as Attachment 1 to this report. The Assessment Report provides details of 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 the development. The Assessment Report also includes proposed conditions of consent.

Other attachments provided with this report are:

1. Summary of Submissions,
2. Site and elevation plans,
3. Statement of environmental effects, and
4. Coverage analysis PowerPoint.

The development application was referred to external agencies including Water NSW, Endeavour Energy, Australian Rail Track Corporation, Transport for NSW and the Nepean Blue Mountains Local

Health District. None of the agencies objected to the proposal and recommended conditions be applied to the consent, if the development application is approved by Council.

The Application was notified from 23 April to 16 May 2024, and again from 14 August 2024 to 30 August 2024 due to a change to the proposed location within the site of the telecommunication facility. During the first notification period, five (5) formal submissions and a petition with sixty five (65) signatures were received. During the second notification period an additional three (3) submissions were received.

All submissions received during the two notification periods and the onsite meeting are summarised in the attachment and in the Assessment Report.

The key environmental considerations arising from the assessment of the proposal include visual impacts, health risks and cultural/heritage significance. These issues can be satisfactorily addressed and managed through conditions of consent and therefore it is recommended that the development application be approved with appropriate conditions.

Administration's Recommendation

THAT:

1. Development Application DA051/24 be APPROVED subject to conditions of consent as detailed in the attached planning assessment report.
2. A DIVISION be called in accordance with the requirements of Section 375A(3) of the Local Government Act 1993.

Attachments

1. Attachment 1 Planning Assessment Report [2.5.1 - 45 pages]
2. Attachment 2 Summary of Submissions [2.5.2 - 11 pages]
3. Site and Elevation Plans [2.5.3 - 4 pages]
4. Statement of environmental effects D A 051-24 telecommunications facility [2.5.4 - 36 pages]
5. AN2790 004 Lithgow North West Coverage Analysis V1 [2.5.5 - 6 pages]

Reference to any relevant previous minute

Min No. 24-268 Ordinary Meeting of Council held on 25 November 2024 (Call In Report)

Background and discussion

Council is in receipt of Development Application No. DA051/24 seeking consent for a mobile telecommunications facility, on land known as Lot A DP374075, 35-43 Coerwull Road, Lithgow.

The development proposes:

- The construction of a new 30 metre high slimline monopole, including equipment such as triangular headframe and panel antennas,
- 10m x 8m compound area to house electrical equipment, and
- The installation of power to the proposed site compound.

The proposed monopole is proposed to be constructed of steel and will be grey in colour. The equipment unit will be coloured 'eucalypt green'.

The lease area of the facility is proposed to contain an area of 164.8 m² (10.3m x 16m).

Access to the facility is proposed to be via the existing self storage unit entry off Coerwull Road.

The purpose of the development within this location is due to poor coverage and the lack of existing mobile telecommunication facilities in the area (there are no mobile phone base stations within approximately 2.6 kilometres of the proposed site location). The applicant's coverage analysis has determined that 592 dwellings within 3.17 km² will benefit from improved coverage.

Description of Site and Surrounds

Lot A DP374075 currently retains an area of 8,050m² and is utilised as a self storage unit facility (approved via 179/08DACC). Access to the self storage units is via an existing entrance from Coerwull Road. The telecommunication facility will have a frontage to Coerwull Road.

The Lithgow Caravan Park is within direct vicinity to the proposed development with residential dwellings located along Fullagar Avenue behind the storage units.

The site plan submitted with the application, originally identified the location of the development to be within the south eastern corner of the property. Due to the proximity to the rail infrastructure and impacts to the rail line, the application was amended to propose the tower to be located within the south west side of the property.

Consultation and Communication

Lithgow Community Participation Plan

Pursuant to the Lithgow Community Participation Plan, the Application was notified from 23 April to 16 May 2024. During the notification period, five (5) formal submissions and a petition with sixty five (65) signatures were received.

A second notification period was undertaken from 14 August 2024 to 30 August 2024 due to the proposed change of the location of the telecommunication tower within the site. During the second notification period an additional three (3) submissions were received.

The development was subsequently called-in for determination by an elected Councillor. An onsite meeting was subsequently conducted with Councillors, Council staff, residents and the applicant (Waveconn).

A summary of the submissions, applicant's response and Council's Assessment Officer's response is attached.

Policy

Policy 7.7 Calling In Of Development Applications or Development Application/Construction Certificates by Councillors

This application has been called in pursuant to clause 3 of Policy 7.7 "Calling in of Applications by Councillors", which states:

3. *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.*

The application has been called in, with a call in report undertaken at a Council meeting held on 25 November 2024.

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

Nil.

Financial

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

3. Council Committee Reports

3.1. P&P - 27/10/2025 - Community Development Minutes - 9 September 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 details of the minutes of the Community Development Committee Meeting held on 9 September 2025.

Administration's Recommendation

THAT Council note the minutes of the Community Development Committee held on 9 September 2025.

Reference to any relevant previous minute

Min. No. 25-191 Ordinary Meeting of Council held on 28 July 2025.

Background and discussion

At the meeting, the Library Coordinator gave a presentation providing an overview of the broad range of services offered by Council's Libraries. The Manager Community & Culture will explore opportunities to highlight these services through award nominations in future.

A brief report was provided on the Joint Programming Project.

A number of items were raised in General Business with related actions included in the minutes.

Attachments

1. Community Development Committee Minutes 9 September 2025 DRAFT [3.1.1 - 6 pages]

Financial

N/A

3.2. WWW - 27/10/2025 - Infrastructure Committee Meeting Minutes - 17 September 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.

Author: Sharron Wood – Executive Assistant

Responsible Officer: Matthew Trapp - Director Water, Wastewater and Waste

Executive Summary

This report provides details of the minutes of the WWW&W Infrastructure Committee Meeting held on 17 September 2025.

Administration's Recommendation

THAT Council note the minutes of the WWW&W Infrastructure Committee Meeting held on 17 September 2025.

Attachments

1. Minutes Infrastructure Committee - 7 October 2025 [3.2.1 - 6 pages]

Reference to any relevant previous minute

Min. No. 25-133 Ordinary Meeting of Council held on 26 May 2025

Background and discussion

The Committee discussed Bayonet St, Lithgow and repairing the water and roads issue.

The Committee also discussed a number of standing agenda items relating to strategy and potential future impacts to Council and the community arising from water, sewerage and waste management and related strategies.

A number of subjects were discussed such as:

- PFAs in sewerage systems and the potential implications this has for Council as a water utility,
- Potential recycled water utilisation as a part of the water resourcing framework across the LGA
- The new water resourcing required for servicing development and industry across the LGA,
- Water night 25 as a part of the Council's ongoing education in the water sector,
- Waste Management with the future waste site and the existing Reuse Shed being discussed.

The following actions were determined:

- A future report to be completed in relation to storm water harvesting potential.
- Work on how to educate the public about PFAS and compounds.
- The Waste and Recycling Manager to come back with a report on potential resource recovery pathways and options for the Reuse Shed.
- Report on the potential for water storage of rainwater harvesting using the Melbourne Water example.

Financial

N/A

3.3. GM - 27/10/2025 - Emerging Economy Committee Minutes - 24 September 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: Trinity Newton – Executive Assistant

Responsible Officer: Ross Gurney - General Manager

Executive Summary

The purpose of this report is to provide details of the minutes of the 24 September 2025 Emerging Economy Committee Meeting.

Administration's Recommendation

THAT Council

1. Note the minutes of the 24 September 2025 Emerging Economy Committee Meeting.
2. Adopt the LEEP Action Plan Refresh which is included as an attachment to this report.

Attachments

1. Draft Emerging Economy Committee Minutes 24 September 2025 [3.3.1 - 6 pages]
2. LEEP Action Plan Refresh - FINAL [3.3.2 - 14 pages]

Reference to any relevant previous minute

Min No 25 – 209 Ordinary Meeting of Council held 25 August 2025

Min No 25 – 200 Ordinary Meeting of Council held 25 August 2025

Background and discussion

At the Emerging Economy Committee meeting held on 24 September 2025, there were four items discussed by the Committee:

- 2026 SEGRA Conference – the Committee endorsed the event and formally thanked the Sustainable Economic Growth for Regional Australia (SEGRA) Foundation for their commitment to Lithgow's future economic growth and potential.
- LEEP Action Plan Refresh - the Committee endorse the refreshed Lithgow Emerging Economy Plan (LEEP) Action Plan 2025-2035, with amendments as discussed.
- Marrangaroo Urban Release Area – the Committee noted the letter from the NSW Minister for Regional Transport, advising of a collaborative approach to progressing the Marrangaroo Urban Release Area.
- Charles Hoskins Building - the Committee noted the update on expressions of interest for use of the Charles Hoskins Building.

Financial

N/A

3.4. I&PD - 27/10/2025 - TALC Minutes - 2 October 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.

Author: Leah Stubbs} - Executive Assistant Infrastructure and Project Delivery
Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Project Delivery

Executive Summary

This report provides details of the minutes of the TALC Committee Meeting held on 2 October 2025.

Administration's Recommendation

THAT Council:

1. Note the minutes of the TALC Committee Meeting held on 2 October 2025; and
2. Note that the Local Transport Forum supports an application for closure and sale of the western section of Inch / Gay Lane between Tank / Union Lane and Tank Street provided the road closure process is undertaken in accordance with the Roads Act 1993 and Local Government Act 1993 (the subject of a report in confidential session); and
3. Prepare a business case for funding of the installation of wheel stops in the twenty-one (21) parking spaces in the Hassan Street, Lithgow angled parking bay and installation of a 'No Stopping' zone for 55m on the eastern side of Hassan Street, adjacent to the angled parking bays between Mort Street and Bent Street, Lithgow; and
4. Write to both St Patrick's Presbytery and St Patrick's Primary School advising them of the unsafe access issues and proposed mitigating traffic changes; and
5. Update the existing signage for angled parking on Hassan Street to state rear to kerb.

Attachments

1. Draft Minutes TALC Committee 2nd October 2025 [3.4.1 - 5 pages]

Reference to any relevant previous minute

NIL

Background and discussion

At the TALC Committee meeting held on 2 October 2025, the following items were discussed by the Committee. A number of the Committee's recommendations are outside of the Committee's delegations and require Council's formal approval.

1. 8.1 Gay / Inch Lane, Lithgow
2. 9.1 Hassan Street, Lithgow – Footpath Restrictions
3. General Business - Wallerawang Road / Wolgan Road parking issue, parking Short Street Lithgow, Bus Stop at Foundations in Portland, Lithgow Buslines matters, Bayonet Street Lithgow.

Financial

N/A

3.5. I&PD - 27/10/2025 - Infrastructure Committee Meeting Minutes - 7 October 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.

Author: Leah Stubbs – Executive Assistant Infrastructure and Project Delivery
Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Project Delivery

Executive Summary

This report provides details of the minutes of the I&PD Infrastructure Committee Meeting held on 7 October 2025.

Administration's Recommendation

THAT Council note the minutes of the Infrastructure Committee Meeting held on 7 October 2025.

Attachments

1. Minutes Infrastructure Committee 7 October 2025 [3.5.1 - 7 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the Infrastructure Committee Meeting held on 7 October 2025, there were several items discussed by the Committee, including:

- 7.1. Infrastructure Projects Grant Applications/ Outcomes.
- 7.2. Major Infrastructure Projects – Progress Report.
- 7.3. Line marking Program.
- General Business - Road repair plan for website, stormwater and drainage management at Marrangaroo, Crown Roads, Glen Davis Road, treatment of pavers on Main Street.

The following actions were determined:

- Glen Alice and Glen Davis Road, a map was requested of the area.
- Write to Transport for NSW (TfNSW) to request amendments to the type of fencing along the rail corridor at the intersection of Main Street and Enfield Avenue, and for TfNSW to undertake some cleaning and maintenance of the swale drains within the rail corridor.
- Follow up with TfNSW on the signage for the detour signage relating to recent conversations with the owners of the Sthil Shop.
- Administration to work through the process and determine how to create and fund a priority list for line marking. A report on the condition of line marking to be brought back to a committee meeting in early 2026.
- Release to the community low level information from Council's recent efforts on the prioritisation of road maintenance to educate the public.
- A Marrangaroo residents meeting to discuss the issues that are impacting the residents of Marrangaroo to be set at the end of 2025 or beginning of 2026. Possibly tie in with the community engagement of the CSP.

Financial

N/A

3.6. I&PD - 27/10/2025 - Sports Advisory Committee Meeting Minutes - 8 October 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: Leah Stubbs – Executive Assistant Infrastructure and Project Delivery
Responsible Officer: Jonathon Edgecombe - Director of Infrastructure and Project Delivery

Executive Summary

This report provides details of the minutes of the Sports Advisory Committee Meeting held on 8 October 2025.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Sports Advisory Committee Meeting held on 8 October 2025; and
2. Accept Elizabeth Turner as the Sports Advisory Committee representative from Lithgow Swimming Club; and
3. Accept Shane Lee & Jessica Wilson as the Sports Advisory Committee representatives from Lithgow Athletics Club.

Attachments

1. Draft Minutes - Sports Advisory Committee Meeting [3.6.1 - 9 pages]

Reference to any relevant previous minute

Nil.

Background and discussion

At the Sports Advisory Committee held on 8 October 2025 there were numerous items discussed by the Committee, including:

- Item 6. Financial Assistance Requests (nil);
- Item 7. 2025 LJ Hooker Reg Cowden Memorial Sports Star of The Year Awards; and
- Item 8. Booking Requests; and

The following item was outside the Committee's delegations and requires Council to formally approve the recommendations:

- Item 9. New Members

Financial

N/A

4. Questions with Notice

4.1. QWN - Cr M Ticehurst - 27/10/2025 - Lithgow Greyhound Racing Track

Report by Councillor Martin Ticehurst

Commentary

I request that the General Manager and Senior Council staff provide detailed answers to the following Question with Notice.

Background:

At the Lithgow City Council Meeting on Monday 24 February 2025, I submitted a Question with Notice requesting any further information or updates on the Lithgow Greyhound Racing Track?

The Lithgow City Council's Management Comment in reply was:

No update on the current upgrade plans or project schedule for Lithgow Greyhound Racing Track works has been received from Greyhound Racing NSW. The Administration has approached Greyhound Racing NSW for a current project status update which will be advised to Councillors when received.

Council was approached by Greyhound Racing NSW in April 2024 for initial discussions on an upgrade project and was subsequently advised in July 2024 that the project was on hold while awaiting a direction on the project from senior management of Greyhound Racing NSW.

Shaun Elwood
Director, People and Places

WITH respect to the future of the Lithgow Greyhound Track, on the 17 July 2025 in a related Question from the Hon. Robert Borsak with Notice from the Shooters, Fishers and Farmers Party, the NSW Parliamentary Hansard recorded the Minister for Gaming and Racing's answer as:

'Approval was granted for funding of \$6,970,650 from the Greyhound Capital Grants Program in the 2024-25 financial year for Greyhound Racing NSW (GRNSW) to undertake projects at Lithgow, Temora, The Gardens, Dubbo and Gosford tracks. Further details about the projects, including scope of works and timeframe for commencement and completion, will be made in due course.'

Attachments

Nil

Question

Q. 1: Is the Lithgow City Council aware that on Tuesday 26 August 2025, the NSW Parliamentary Hansard record of the Portfolio Committee, Premier and Finance, Mr Tarek Barakat, the Deputy Secretary, Hospitality and Racing, in reply to a related Question from the Hon. Robert Borsak said,

TAREK BARAKAT: (.....), there's \$6.794 million allocated for this financial year.

The Hon. ROBERT BORSAK: Maybe you need to take it on notice, but can you actually give us the dollar allocation for Lithgow, Temora, the Gardens, Dubbo and Gosford tracks?

TAREK BARAKAT: I can do that now. Lithgow was \$3,272,150, Temora was \$1,039,500, the Gardens was \$1,128,000, Dubbo was \$1,363,000 and Gosford was \$168,000.

Q. 2: Has the Lithgow City Council received any advice from Greyhound Racing NSW towards a timetable now for the commencement of the redevelopment of Lithgow Greyhound Track?

Management Response

Lithgow City Council was not made directly aware of the Tuesday 26 August 2025 NSW Parliamentary Hansard record of the Portfolio Committee, Premier and Finance relating to Greyhound Racing NSW.

Lithgow City Council is aware that Greyhound Racing NSW has in recent months engaged with relevant engineers and consultants to assist in planning for a facility upgrade of the Lithgow Greyhound Racing Track. Greyhound Racing NSW has not advised Council of a current timetable for a proposed redevelopment of the Lithgow Greyhound Racing Track, nor has a public announcement been made.

Shaun Elwood
Director People and Places

4.2. QWN - Cr M Ticehurst - Farmland Ratings

Report by Councillor Martin Ticehurst

Commentary

This Question with Notice is based on the information here from the Lithgow City Council's Application for Farmland Rating Form.

Application for farmland rating made under section 515 of the Local Government Act 1993.

For land to be categorised as Farmland for rating purposes it must satisfy the criteria as set out in Section 515 of the Local Government Act 1993.

515 Categorisation as Farmland

1. Land is to be categorised as "Farmland" if it is a parcel of rateable land valued as one assessment and its dominant use is for farming (that is, the business or industry of grazing, animal feedlots, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry or aquaculture within the meaning of the Fisheries Management Act 1994, or any combination of those businesses or industries) which:

(a) has a significant and substantial commercial purpose or character, and

(b) is engaged in for the purpose of profit on a continuous or repetitive basis (whether or not a profit is actually made).

2. Land is not to be categorised as farmland if it is rural residential land.

3. The regulations may prescribe circumstances in which land is or is not to be categorised as farmland.

As per section 515(1) & (1) (a)

"Business" means the purchase and sale of goods and services in an attempt to make a profit

"Commercial-Commerce" means the interchange of goods or commodities especially on a large scale.

As per section 515(2) if the property is of a rural nature and not farming the land as a business for commercial purpose, Council cannot rate the land as Farmland. Example of rural property, residential dwelling, horses for personal use, vegetable garden for domestic/own use – this is not considered to be Farmland in relation to the above legislation, this property would be rated as residential.

This application is to provide Council with the information required to evaluate your eligibility to receive Farmland rating in accordance with the legislative requirements.

Attachments

Nil

Question

THAT the Lithgow City Council's Administration provide the Council, Councillor's and ratepayers here with a detailed update on how the current process is going with respect to the controversial changes to Farmland Ratings across the Lithgow City Council LGA for 2025-26?

Management Response

Council resolved at the 26 May 2025 Council meeting (Min. No. 25-141), to adopt the Categorisation of Land as Farmland for Rating Purposes Policy and endorse the associated implementation plan.

In accordance with the adopted implementation plan, Council is progressing the process of confirming the farmland categorisation of properties for rating purposes. Under the Local Government Act 1993, Council is legislatively required to ensure that properties categorised as Farmland meet the statutory criteria.

Following consultation with Council's Customer Service Department, it was determined that the applications would be sent to property owners at the beginning of September 2025, with a three-month timeframe provided for completion and return. This approach considered customer service capacity and broader operational demands, including the issuing of rate notices and instalment due dates which are traditionally busy periods for Council and provided ratepayers with sufficient time to complete the application form without unnecessary pressure.

Letters and application forms were distributed between 2 September and 5 September 2025 to all properties currently categorised as Farmland. FAQ sheets were made available online, via Council's Facebook page, and to Customer Service staff to assist with general enquiries. All customer callback requests have received a response within three business days.

As of the date of this report:

- Number of applications sent: 1,164
- Number of Application still to be submitted: 900
- Number of applications received and waiting to be assessed: 110
- Number of applications assessed and approved: 104
- Number of applications assessed and did not meet the criteria: 20
- Number of properties exempt from review: 30
- Change of Category reviews (Residential – Farmland): 6

Where a property has been assessed as ineligible, property owners have been notified in writing of the change in category to Residential – Other, effective from the following rating quarter. Any rates adjustments were communicated in the letter and advised they would be reflected in the quarterly instalment notice.

Overall, feedback from the community has been positive, with most applicants expressing understanding of the process and a willingness to complete the necessary documentation. Some residents have provided feedback suggesting that an online form would make the application process easier. In conjunction with Council's IT Department, an online form is currently being developed and is expected to be available in the coming weeks.

Each year, Council's rating structure is comprehensively reviewed in consultation with Councillors to ensure a fair and equitable distribution of the rate burden across all ratepayers. This process takes into account a range of factors, including updated land valuations and the number of properties within each rating category. The determination of base amounts also considers the level of services available and provided to each category.

In line with all legislative requirements, Revenue staff will undertake the annual review and provide the necessary information and recommendations to Council once the 2025 General Valuations have been received. At present it is too early to advise of the impact of the Farmland review.

Vanessa Browning
Director Finance and Governance

4.3. QWN - Cr M Ticehurst - Financial Grants for NSW Councils for employing Apprentices and Trainees

Report by Councillor Martin Ticehurst

Commentary

At the Ordinary Meeting of the Lithgow City Council on 25 November 2024, I submitted a Notice of Motion (NOM) with respect to then Media Release by the NSW State Government relating to their provision of Financial Grants for NSW Councils for employing Apprentices and Trainees.

The Council's Administration provided the following Management Comment to my NOM:

'The Fresh Start for Local Government Apprentices, Trainees and Cadets Program can benefit Lithgow City Council in "growing its own" skilled staff in difficult to recruit roles.

The Administration needs to consider the following matters before lodging a program application:

- The availability of supervision and mentoring for new apprentices, trainees and/or cadets; and
- The availability of eligible courses for apprentices, trainees and/or cadets.

There will be ancillary costs to Council in taking on additional apprentices, trainees and/or cadets, e.g. travel and accommodation to courses, course fees. The Program funds 100% of Award wages and 15% of on-costs.

An initial assessment has identified that Council may be in a position to apply for up to seven apprentices, trainees and/or cadets in the early rounds of the program (2 x Water & Wastewater, 3 x Infrastructure, 1 x People & Places, 1 x Store). The Council will be kept updated with the next round of application due by 31 March 2025.'

Attachments

Nil

Question

Could the Lithgow City Council's Administration provide the Council, Councillor's and ratepayers now with a detailed update on this Council's participation in the NSW State Government's Fresh Start Program for NSW Local Government Council's to employ Apprentices, Trainees and Cadets, in particular and separately with the original Round 1, Round 2 and the recent announcement by the Minister for Local Government of the approval of 292 apprentices to be employed across 73 Councils in Round 3 of this Program commencing early next year?

Management Response

Council was successful in gaining approval for five new positions under Round 2 of the NSW Government's Fresh Start for Local Government Apprentices, Trainees and Cadets Program.

Following Council's endorsement and LEEP's application submission earlier this year, the Office of Local Government has notified Council that we were successful in obtaining funding for the following:

- Apprentice Plumber
- Apprentice Electrician
- Cadet Planner
- Cadet Project Manager
- Cadet Engineer

These positions reflect Council's strategic workforce planning efforts, endorsed by Council in 2024, to build in-house capability, develop local talent, and align with broader economic transformation initiatives. The roles are part-funded (15% of the total) from the LEEP budget.

Recruitment for these positions is progressing.

Vanessa Browning
Director Finance and Governance

4.4. QWN - Cr R Smith - 27/10/2025 - Walking Trail on Old Skip Road Cullen Bullen

Report by Councillor Ray Smith

Commentary

At the recent meeting of Castlereagh Coal Community Consultative Committee, a request was made from the Cullen Bullen Progress Committee in establishing a walking trail on a disused skipline. Information implied that a 5 cents per tonne levy is applied on Castlereagh Coal by Lithgow Council - could some of this levy be used in developing the proposed walking trail - liability and asset ownership may need to be looked at.

Attachments

Nil

Recommendation

THAT the Administration confirms whether Council receives levies from Castlereagh Coal. How much is the levy? Is it feasible to commit some of the levy to the walking trail?

Management Comment

Cullen Valley Mine and Invincible Colliery is operated by Castlereagh Coal, a wholly owned subsidiary of Shoalhaven Coal Pty Ltd.

The VPA agreed with Council requires Castlereagh Coal to contribute five cents per tonne of product for each year of the Southern Extension Project to be utilised in the Cullen Bullen township and surrounds.

At the time of reporting, there was \$9,368.05 of contributions retained by Council.

Council is currently engaging with Castlereagh Coal to confirm the contribution amount due for the 2024/2025 financial year.

When considering whether this proposed project should be funded and come under the care and control of Council, it is important to consider the planning and construction costs of the asset and the ongoing asset maintenance and budget source for these future costs (whole of life costs). Consideration will also be given to LGA wide community recreational infrastructure and place making priorities.

Each year, Councillors are invited to submit projects / programs for consideration in the upcoming Draft Operational Plan.

Council will also be engaging shortly with the local community of future visions for the village.

Shaun Elwood
Director People & Places

5. Notices of Motion

5.1. NOM - 27/10/2025 - Cr T Evangelidis - Removal of Fluoride

Report by Councillor Tommy Evangelidis

Commentary

Fluoride was added to Lithgow's water supply in 2012. Ingesting fluoride should be an individual or family's choice. Lithgow historically had clean, desirable water. Funds can be and should be redirected to more crucial infrastructure.

Attachments

Nil

Recommendation

THAT Lithgow Council apply to no longer fluoridate its water.

Management Comment

Lithgow City Council has been fluoridating the Lithgow potable water supply since approval was granted by NSW Health in the mid 2010's. Council has been operating this action from the Oakey Park Water Treatment Plant since that time, under approval, then delivering the water to the reticulated network.

The Council's main expense in treatment and fluoridation is the chemical itself. Invoices for the last financial year totaled approximately \$26,000. Operators on the plant spend a few hours per week maintaining the system, which makes it relatively low maintenance, in comparison to other processes. Other charges that would be estimated or included in this operation brings the total cost of operation to approximately \$32,000 per year.

Some maintenance items are required more infrequently to keep the system operating, such as filter changes and larger scale cleaning of the equipment. These can be more costly and be around \$5,000 per service; however, these are only required every 5 years or more.

The WaterNSW owned and operated Fish River Water Scheme has been without fluoridation for many years. However, recently they have constructed and are working through the approval process with NSWHealth to treat the water with Fluoride. This is a long process to be approved, as it is keenly focused on NSWHealth requirements with DCCEEW as the approvers for treatment plant processes with utilities.

If the Council considered removing the system, below are some points for consideration. Whilst the pathway for removal is not well used, it does exist, however there are many steps and there are arguments for and against having this in drinking water.

- Under the Fluoridation of Public Water Supplies Act 1957 (NSW), only the Secretary of NSW Health can approve discontinuing fluoridation (see Section 6B). NSW Health has consistently taken a strong stance on retaining fluoridation, so any move to stop it would need a formal application and community consultation and would almost certainly face resistance.
- If approval was granted, the physical side is straightforward. A contractor would drain and neutralise the tanks and lines at the water treatment plant, safely dispose of any leftover chemical, remove any unused and decommissioned pumps, update SCADA and control systems, procedures and registers. Based on recent advice from a contractor, the one-off decommissioning cost would be around \$15,000 (estimated).

- Recently, the ABC released an article on a study conducted in Queensland, "Major study finds tooth decay in Queensland children has declined since water fluoridation expanded" - ABC News. The study recommended to complete further analysis of the impacts of fluoride on the population. The recommendation for considering the removal of fluoride is to review materials primarily comprised of peer-reviewed articles to gain an informed view of both sides of the argument.

References:

Fluoridation of Public Water Supplies Act 1957 (NSW), Section 6B – Discontinuance of Fluoridation

- "A water supply authority ... shall not discontinue fluoridating ... unless the approval or direction is revoked by the Secretary."
<https://www.health.nsw.gov.au/environment/water/Documents/fluoridation-capital-works-subsidy-guidelines.pdf>
<https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1957-058>
NSW Code of Practice for Fluoridation of Public Water Supplies (2018)
- Technical and safety standards, including requirements for operator qualifications, monitoring, and records—used by NSW Health to assess compliance
<https://www.health.nsw.gov.au/environment/water/Documents/code-of-practice.pdf>
Fluoridation of Public Water Supplies Regulation 2017

Details on application processes (clause 4), operator qualifications, equipment security, sampling and record-keeping requirements

<https://legislation.nsw.gov.au/view/pdf/asmade/sl-2017-419>

1. Section 6B, Fluoridation of Public Water Supplies Act 1957 (NSW) — specifies that a water supply authority cannot discontinue fluoridation unless the Secretary revokes approval or direction.
2. Fluoridation of Public Water Supplies Regulation 2022 (replacing the 2017 version) — outlines procedural requirements such as applications, operator qualifications, records, sampling, and equipment security.
3. NSW Code of Practice for Fluoridation of Public Water Supplies — technical and safety standards for water supply authorities, supporting compliance with the Act and Regulation.

Matthew Trapp
Director – Water, Wastewater and Waste

5.2. NOM - 27/10/2025 - Cr E Mahony - Recent Councillor visit to the Lithgow Waste Management Facility

Report by Councillor Eric Mahony

Background

In response to concerns from the community about the operations at the Waste Management Facility, specifically the reuse shed and improving reuse of building materials, metals, and e-waste. The Councillors were provided a staff-led inspection of the facility's current operations on 2025. This tour was both informative and appreciated by all involved.

Commentary

The community is committed to adopting effective waste management practices, starting with prevention and recycling.

A key focus for many in our community is the reuse and recovery of materials, clothing, furniture and other household goods with an emphasis on minimizing environmental impact while maximizing resource recovery through sustainable practices. This is demonstrated by the strong interest in the reuse shed.

This community interest aligns with the waste hierarchy, a globally recognized framework that prioritizes actions to reduce and manage waste in the most environmentally sustainable way. The hierarchy, ranked from most to least preferred, includes the following key areas:

1. Prevention
2. Minimization
3. Reuse
4. Recycling

These principles are widely supported by the community and play a significant role in guiding Council's waste management efforts.

Success Stories

E-Waste Recycling:

Our e-waste initiative has proven successful in recycling electronic items, recovering valuable materials, and preventing hazardous substances from polluting the environment. Reuse, however, remains challenging due to the legal and cost-related requirements for testing and tagging. According to regulations, any second-hand electrical equipment must be deemed safe for its next user.

Common items such as mobile phones, computers, and televisions contain valuable materials that can be recycled to manufacture new products, further promoting a circular economy.

Polystyrene Recovery:

Our efforts to collect and process polystyrene have significantly reduced environmental pollution. Polystyrene is a major waste issue in NSW, owing to its bulky nature, resistance to decomposition, and potential to pollute waterways and harm wildlife.

Until recently, less than 10% of expanded polystyrene (EPS) was recycled, and around 12,000 tonnes were sent to landfill annually, occupying around 240,000 cubic metres of space.

The NSW Environment Protection Authority (EPA) and the Australian Packaging Covenant (APC) began funding new EPS recycling infrastructure. Through this program, we acquired machinery that now allows us to process polystyrene for reuse.

FOGO and Organic Waste:

Our Food Organics, Garden Organics (FOGO) program continues to thrive. The green waste collected through FOGO bins is processed into high-quality, bagged garden compost, which supports sustainable land management and reduces the volume of material sent to landfill. Looking ahead, this program may also provide a future income stream for the Council.

Return and Earn – Container Recycling:

Whilst not a Council driven initiative, the Return and Earn program remains one of our most successful initiatives in our Local Government Area. Between 2017 and 2024, 36,375,984 drink containers were processed through our collection points across the Local Government Area. This program not only diverts waste from landfill but also encourages community participation in recycling efforts. By recovering these containers, we reduce litter, conserve resources, and support local recycling initiatives.

Looking Ahead: Waste Challenges and Opportunities

To further our commitment to waste minimisation, we must target additional waste streams with significant recovery potential:

- **Construction and Demolition Waste:** A large portion of building waste contains valuable materials such as timber, concrete, and especially metals, which often have a high value in reuse and often recyclable. Recovering metals from mixed construction waste prevents resource loss and reduces the environmental impact of construction projects.
- **Incentives for Source Separation:** Council should explore incentive programs that reward builders and contractors for pre-sorting materials at the source. By separating materials on-site, recovery becomes more efficient, contamination is reduced, and overall diversion and reuse rates improve.
- **Household Item Repair:** Community-based repair cafés can extend the lifespan of household items, reducing the need for replacements and keeping goods out of landfills. This may form one of a number of initiatives that are potential public private partnerships or solely private operations that potentially may exist outside of the waste management facility.
- **Textile and Clothing Waste:** The textile and clothing waste sector presents a major challenge that requires collaboration between the public Charities, Non Government Organisations and private sectors. Effective partnerships are needed to divert clothing from waste streams and promote practical reuse and upcycling initiatives, which can help reduce textile and clothing waste while encouraging creative and practical reuse and repurposing.
- **Community Forum for Resource Recovery:** To strengthen our approach and ensure broad community involvement, it is proposed that a community forum is created linked to the Waste Working Group. This forum will serve as a platform for stakeholders to collaborate, share ideas, and map out pathways for improving resource recovery initiatives. By engaging the community, we can identify innovative solutions, refine existing practices, and better align our efforts with local needs and aspirations.

Our Path Forward

By reinforcing successful initiatives and expanding into new areas, we can integrate circular economy principles more deeply within our organisation and community. As Council and the community continue to focus on reducing waste and maximising resource recovery, we have the opportunity to lead the way toward a more sustainable future.

Building on our organisation's successful waste separation and diversion efforts, we must challenge ourselves to broaden waste minimisation across all major waste streams, while actively engaging the community to co-create solutions for the future.

Attachments

Nil

Recommendation

THAT

1. That a report be brought back to the Community Development, Infrastructure and Finance Committees outlining current and reviewed options for greater levels of reuse in particular the reuse shed.
2. That a Waste Community Forum is created linked to the Waste Working Group.

Management Comment

Lithgow Council's waste management service is undergoing rapid change and responding to numerous challenges such as increased regulation, new and difficult waste types (such as embedded lithium batteries) and increased community expectations for waste management and resource recovery.

The Administration welcomes the opportunity to implement further waste minimisation initiatives whilst considering impacts on safety, staff resourcing and regulatory compliance.

Nigel Campbell
Waste & Recycling Manager

5.3. NOM - 27/10/2025 - Cr E Mahony - Review of Council's current preparedness for response to drought events

Report by Councillor Eric Mahony

Background:

The impact of drought on the Central Tablelands region can be significant, affecting various agricultural and horticulture sectors. Following a drought management workshop organized by the Lithgow Transformation Hub, which provided a valuable insight to drought responses from local farmers, community members, and experts I brought a Notice of Motion to the Ordinary Meeting of Council 27 November 2023.

Commentary:

To enhance our preparedness for drought events, particularly given current forecasted weather, with a large percentage of the Central Tablelands remaining drought affected, going into the 2025 Summer. This notice of motion proposes a periodic review of current practices with an intention of forming a Council team utilising existing officers to respond effectively and in a timely manner to drought events.

This team would address current and emerging issues during droughts, including financial relief through rate payment adjustments, support related to water availability, and other identified needs, while collaborating with Central Tablelands Local Land Services and other service providers for access to NSW State and Federal funded services.

Key Considerations and support focus of this whole of government approach:

- Financial Support: Grants, loans, and subsidies for farmers during drought.
- Water Management: improvement to water storage and distribution.
- Resilience Building: Encourage sustainable practices, diversification, and improved risk management.
- Emergency Relief: Immediate relief and support.
- Climate Adaptation: Strategies for long-term drought resilience and forecasting.
- Infrastructure Investment: Projects to improve water access and drought preparedness.
- Access to Extension officers NSW and Federal Government funded to provide on ground support encouraging the uptake of drought-resilient land management practices; building networks between farmers and land managers to promote drought preparedness and resilience; offering tailored advice and workshops to ensure landholders are prepared for drought conditions and use of seasonal updates using tools like Combined Drought Indicator (CDI).

This proposal aims to reduce the impact of droughts on our rural communities and enhance their capacity to cope with future challenges.

The leadership structure of this team could be modelled around the Local Emergency Management Officer (LEMO) role used during bushfires and other natural disasters. It would include clearly defined positions within the team, activated as needed to provide rate relief, coordinate with other service providers, and offer overall support during drought periods.

A well planned, whole of government approach involving all levels of government would provide for a more timely and effective response, providing crucial support to our farming and horticultural sectors during challenging times.

Attachments

Nil

Recommendation

THAT a report be brought back to the Community Development, Infrastructure and Finance Committees outlining current and reviewed options for drought response and support to our rural communities farming and horticultural sectors.

Management Comment

A report can be brought back to the Community Development, Infrastructure and Finance Committees relating to this matter. It is likely that the best forum to discuss this matter would be the Community Development Committee. The Community Development Committee might then decide on the format and forum of any future reports.

Drought is not referenced as a natural disaster in NSW legislation because of a 2013 government decision that moved away from treating drought as a rapid-onset event like a flood or fire. Instead, the approach shifted to long-term drought policy, focusing on producer self-reliance and risk management. In NSW, drought is now assessed using the Combined Drought Indicator and other government programs, not through the disaster declaration process for rapid-onset events.

Most NSW Councils disagree with this treatment of drought events. A report to the Community Development would advise Council of the Administration's progress in developing and implementing the following initiatives in response to the need for improved response to drought:

1. Development of a Regional Drought Resilience Strategy as part of a consortia between Bathurst, Lithgow and Oberon Council.

The Regional Drought Resilience (RDR) Strategy uses desktop research and community feedback gained through a series of engagement sessions, to set out seven actions to strengthen the region's drought resilience. The actions within the RDR Strategy are intended to support the community to prepare for and manage future drought risks, responding to the challenges and opportunities within the region, as highlighted by the community.

The objectives of the RDR Strategy are to:

- a. grow self-reliance and performance of the agricultural sector.
- b. improve the natural capital of agricultural landscapes for better environmental outcomes.
- c. strengthen the wellbeing and social capital of rural, regional, and remote communities.

The actions outlined in this Plan provide a blueprint for the Lithgow region to continue to improve drought resilience for years to come. It also prepares Council in the event that implementation funding becomes available in the future under the Commonwealth Government's Future Drought Fund, improving the likelihood that these actions can be brought to fruition.

2. Development of a Disaster Risk Reduction Plan, inclusive of Local and Regional Needs Analyses and Opportunities reports

The Enabling Regional Adaptation (EAR) reports of Central West Orana, Riverina Murray, North Coast, Hunter & Central Coast, and Australian Capital Territory regions signified that there will be longer, hotter droughts and bigger, and more intense flooding events. Climate affects multiple systems and so risks from climate require a systemic, coordinated response.

Such a response will require input, agreement, and collaboration of multiple stakeholders, amongst whom there may have been no history of cooperation. Regional decision makers, businesses and

communities need to identify their strengths and weaknesses in the face of climate impacts; deciding how they will act together to minimise the impact of climate change on their local economy, environment and society and identify opportunities for a sustainable future.

In recognition of this challenge, and taking an all-hazards approach that includes drought response, Lithgow City Council chaired the Project Steering Committee responsible for the delivery of the following reports for all members of the Central NSW Joint Organisation:

- a. A needs analysis of each member Council to identify priority areas for improving corporate (Council) and community risk preparedness by each Joint Organisation;
- b. A regional report identifying opportunities for a programmatic response by each Joint Organisation listed at Milestone 3;
- c. An opportunities report that links each Joint Organisation's findings for a systemic approach to disaster risk reduction across these regions; and
- d. A climate change risk assessment report for the Joint Organisation.

The gaps identified to be addressed were:

- Political/Governance/Structural, relating to funding, disaster mitigation and response programs, and their objectives and outputs. This is to include roles and responsibilities;
- Social (including essential services such as waste, health, education, food, and housing);
- Economic (including capacity to pay and the funding framework);
- Technological, including advanced warning systems, Smart Cities infrastructure, and other methods of risk mitigation and data collection;
- Infrastructure construction standards and maintenance regimes (primarily essential infrastructure including roads, water, energy, and telecommunications);
- Communications, especially to remote communities and those without access to contemporary forms of communication such as email and Facebook;
- Knowledge/capacity (relating to council staff understanding in disaster risk reduction including response, but also in asset data collection, capacity assessments and subsequent decision making);
- Strategy including alignment with state and federal disaster and climate risk assessment/strategies both existing and under development;
- Identification and understanding of place-based climate change risks.

Council remains the Chair and lead organisation of the Regional Resilience Group and continues to work with the CNSWJO and neighboring Councils on developing projects to improve regional resilience and disaster preparedness. The reports listed above will be tabled at future committee meetings for Councillor discussion and feedback.

Jonathon Edgecombe
Director Infrastructure and Project Delivery

6. Business of Great Urgency

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

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

Ross Gurney
General Manager

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

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

7. Closed Council

Recommendation

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

7.1. **CONFIDENTIAL - P&P - 27/10/2025 - Proposed closure of part of Tank Union Lane and transfer to Lithgow and District Workmen's Club Ltd**

Reason for Confidentiality

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

- (d) commercial information of a confidential nature that would, if disclosed
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,