Business Paper

Daffodils at Rydal

Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 24 August 2026

at 6:30 PM

ORDER OF BUSINESS

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.

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.

Council Meeting Emergency Procedures
Procedures to be outlined in 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 27 July 2026.

1. Mayoral Minutes

1.1. MAYORAL MINUTE - 24/08/2026 - Hartley Vale Road Restoration

Report by Mayor – Councillor Cassandra Coleman

Commentary

Lithgow City Council, Blue Mountains City Council and Transport for NSW (as funding provider) have worked together to complete heavy patching work on Hartley Vale Road. This has restored the road to a minimum condition.

Traffic counts indicate a fourfold increase from approximately 200 vehicles per day to 800 vehicles per day.

Hartley District Progress Association has written to Premier, The Hon Chris Minns, to inform the Premier of the deep effects of the closure of the Victoria Pass on the Hartley Valley community.

The letter expresses the Association's greatest concern about Hartley Vale Road. This narrow road dates from 1826 and drops off the escarpment into the back of the Hartley Valley. Barely suitable for two-way traffic, this road is presently operating one way, westbound, for local residents only. It is attracting huge volumes of traffic and the road's condition is rapidly deteriorating. In addition, the detour route is extremely vulnerable to both accident and fire impact in the face of the approaching fire season.

The Association's call is for Hartley Vale Road to be brought up to a proper standard, funded by the NSW Government. The Association requests that Transport for NSW be instructed to provide full assistance and financial support to the two Councils to bring the historic narrow road up to standard as an all-weather surfaced road. The work must be done as a matter of the highest priority.

Attachments

Nil

Recommendation

THAT Council write to The Hon Chris Minns, Premier of NSW, in support of the Hartley District Progress Association's request to improve the standard of Hartley Vale Road as an all-weather surfaced road.

1.2. MAYORAL MINUTE - 24/08/2026 - Great Western Highway Median Maintenance Outcome

Report by Mayor – Councillor Cassandra Coleman

Commentary

At the 29 June 2026 Ordinary Meeting, Council resolved:

26 -120 RESOLVED

THAT Council:

1. Return responsibility for the median strip of the Great Western Highway within the 70 km/h zone of the urban Lithgow precinct to Transport for NSW immediately.

2. Formally request that Transport for NSW preserve the mature trees located on the median strip wherever possible.

3. Endorse a public awareness campaign advocating for the preservation of mature trees and encourage the wider community to lobby Transport for NSW and the Hon. Jenny Aitchison MP, Minister for Transport.

Since the 29 June 2026 meeting, I have taken the following action:

1. With the help of the Mayor's Executive Assistant, conducted research on the 2008 resolution of Lithgow City Council regarding improvements to the Lithgow town entry, as well as the subsequent adoption of Policy 10.15 – Nature Strip and Median Strip Maintenance in 2009.
2. Liaised directly with Minister Aitchison's office to provide the historical record that Lithgow City Council has never owned the median strip asset.
3. Advocated to the Minister's office for points 1 and 2 of Min. No. 26-120 to be accepted by Transport for NSW in full.

On 13 August 2026, the General Manager received formal notification from Transport for NSW, confirming revised terms, including that Transport would not only maintain the median on an ongoing basis, but would also preserve and protect the mature trees located on the median strip.

A great outcome has been achieved for the Lithgow community, which will also save the Council at least $40,000 for every year going forward.

Attachments

Nil

Recommendation

THAT Council note that Transport for NSW has agreed to maintain the Great Western Highway median on an ongoing basis, as well as to preserve and protect the mature trees located on the median strip.

2. Administration Reports

2.1. I&PD - 24/08/2026 - Renaming of Bill Ashley Grandstand

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: David Anderson - Building & Recreation Facilities Manager
Responsible Officer: Paul Smith - Director Infrastructure and Project Delivery

Executive Summary

The purpose of this report is to provide Council with a summary of the feedback received from community consultation on the Councillor proposal to rename the Bill Ashley Grandstand to the Barry Rushworth Grandstand.

Administration's Recommendation

THAT:

1. Council note the summary of survey responses provided in the report.
2. Council consider community comments and determine whether to rename the Grandstand at Tony Luchetti Sports Ground to “Barry Rushworth Grandstand”.
3. Should Council determine to rename the Grandstand, options will be developed for a commemorative plaque in honour of William “Bill” Ashley and for an appropriate site for the commemoration.
4. Council note that the options for the type and location of a commemorative plaque in honour of William “Bill” Ashley would be taken to the Sports Advisory Committee for determination.

Attachments

Nil

Reference to any relevant previous minute

Minute 26-88 Ordinary Meeting of Council held on 29 April 2026

Background and discussion

At the 29 April Ordinary Meeting, Council resolved on the matter of a proposed renaming of the Ashley Grandstand (Min. No. 26 – 88):

THAT Council:

1. Proceed to rename the Bill Ashley Grandstand as the Barry Rushworth Grandstand, subject to community comment consistent with Policy 10.3 Naming of Council Facilities.
2. Place the proposal on public exhibition for a period of 28 days prior to the matter returning to Council to consider community comments at the next available Council meeting.
3. Undertake efforts to contact any living relatives of William “Bill” Ashley to inform them of the proposal and provide an opportunity for comment.
4. Upon approval of the renaming of the grandstand or any other appropriate place, install an appropriate plaque or information board at an agreed local on near the grandstand acknowledging the life and achievements of William “Bill” Ashley, including reference to the grandstand’s original name and subject to available funds.

To ensure compliance with Council Policy 10.3 Naming of Council Facilities, which sets a consistent standard for the naming of Council facilities, the Administration placed the proposal on public exhibition, which closed on 24 June 2026.

The following report was provided to the 29 June 2026 Ordinary Meeting. At the meeting Council resolved as follows (Min. No. 26-136):

> THAT a decision on the Renaming of the Bill Ashley Grandstand is deferred until further information is sought and brought back to Council.

Neither Cr Mahony nor staff have been able to contact any of Bill Asley's descendants for comment on the grandstand renaming proposal.

<u>Summary of Survey Responses</u>

11 survey responses were received regarding the proposal to rename the Bill Ashley Grandstand to the Barry (Bowser) Rushworth Grandstand. Of these responses, 6 (54.5%) supported the proposal, and 5 (45.5%) opposed it.

Supporters of the proposal cited Barry Rushworth's significant contribution to rugby league and the Lithgow community, describing the renaming as a fitting and affordable way to recognise his achievements and legacy. Several respondents suggested that William "Bill" Ashley's contribution could continue to be recognised by naming another Council facility, such as the Civic Ballroom.

Those opposed to the proposal generally acknowledged Barry Rushworth's achievements but expressed concerns about removing an existing honour bestowed on Bill Ashley. Common themes included preserving local history, maintaining the integrity of previously approved naming decisions, adherence to the Council's naming policy, and a preference for recognising Barry Rushworth through alternative means, such as naming another facility, field, structure, monument, or public space. One respondent proposed naming the facility the "Seven Valleys Grandstand" to align with Council's regional branding.

Overall, the survey responses demonstrated a mixed range of views, with supporters focused on recognising Barry Rushworth's outstanding contribution to the community, while opponents generally favoured preserving the existing recognition of Bill Ashley and exploring alternative forms of commemoration.

Consultation and Communication

The proposal to rename the Bill Ashley Grandstand to the Barry Rushworth Grandstand was placed on public exhibition through Council's *Let's Talk Seven Valleys* engagement platform between 26 May 2026 and 23 June 2026. During the exhibition period, the project page received 385 visits, with 341 aware participants, 204 informed participants and 162 engaged participants.

Community feedback was sought through a survey and a quick poll. The formal survey received 11 responses, with 54.5% (6 respondents) supporting the proposed renaming and 45.5% (5 respondents) opposing the proposal.

The quick poll attracted significantly higher participation, receiving 152 responses. Of these, 79.6% (121 respondents) supported renaming the grandstand to the Barry Rushworth Grandstand, while 20.4% (31 respondents) opposed the proposal.

Overall, the community engagement process demonstrated strong public interest in the proposal, with feedback indicating majority support for renaming the grandstand in recognition of Barry Rushworth's contributions to local sport and the Lithgow community.

Much of the effort to identify any living relatives of William “Bill” Ashley was undertaken by Cr Mahony (point 3 of Min. No. 26-88).

Policy

Council Policy 10.3 -Naming of Council Facilities.

Legal

NA

Risk Management

NA

Financial

- Budget approved – Not allocated as yet.
- Cost centre – To be determined.
- Expended to date – N/A
- Future potential impact - To be determined

2.2. F&G - 24/08/2026 - Investment Report July 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: Jonathon Reid – Financial Services Manager
Responsible Officer: Vanessa Browning - Director Finance and Governance

Reference to any relevant previous minute

Min No 26-148 Ordinary Meeting of Council held on 27 July 2026

Executive Summary

The purpose of this report is to advise Council of investments held as at 31 July 2026 and to note the certification of the Responsible Accounting Officer that funds have been invested in accordance with legislation and regulations. The Administration is taking steps to implement the identified need to reduce the percentage of the portfolio held in BBB-rated financial institutions, in an orderly manner, as the investments mature.

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 $63.8M, these are entirely restricted (internally or externally), with $3M required to be temporarily borrowed from internal reserves for general purposes.

This is reflective of the time of year, with a range of high value payments for end of financial year invoicing from suppliers relating to 2025/26, together with annual renewals for 2026/27, which will be funded when the first rates instalments are received during August 2026. There is also $5.2M remaining in the prepaid 2026/27 allocation of the Financial Assistance Grant (FAG), untied and available to offset general funded expenses, which is sufficient to cover the internal borrowing.

2025/2026 end of year adjustments are still in progress, and therefore the reserve figures quoted are indicative and likely to change. The reported figure for June 2026, included in the June 2026 Investment Report tabled at the 27 July 2026 Council Meeting, has been adjusted in line with updated results.

Administration's Recommendation

THAT
1. Investments of $63,400,000 and cash of $438,116 (which is restricted for specific purposes) for the period ending 31 July 2026 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. July 2026 Investment Report Attachment [**2.2.1** - 1 page]

Commentary

Movements in the Cash and Investments Balance
Council's total investment portfolio as at 31 July 2026, when compared to 30 June 2026, has decreased from $66,200,000 to $63,400,000. Cash in the Council's bank account decreased from $2,045,069 to $438,116.

July is usually a cashflow negative month, with grant income being the main funding source. In July 2026, there were high cash outflows relating to supplier payments (as expected), resulting in a lower cash position.

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

The movements in Investments for the month of July 2026 were as follows:

Opening Balance of cash and investments as of 1 July 2026	$68,245,069
Plus New Investments – July 2026	$5,000,000
Less Investments redeemed – July 2026	$9,406,953
Closing Balance of cash and investments as at 31 July 2026	$63,838,116

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 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 $4.4M decrease in cash and investments in July 2026. Cash inflows were offset by high payments to suppliers ($5.7M), resulting 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:

- $874K Sodwalls Road, road repairs (DRFA funded, General Fund),
- $521K Wolgan Valley Access Road design and project management (DRFA funded),
- $352K General Insurances (General Fund),
- $293K Domestic Waste collection for June 2026 (Waste Fund),
- $291K Plant Replacement Isuzu MR Truck (SRV Funded),
- $278K Professional Engineering Road Services (DRFA funded, General Fund),
- $208K Water usage June 2026 from Fish River (Water Reserve Funded),
- $167K Lowther Sliding Road, Lowther, road repairs (DRFA funded, General Fund),
- $165K Telescopic Wheel Loader, Portland Waste Facility (Waste Fund),
- $127K Replacement Playground Equipment, Federation Park Wang (SRV Funded),
- $103K Open Cities Annual Licence (General Fund),
- $101K Joint Organisation Annual Membership (general / water / wastewater funded).

Funding Requirements for Restricted Reserves

A large proportion of the 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, bonds, and deposits.

Responsible Accounting Officer comment on restricted reserves – Including the FAG prepayment, which is not tied, Council had sufficient cash and investments as at 30 June 2026 to fund $53.2M of externally restricted reserves and $13.7M of internally restricted reserves. Council can meet its short-term financial obligations effectively. The internal borrowing related to unrestricted cash is a timing issue only, with significant payments in July 2026 required prior to the first rates instalment due at the end of August 2026.

The interim 30 June 2026 cash and investments balance indicates a $1M balance in working capital. Further work will be undertaken as part of completing the 2025/2026 financial statements. An updated working capital balance for June will be confirmed upon lodgement of the financial statements.

Council is maintaining the cash management measures outlined previously until the unrestricted cash balance maintains a stable, satisfactory level, to ensure that Council does not use externally restricted reserves.

As at 30 June 2026, the period during which General Fund expenses could be met with available unrestricted cash and the remainder of the FAG was estimated at 21 weeks. It should be noted that cash inflows and outflows can vary substantially from month to month due to a range of factors. The end of month balance does not accurately reflect the overall liquidity of Council.

The table below shows the current balances of internal and external reserves.

Cash and Investments Statement ($'000)		
	30 June 2026 Position	**31 July 2026 Position**
Externally Restricted		
Developer Contributions	2,405	2,443
Special Purpose Grants	31,983	31,547
Water Supplies	4,167	4,465
Sewerage Services	4,959	5,145
Domestic Waste	9,179	9,203
Unexpended Loans	401	401
	53,096	**53,204**
Internally Restricted		
Land & Buildings	41	41
FAGs	5,679	5,205
Plant & Equipment	353	353
Bonds, Deposits & Retentions	341	374
Works in Progress	137	137
Carry Over Works	24	24
Commercial Waste	4,716	4,731
ELE	161	161
Election	77	77
Other	2,613	2,917
Internal Borrowing to General Fund	-	(3,034)
Total Internally Restricted	**13,789**	**13,668**

Unrestricted (working capital)	**1,007**	**0**
Total Cash and Investments	**68,245**	**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, and clause 212 of the Local Government (General) Regulation 2021. The Administration is taking steps to implement the identified need to reduce the percentage of the portfolio in BBB-rated financial institutions, in accordance with Council's adopted Investment Policy, which needs to be undertaken as the investments mature. The proportion of the investment portfolio within BBB rated institutions is a maximum of 50%, which changed from 100% to ensure prudent measures recommended by TCorp. As at the end of July 2026, the proportion invested was at 77%.

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

Vanessa Browning
Director Finance and Governance - Responsible Accounting Officer

Policy Implications

Investments are held in accordance with the Council's Investment Policy at the date of investing funds. On 23 March 2026, the Council adopted a revised Investment Policy, which includes the Minister’s Investment Order of 12 January 2011.

Financial Implications

- Budget approved - $1,774,500
- Cost centre - 800152-8130-41500
- Earned to date - $278,660
- Future potential impact - Nil.

Council’s budgeted investment interest income for 2026/2027 is $1.77M, approximately $448K less than the 2025/26 actual interest received. During July, the average rate achieved was 5.28% on an investment balance of $62M, 50% of which is due to the $30.8M remaining balance of advance payments received for natural disaster restoration works. It is to be noted that end of year processing may change this remaining balance.

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 the Council’s Quarterly Budget Review process. Interest returns are determined by the average funds invested and the rate of interest return.

Legal and Risk Management Implications

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

Risk is managed by adopting a conservative approach to the Council’s investments, investing only in term deposits.

3. Council Committee Reports

3.1. I&PD - 24/08/2026 - Infrastructure Committee Meeting Minutes - 4 August 2026

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 & Project Delivery
Responsible Officer: Paul Smith – Interim Director Infrastructure & Project Delivery

Executive Summary

This report provides details of the minutes of the Infrastructure Committee Meeting held on 4 August 2026

Administration's Recommendation

THAT Council:

1. Note the minutes of the Infrastructure Committee Meeting held on 4 August 2026;
2. Endorse the continuing process of numbering properties on an ad hoc basis, with all emergency service agencies requested to provide any priority properties for immediate action to allocate a street address (item 8.2).

Attachments

1. Minutes - Infrastructure Committee Meeting - 04.08.2026 [**3.1.1** - 7 pages]

Reference to any relevant previous minute

Min. No. 26-151 Ordinary Meeting of Council held on 27 July 2026

Background and discussion

At the Infrastructure Committee Meeting held on 4 August 2026, the following items were discussed:

- Presentation from Transport for NSW – the Committee noted the Transport for NSW presentation on the Great Western Highway closure.
- 8.1 Wolgan Road – Verbal Update – the Committee noted the information provided.
- 8.3 Infrastructure – Project Grant Applications / Outcomes – the Committee noted the information provided.
- 8.4 TEN17/24 - Main Street CBD Footpath Revitalisation Project Completion – the Committee noted the completion of the contracted works for the Main Street CBD Footpath Replacement project (TEN17/24), undertaken between December 2024 and June 2026 and also noted the project variations detailed in the report.

The following item was discussed by the Committee, however, it does require Council to endorse the recommendation:

- **8.2 Street Addresses for Council Facilities**

THAT the process of numbering properties on an ad hoc basis continue, with all emergency service agencies requested to provide any priority properties for immediate action to allocate a street address.

Financial

Nil.

3.2. I&PD - 24/08/2026 - Local Transport Forum Meeting Minutes - 6 August 2026

Author: Leah Stubbs – Executive Assistant Infrastructure & Project Delivery
Responsible Officer: Paul Smith – Interim Director Infrastructure & Project Delivery

Executive Summary

This report provides details of the minutes of the Local Transport Forum (LTF) held on 6 August 2026.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Local Transport Forum (LTF) held on 6 August 2026;
2. Seek a funding contribution from Transport for New South Wales towards the installation of flashing warning lights on the pedestrian crossings at Tank Street, Methven Street and Cooerwull Road (Item 9.2);
3. Approve, in the event of Transport for New South Wales funding for flashing light signage being received, Council fully funding the flashing warning lights in Williwa Street, Portland (Item 9.2); and
4. Approve, in the event of Transport for New South Wales not funding flashing light signage, Council installing static advanced warning signs at all four locations listed in the report (Item 9.2).

Attachments

1. Minutes - LTF - 06-08-2026 [**3.2.1** - 7 pages]

Reference to any relevant previous minute

Min. No. 26-117 Ordinary Meeting of Council held on 29 June 2026

Background and discussion

At the Local Transport Forum (LTF) held on 6 August 2026, the Forum discussed the following items:

- 9.1 - Lithgow Sporting Precinct Traffic, Parking and Access Study
  ACTION - the Local Transport Forum is to provide any comments on the Lithgow Sporting Precinct Traffic, Parking and Pedestrian Access Study report to Council Officers by 30 August 2026.

  • 9.3 - Local Area Traffic Management Plans - Updates
  ACTION - the Forum noted the progress of the Local Area Traffic Management Plans currently underway.

The following item was also discussed; however, Council is required to formally endorse the recommendation:

- **9.2 - Advanced Pedestrian Warning Signs**

THAT
1. Council seek a funding contribution from Transport for New South Wales towards the installation of flashing warning lights on the pedestrian crossings at Tank Street, Methven Street and Cooerwull Road;
2. If Transport for New South Wales funding for flashing light signage is received, Council fully fund the flashing warning lights in Williwa Street, Portland; and
3. If Transport for New South Wales funding is not provided, Council install static advanced warning signs at all four locations listed in the report.

Financial

Should Council resolve the recommendation, an adjustment to find either the flashing warning lights, or static signs will be required through the reduction of other works in a future Quarterly Budget Review.

3.3. F&G - 24/08/2026 - Finance Committee Meeting Minutes - 11 August 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: Vanessa Browning - Director Finance and Governance
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 11 August 2026 and recommends that Council note the attached minutes and consider adoption of the recommendations endorsed by the Finance Committee.

Administration's Recommendation

THAT Council note the minutes of the Finance Committee held on 20 May 2026 and endorse the business paper recommendations arising from the Committee meeting.

Attachments

1. Minutes Finance Committee Meeting 11 August 2026 [**3.3.1** - 7 pages]

Reference to any relevant previous minute

Min. No. 26-115 Ordinary Meeting held 29 June 2026.

Background and discussion

At the 11 August 2026 Finance Committee Meeting, the following reports were discussed by the Committee:

- Interim Audit Management Letter for the year ended 30 June 2026 – the Committee noted the report and recommended that the Management Actions Tracking List be reported to the Committee quarterly.
- Capital Projects Delivery 2025/2026 and Carryovers to 2026/2027 - the Committee recommended developing a reporting format for monthly capital works delivery monitoring to be tabled at each Finance Committee Meeting.
- SRV Program – 2025/2026 Update – the Committee recommended that more detailed reporting on the SRV Program be included in Quarterly Budget Review Statements tabled at the Finance Committee and to Council.
- Grants Register – an update on the DRFA Wolgan Road project will be provided monthly to the Finance Committee and the grants register, in the approved format, will be tabled quarterly to the Committee.
- Country Passenger Transport Infrastructure Grants Scheme – the Committee recommended that Council proceed with the delivery of the partially grant funded works.
- Proposed Development Fees – 2026/2027 - the Committee requested that a business case be tabled at the next Finance Committee Meeting.
- General Business – the Committee requested that the following be tabled at a future Committee Meeting:
    - Information regarding voluntary pensioner concessions, and
    - Information regarding options to introduce additional business sub-categories for rating purposes.

The following business paper recommendations were endorsed by the Committee for Council's consideration.

6.5 Country Passenger Transport Infrastructure Grants Scheme

THAT the Administration continue with the works and made an adjustment to fund Council's co-contribution in the September Quarterly Review and budget for the remaining balance in the 2027/2028 financial year.

Financial

As detailed in the attached Finance Committee Meeting Minutes.

3.4. I&PD - 24/08/2026 - Sports Advisory Committee Minutes - 12 August 2026

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: Kaitlin Cibulka – Cemeteries and Administration Supervisor
Responsible Officer: Paul Smith – Interim Director of Infrastructure and Project Delivery

Executive Summary

This report provides details of the minutes of the Sports Advisory Committee Meeting held on 12 August 2026.

Administration's Recommendation

THAT Council:

1. Note the minutes of the Sport Advisory Committee held on 12th August 2026; and
2. Provide Lyndall Peychers with $300 towards the cost of participating in the NSW All Schools at School Sports Australia.

Attachments

1. DRAFT Minutes - Sports Advisory Committee - 12 August 2026 [**3.4.1** - 12 pages]

Reference to any relevant previous minute

Min. No. 26-116 Ordinary Meeting of Council held on 29 June 2026

Background and discussion

At the Sports Advisory Committee Meeting held on 12 August 2026, the following items were discussed by the Committee including:

- Item 7 – Lithgow Sporting Precinct Parking & Traffic Strategy Report - the Committee agreed to provide any comments on the Lithgow Sporting Precinct Traffic, Parking and Pedestrian Access Study report to Council Officers by 30 August 2026.
- Item 9 - Booking Requests - all bookings detailed in Item 9 were agreed.
- Item 10 – LJ Hooker Reg Cowden Memorial Sports Star of the Year Awards - the 2026 LJ Hooker Reg Cowden Memorial Junior Sports Star of the Year Award for *July 2026* is awarded to *Lyndall Peychers (Swimming)*;
- Item 11 – New Members – the Committee noted the report.

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

- **Item 8 – Financial Assistance Requests**
  That Council provide Lyndall Peychers with $300.00 toward the cost of participating in the NSW All Schools at School Sports Australia.

Financial

- Budget approved - $2,500.00
- Cost centre – PJ 800158
- Expended to date – Nil
- Future potential impact – if the request is approved for $300.00, the budget remaining will be $2,200.00

4. Questions with Notice

4.1. QWN - 24/08/2026 - Councillor M Ticehurst - Lithgow Golf Club

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.

Reference: Agenda Item 5.2 QWN - 29/06/2026 - Cr M Ticehurst - NSW Parliamentary Legislative Council Questions.

Background:

At the Ordinary Meeting of the Lithgow City Council on Wednesday 29 June 2026, in the above referenced Questions with Notice Agenda Item, the Councils General Manager, Ross Gurney and Director of Finance and Governance, Vanessa Browning responded publicly to the following **bolded questions** as follows:

(4) Given the matters raised in (1) to (3) above, how do you (LCC) respond to the fact that the (LCC) Council has provided ratepayer funding to Lithgow Golf Club (the Club), a publicly listed company?

The Council provides no direct ratepayer funding to Lithgow Golf Club. The Council funds a golf course maintenance program (as provided in the lease agreement). The Golf Club pays annual rent to the Council, as well as 20% of profit as a contribution towards the cost of materials for maintaining the golf course.

There are a number of sporting facilities owned by Council that are under agreements with incorporated not-for-profit organisations, like Lithgow Golf Club. Grounds maintenance is a common service provided by the Council to these organisations. This is the only agreement in which a profit contribution is made to the Council.

(a) How can it be justified that the (LCC) Council continue to be liable for the ground maintenance of the golf course, given the property lease between the (LCC) Council and the Club expired three years ago?

The Lithgow Golf Club lease agreement has continued on a month-to-month basis, as specified in the agreement. This is standard practice while the terms of leases considered for renewal are being negotiated.

(b) Will you and the Office of Local Government (and LCC) consider having the (LCC) Council terminate their lease with the Club, and put the Golf Course to a new public tender?

The Administration is planning to submit a new lease to the 24 August 2026 Ordinary Meeting for Council's consideration, subject to the finalisation of the terms of the new draft licence agreement. This will require public exhibition and consideration of submissions, as was undertaken when the current lease agreement was entered into.

(5) What systems are in place to review all New South Wales Council and Shire Property Leases (including LCC), to ensure that they are not unnecessarily burdening ratepayers and residents?

(a) When was the last time these leases were reviewed?

(b) Are the results of these reviews available to the public?

Advice from the NSW Office of Local Government is that the lease of community land, including the terms setting out the responsibilities and maintenance obligations for community land and assets, is a matter for Council at a local level.

ADDITIONALLY, on the same matter, the NSW Minister for Local Government reported on the 3 July 2026 to the NSW Legislative Council that:

‘Lithgow Golf Club is an Australian public company limited by guarantee and is not publicly listed. It operates as a not-for-profit entity.

Under section 46A of the Local Government Act 1993 (the Act) a lease is exempt from tender if it is granted to a not-for-profit.

The Golf Club lease is operating under a holdover clause while negotiations for the new lease are finalised. This is permitted under section 47A of the Act.

The decision to maintain the ground of the golf course is a matter for Council at a local level.

The terms of a lease setting out the responsibilities and maintenance obligations for leased community land and assets is determined by the elected Council in accordance with the Plan of Management for the land prepared under section 35 of the Act.

Councils are responsible for the assets they own and manage. The elected Council is responsible for reviewing leases or licences granted over public land. The review of a lease by a council is recorded in the council business papers available to the public.’

ADDITIONALLY, Councillors may be aware that in mid-March this year, I issued the following social Media Release indicating that:

‘With respect to the Lithgow City Council’s current month-to-month nearly three-year expired Property Lease with the Lithgow Golf Club Ltd.; ALL Ratepayers should be aware that under Clause 13 of the Lease the Council (and its ratepayers) remain financially responsible for the ground maintenance of the 18-hole Championship Golf Course grounds.

Now belatedly published in the Lithgow City Council’s Annual Reports for 2023/24 and 2024/25, it can be publicly disclosed that the Lithgow City Council has in fact spent a collective total of $1 million dollars ($1,006,792.76) over just the past 2-years on providing ground maintenance of an 18-hole Championship Golf Course grounds, publicly leased to the ASIC listed Lithgow Golf Club Ltd.

Over this same 2-year period, the Lithgow Golf Club Ltd. reported to ASIC and it’s just over 200 members, a combined Profit of $111,966 and in their latest Financial Year of 2024/25 held Net Assets of $486,063.

Given this $1 million dollar Lithgow City Council biennial funding of an 18-hole Championship Golf course, with the lengthy closure now of the Great Western Highway at Victoria Pass and the financial damage and business losses expected to occur across the Hartley Valley, Lithgow and Central West NSW, how is it possible that our Roads can and will be maintained by the Lithgow City Council without everyone's Rates being substantially increased year-on-year-on-year?’

Attachments
Nil

Questions with Notice

Q1. Given the Lithgow City Council’s projected 2026/27 substantive financial debt as set out in the Council’s recently published 2026/27 Operation Plan (see page 14), has the Council considered publicly calling for Expressions of Interest from other NSW Registered Clubs and Australian Public Companies Limited by Guarantee who similarly operate as not-for-profit entities, in particular other NSW Golf Club’s?

Q. If not, why not?

Q2. Is it correct that private Expressions of Interest have been received by the Lithgow City Council and/or the Lithgow Golf Club Ltd. in the past 5 years for the ground maintenance of the 18-hole Championship Golf Course grounds - at a substantially reduced annual financial cost to the Lithgow City Council?

Q3. Is it correct that the other NSW Registered Clubs and Australian Public Companies Limited by Guarantee who similarly operate as not-for-profit entities, in particular other NSW Golf Club’s, have previously expressed an interest in taking over the expired Lease and its Ground Maintenance costs for the Council's Lithgow Golf Course?

Management Comment

Answer to Question 1

No record could be found of a Council resolution, or any recommendation from a Committee of Council, to undertake an Expressions of Interest process for the Lithgow Golf Course lease or grounds maintenance arrangements.

Answer to Question 2

Council records indicate that an unsolicited approach was made in April 2025 to undertake grounds maintenance for approximately $300,000 per annum. The former Director met with the proponent and the approach was discussed at the 3 June 2025 Infrastructure Committee meeting. The party indicated that it did not wish to participate in a tender process, and the Director advised that this would be contrary to legislative requirements. Any potential savings would have depended on staff redundancies and disposal of plant and equipment. In the absence of a Council resolution, legislative constraints, and given those risks, the offer was not considered further.

Answer to Question 3

No record has been located of approaches from other not-for-profit entities seeking to take over the expired lease and associated grounds maintenance costs.

Vanessa Browning
Director Finance and Governance

4.2. QWN - 24/08/2026 - Cr E Fredericks - Council owned buildings

Report by Councillor E Fredericks

Commentary

As previously requested on two occasions over the past six months, could the General Manager and relevant administration please provide responses to the following questions:

Attachments

Nil

Question with Notice

1. How many Council-owned buildings are currently considered underutilised, while still incurring depreciation costs?
2. What is the total annual depreciation expense associated with these underutilised buildings?
3. What would be the process for Council to consider selling underutilised buildings, where appropriate, to reduce ongoing depreciation and other associated costs?
4. How many Council-owned buildings are currently in active use and are also subject to depreciation?
5. What is the total annual depreciation expense associated with those actively utilised Council-owned buildings?

Management Comment

Answer to Questions 1 and 4

Council has not yet established the service level or utilisation threshold that would define a building as underutilised. This would ordinarily be determined by developing a Buildings Asset Management Plan, which has not yet been programmed.

To inform the development of an Asset Management Plan, further analysis and community consultation will be required. This work would assist in identifying the type, functionality and location of community buildings, assessing service gaps, and determining whether any buildings may be surplus or underutilised.

Many Council buildings are also licensed to community groups and not-for-profit organisations, some of which may not maintain usage records. A dedicated data collection process would therefore be required to support the preparation of a property strategy and to inform any future asset rationalisation or consolidation process.

Another factor is the future completion of the Lithgow Women's Shed, which may enable the redirection of nearby Lithgow hall bookings to the new facility.

It should be noted that depreciation continues to be incurred unless a building has reached the end of its useful life and is no longer available for use.

Answer to Questions 2 and 5

The total annual depreciation expense for Council-owned buildings, as reported in the audited Financial Statements as at 30 June 2025, was $1.58 million. At this time, Council is unable to separately identify depreciation attributable to underutilised buildings, as a formal utilisation threshold has not yet been established. Council is currently preparing the Financial Statements for the year ended 30 June 2026, which includes the revaluation of Council's building assets. A further update will be provided when the draft Financial Statements are presented to Council for referral to audit, scheduled for the September Ordinary Meeting.

Answer to Question 3

Council's consideration of any disposal of underutilised buildings would need to occur within the framework of Policy 1.6 Land Acquisition and Disposal, following the establishment of an agreed service level and utilisation threshold. A number of buildings that may be considered underutilised are located on community land. In these circumstances, Council may also consider demolition where it would reduce ongoing depreciation, maintenance and renewal obligations. Any rationalisation decision would need to balance financial sustainability with the social value and community outcomes these assets deliver.

For buildings located on community land, disposal would require reclassification through amendments to the Local Environmental Plan. This is a complex statutory process involving extensive community consultation and Ministerial approval and would likely extend over several years.

Vanessa Browning
Director Finance and Governance

4.3. QWN - 24/08/2026 - Cr E Fredericks - Magpie Hollow Road Closure

Report by Councillor Elizabeth Fredericks

Commentary

As many members of the community are aware, Magpie Hollow Road is scheduled to be closed between 6:00 a.m. and 6:00 p.m. for a period during August.

Could the General Manager please provide answers to the following questions:

Attachments

Nil

Question with Notice

1. What is the reason for the closure of Magpie Hollow Road?
2. What is the estimated financial cost to Council associated with this road closure?
3. What is the total estimated cost of any works being undertaken by Council during the closure period?
4. Is the road closure or any associated works related in any way to the proposed Lake Lyell Hydro project? If so, could details of that relationship please be provided?

Management Comment

Question 1

The closure of Magpie Hollow Road is due to the commencement of pavement rehabilitation and sealing works. The project covers an approximately 2 km section of road located immediately before Lake Lyell Dam on Magpie Hollow Road.

The road will be partially closed, and operating under contraflow conditions, controlled by portable traffic control devices and traffic control personnel. Motorists are advised to allow additional travel time during this period.

Notification has been provided to local emergency service agencies, public transport and waste contractors, and relevant internal staff have been advised of this approval, as well as being scheduled for publication on Live Traffic during the changed conditions period.

The construction works will be undertaken by Gracey and Son Earthmoving and were scheduled to commence on 10 August 2026. The project is expected to take approximately 22 weeks to complete, subject to weather conditions.

Question 2 and Question 3

The total original contract amount is $897,486.55 (excluding GST).

The DRFA-funded portion is $88,704.97 (excluding GST), while the LCC-funded portion is $808,781.58 (excluding GST).

Traffic control measures are included in the contract price.

Question 4

Neither the road closure nor any associated works are related in any way to the proposed Lake Lyell Hydro project.

4.4. QWN - 24/08/2026 - Councillor M Ticehurst - Lithgow Women's Shed

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 with respect to the 80% completed Lithgow Women's Shed situated within the Lithgow Showground.

Background:

As the Council would be aware, the Lithgow Women's Shed received some $2.1m courtesy of a Federal Government Black Summer Bushfire Recovery Grant, which was successfully achieved by the Federal Member for Calare Andrew Gee MP.

At the April 2025 Lithgow City Council Meeting, the then Council's Director of Infrastructure and Economy advised the Mayor, Councillors, ratepayers and residents that, "I know that the Project has halted at the current stage cause the money has been spent. I on behalf of the Women's Shed, I applied for a Crown Lands Grant to see the rest of the Project completed. (Further) So the Project sits at about 80 percent completed, it's the internal fit out that remains. That's what we've applied for plus some storm water filtration works. So, about 350K ($350,000) is what we have applied for."

In late May 2025, the Lithgow City Council advised that the Grant Application of $350,000 under the 2024-25 State Government Crown Reserves Improvement Fund for the completion of the final (20%) stage of the Lithgow Women's Shed in the Lithgow Showground had been UNSUCCESSFUL.

Attachments
Nil

Question with Notice

Could the General Manager and Senior Council staff provide a full and detailed response on what actions are actively being taken to financially fund, finally complete and fully open the 80% completed Lithgow Women's Shed situated within the Lithgow Showground;

Noting that the longer the Lithgow Women's Shed continues to remain incomplete and closed, the higher the financial cost it will finally be to get it fully completed and open for public use?

Management Comment

The Administration acknowledges the importance of the Lithgow Women's Shed building to the community and the strong interest in seeing the facility completed and opened for use. The project was originally grant funded and project managed by the Lithgow Women's Shed, with the building intended to transfer to Council on completion as a community facility, including a portion for the ongoing use of the Women's Shed. The building is located on Crown land at the Tony Luchetti Sportsground / Lithgow Showground, for which Council is the appointed Crown Land Manager.

The original grant funding has been fully expended and acquitted. Due to a combination of factors, including construction cost escalation, delays associated with COVID-19 and natural disasters, and the remaining scope of works, the building has reached lock-up stage but has not yet reached occupation certificate stage. Significant works remain, including stormwater, access, landscaping, external works and internal fit out.

Council currently has control of the site and is managing the associated risk, asset and insurance issues. Council has sought advice from its insurers and has progressed arrangements to include the building in Council's asset schedule. In the interim, Council has also implemented site risk controls, including restricting access to authorised Council staff (unless supervised), replacing builder's fencing and security cameras with Council arrangements, and including the site in security patrol coverage.

Updates on the situation and associated risks have been tabled at Audit, Risk and Improvement Committee meetings, and regularly at Executive Leadership Team meetings.

Council has been actively assessing the remaining works required and the funding needed to complete the facility. A recent budget estimate for the remaining works identified an estimated total cost exceeding $1M, which is under review. This estimate includes project management, stormwater and hydraulic works, access, car parking, retaining walls, ceilings, doors, joinery, floor and wall finishes, fixtures and fittings, electrical, mechanical and landscaping works.

Council does not currently have sufficient available general funds to complete the full remaining scope of works. Council did include progression of the building within the 2026/2027 Operational Plan, subject to identifying grant funding opportunities.

Council has been actively pursuing and considering external funding opportunities and staged options to progress the project. This has included:

- pursuing grant funding opportunities as they become available;
- considering whether works can be staged to prioritise those required for insurance, occupation certification and partial use;
- working with the Lithgow Women's Shed in relation to its remaining available funds and potential contributions toward specific components of the project;
- progressing design and scope work for stormwater and other essential works so that Council has a reliable basis for future funding applications;
- considering potential reserve funding options where works align with the purpose of those reserves;
- considering future grant opportunities, including Crown reserve and community infrastructure grant programs; and
- supporting complementary opportunities that improve the long-term sustainability of the facility.

Council has also entered into a Memorandum of Understanding with EnergyAustralia for a solar and community battery system at the Women's Shed. This initiative is valued at approximately $47,000 and is intended to improve energy efficiency, reduce future operating costs, support the facility's long-term sustainability, and enhance its resilience as a community support facility. The installation was completed on 14 August 2026.

In addition, Council has continued to liaise with the Women's Shed regarding access, potential grant applications and opportunities that may support the community and cultural outcomes associated with the facility.

The key constraint remains the availability of funding to complete the full remaining scope. Council is managing this matter in the context of broader financial capacity constraints and the need to assess the long-term asset management, depreciation, operating and maintenance implications of accepting and operating a new community asset. Council will continue to seek external funding, assess staging options and work with the Lithgow Women's Shed and potential funding partners to progress the project toward completion.

At this stage, Council cannot commit to a final opening date until the remaining scope is fully funded, the necessary works are completed, and the required approvals and occupation certification are obtained. However, Council is actively taking steps to reduce risk, clarify the remaining works, identify funding pathways, and position the project for completion when funding becomes available.

Vanessa Browning
Director Finance and Governance

5. Notices of Motion

5.1.	NOM - 24/08/2026 - Councillor E Mahony - Community sport its affordability and its role in wellbeing and community capacity building.
Report by	Councillor Eric Mahony

Commentary
Community sport is a fundamental component of the lives of many in our community, supporting individual health, wellbeing and resilience of local communities.

Sporting clubs provide affordable opportunities for people of all ages and abilities to participate in their chosen sport, stay active, connect with others, volunteer and contribute to community life. It also provides a progression pathway into elite and professional sports careers.

Our communities' sports clubs create strong social networks, reduce isolation and build lasting relationships that support both physical and mental wellbeing.

Community organisations, sporting clubs, not-for-profits and local groups like many in our community face increasing financial pressure.

Financial pressures can limit participation in community and sporting activities, increasing isolation, and reducing access to the social networks that help people remain healthy, connected and resilient.

Council cannot address all affordability pressures, but it can consider the levers available to it, including ground fees and other associated charges. Supporting the financial sustainability of community organisations and keeping community sport affordable is an investment in community health, participation, social connection, resilience, and the liveability of the Lithgow region.

Supporting community sport and community organisations is not simply a financial measure; it is an investment in a healthier, more connected, and resilient community

Attachments
Nil

Recommendation
THAT

1. A review be undertaken of community affordability issues relating to participation in community sport, with particular consideration given to the introduction of a cap on fees and charges applying to community sporting clubs and not-for-profit organisations.
2. The review process be referred to the Finance Committee, Sports Advisory Committee and Community Development Committee for consideration within their respective areas of responsibility. Following their reviews, the relevant committees provide recommendations to Council for consideration and adoption.

Management Comment
Management recommends that any review of community affordability issues relating to participation in community sport also reference the Sporting Fields and Facilities Fees and Charges Review report, which was discussed at the I&PD Extra Ordinary Infrastructure Committee Meeting held on 22 January 2026.

At the Extra Ordinary Infrastructure Committee Meeting, Councillors proposed amendments to the draft review report and the Committee noted the report. Some specific fees and charges recommendations were implemented for the 2026/27 year.

Ross Gurney
General Manager

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 2021 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. 7.1. CONFIDENTIAL - P&P - 24/08/26 - Successful Grant Application

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,