



BUSINESS PAPER

Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 23 August 2021

at 7:00 PM

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1. Acknowledgement of Country

Acknowledgement of Country

I would like to acknowledge the traditional custodians of this land we are on here today, and pay respect to their elders both past, present and emerging.

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.

2. Present

3. Apologies

Councillor Joe Smith requested a leave of absence.

Recommendation

That Councillor Joe Smith be granted a leave of absence for this meeting.

4. Declaration of Interest

5. Confirmation of Minutes

Recommendation

The Minutes of the Ordinary Meeting of Council held on the 26 July 2021 be taken as read and confirmed.

6. Commemorations and Announcements

Allowing the Mayor and/or Councillors the opportunity to formally publicly recognise the valuable contribution made by local ratepayers and residents involved in our many community organisations including those who sadly or suddenly pass away.

7. Public Forum

Due the current Covid-19 pandemic, Council is abundantly cautious about protecting the community's health. As such, public attendance at this Council Meeting is NOT permitted.

Any written submissions will be supplied to the Councillors and read to the public. Mayor.

8. Mayoral Minutes

9. Staff Reports

9.1. General Manager's Reports

9.1.1. GM - 23/08/2021 - Local Government NSW Voting Annual Conference Voting Delegates

Prepared by Craig Butler - General Manager

Department Executive

Authorised by General Manager

Summary

This report details decisions that are required of Council to support Local Government NSW's election of Board members and their annual conference.

Council has been requested to nominate voting delegates for the upcoming LGNSW Board Elections and the LGNSW Annual Conference.

Commentary

LGNSW BOARD ELECTIONS 2021

Nominations for LGNSW Board Elections open on 7 September 2021 and close at 12pm on 5 October 2021. A full Board Election timetable is attached to this report. Member councils are allocated voting rights for this election. Lithgow Council has an entitlement to three voting delegates and these must be nominated by Tuesday 5 October 2021.

LGNSW ANNUAL CONFERENCE – 29 November 2021

LGNSW must hold an Annual Conference this calendar year. This will be an online conference on 29 November 2021 to present the Financial Statements and the Annual Report. The Annual Conference will run for approximately 1 hour. Council needs to nominate voting delegates for this meeting – again three delegates are available.

LGNSW 'SPECIAL CONFERENCE' – 28 Feb to 2 Mar 2022

LGNSW have moved their in-person annual conference (now called 'Special Conference') to 28 Feb to 2 Mar 2022. Conference Motions etc will be dealt with at that Conference. Council's administration will turn their attention to potential Motions and, if any opportunities or needs are identified, return a report to Council for endorsement.

Council should also nominate voting delegates to the Special Conference as early as possible. Council can substitute delegates if one or a number of councillors don't survive the local government elections in December.

Policy Implications

Nil.

Financial Implications

- Budget approved - N/A
- Cost centre - 800154 8130 63205
- Expended to date - Nil.
- Future potential impact - N/A

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT

1. Council determine its voting councillor delegates for –
 - LGNSW Board elections (three delegates available)
 - LGNSW Annual Conference (three delegates available)
2. The three delegates that emerge from the above also be put forward as the delegates for the LGNSW Special Conference

9.2. Economic Development and Environment Reports

9.2.1. Economic Development & Environment General Reports

9.2.1.1. ECDEV - 23/08/2021 - Draft Pottery Estate Development Control Plan 2021 - Public Exhibition

Prepared by Sherilyn Hanrahan - Strategic Land Use Planner
Department Economic Development & Environment
Authorised by Director of Economic Development & Environment

Summary

The purpose of this report is to introduce and provide an overview of the Draft Pottery Estate Development Control Plan submitted as final to Council on 28 July 2021 and its subsequent revision. The report seeks approval to amend Lithgow DCP 2021 by the insertion of the Pottery Estate (Locality Chapter 9) and to place the document on public exhibition.

Commentary

Pottery Estate is one of the last large parcels of undeveloped land close to Lithgow's town centre and local amenities. Its redevelopment is a significant opportunity to create new mixed use and residential precincts to contribute to the future growth of Lithgow.

It is also a sensitive and complex site that requires appropriate and detailed planning to ensure future development does not result in poor development outcomes, risks to environmental values and lengthy future development assessment processes. This is typical of many post-industrial legacy sites.

In the early 2000's a series of ad-hoc spot rezoning proposals were undertaken to provide for the Aldi Supermarket and Pottery Plaza retail developments. This was followed in 2005 with a further spot rezoning proposal to rationalise the commercial precincts within the current Pottery Estate site to the south of Valley Drive. To facilitate the orderly and planned redevelopment of the site, the Draft Local Environmental Plan, at that time, included a clause to require the preparation of a Development Control Plan to address planning heads of considerations prior to any further development of the site. This Draft Local Environmental Plan did not progress.

Land use zones were finally rationalised for the site as part of Council's Standard Comprehensive Local Environmental Plan process in 2013/2014. The requirement for the Development Control Plan remained and was included as Clause 7.12 of Lithgow Local Environmental Plan 2014 supported by the Pottery Estate Development Map.

Legislative Requirements

The draft Pottery Estate Development Control Plan has been prepared by a team of consultants managed by Midson Group Pty Ltd acting on behalf of Ceedive Pty Ltd. It has been submitted under Section 3.44 of the EP & A Act, 1979. Section 3.44 of the Environmental Planning Assessment Act, 1979 (EP & A Act) enables an environmental planning instrument (LLEP 2014) to require a development control plan to be prepared before any development, or kind of development may be carried out and make provision with respect to the preparation and content of any such plan.

Under this section, if Council refuses to make the development control plan or delays by more than 60 days to make a decision on whether to make the plan the owners may make a development application despite the requirement for the preparation of a development control plan. The 60-day period for this process would fall due on 26 September 2021.

Council may approve the development control plan submitted to it under this Section, including any changes as it thinks fit.

The existing clause within the LEP which calls up the need for a DCP is detailed below -

Clause 7.12 (3) of LLEP 2014

The objectives of this clause are:

- (a) to ensure that the development of land known as Pottery Estate is planned in an orderly manner and achieves appropriate built form,
- (b) to ensure that the development has regard to the unique environmental constraints and opportunities of the land,
- (c) to ensure that the development of this land is appropriately serviced.

The application of the clause and heads of consideration to be addressed are as follows:

Development consent must not be granted for development on land to which this clause applies unless the consent authority has taken into consideration a development control plan approved by the Council for that purpose that contains comprehensive provisions relating to, but not limited to:

- (a) the layout and design of both vehicular and pedestrian traffic through that land, and*
- (b) the need to integrate the mixed land uses of the land through appropriate design and buffers, and*
- (c) minimising the impact of development on the heritage significance of the cultural landscape, including both the built and archaeological heritage items on the land and proposed means of conservation management, and*
- (d) any areas of land that may need restrictions due to the impact of mine subsidence, slope, bush fire, flooding or inundation or any other identifiable hazard, and*
- (e) investigation and identification of any areas of land affected by contamination and the means to alleviate any risk of injury or harm, and*
- (f) stormwater and water quality management, and*
- (g) the conservation of natural watercourses, and*
- (h) the protection of any potential habitat of any identified threatened species of flora and fauna, in particular the Purple Copper Butterfly (*Paralucia spinifera*), and*
- (i) good design principles relating to building heights and setbacks, densities, materials, colours, form and scale, and*
- (j) the servicing of the land, and*
- (k) management of open space and public lands.*

Where do the Draft Pottery Estate DCP provisions apply?

The site has a total site area of 55ha, comprising Lot 26 DP 1244557 (54.5ha) and Lots 4,5,6 DP 1005128 (5140sqm). The provisions of the location specific controls for Pottery Estate will apply to the area shaded dark yellow in Figure 1 below.

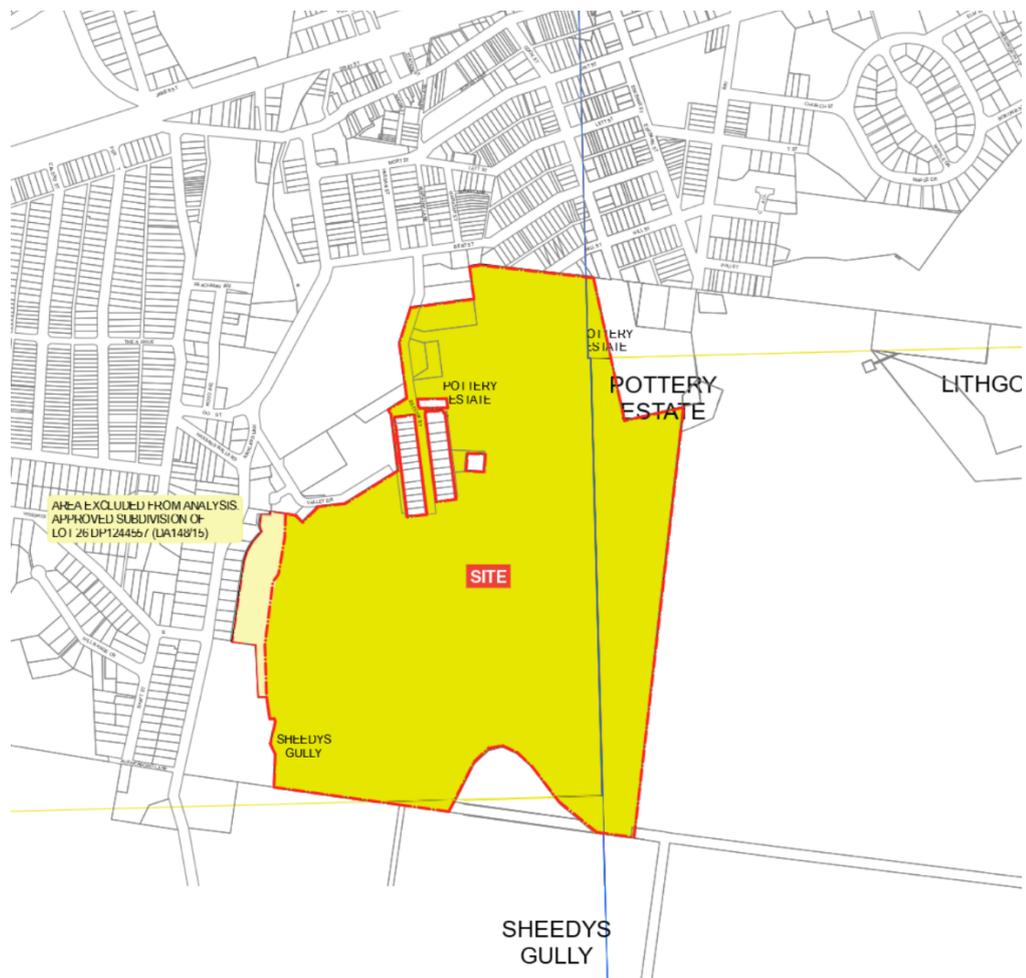


Figure 1 Pottery Estate Development Map LLEP 2014 as amended.

Site Analysis and Structure Plan

An urban design analysis and structure plan has been prepared by Group GSA to inform the preparation of the Pottery Estate Development Control Plan. This document is provided in Attachment 1 of this report. The primary purpose of this document is to outline contextual and site analysis to support the development of the structure plan. The report provides detailed analysis of the features and character of the site, its opportunities and constraints and potential for redevelopment. It is supported and informed by a number of technical reports and assessments addressing traffic and transport, bushfire, ecological constraints, heritage and mine subsidence. An indicative structure plan is provided in Chapter 4 of the document. The structure plan provides three sub-precincts. These are:

- Commercial/Mixed Use - south of Valley Drive
- Northern heritage residential - east of Silcock St
- Southern Residential - south of Silcock St.

Each of these sub-precincts (developable areas) are surrounded by land with ecological or geotechnical constraints.

Integration with Lithgow Development Control Plan 2021

When the consultants first started preparing the Pottery Estate Development Control Plan it was intended to be a stand-alone DCP as the timing of Council's finalisation of the Lithgow DCP 2021 did not coincide. The draft submitted to Council for consideration in July 2021 was structured as a stand-alone DCP. However, as Council approved the Lithgow DCP 2021 at its Ordinary Meeting of 26 July 2021 the opportunity has arisen for the Pottery Estate DCP to be integrated within the wider Lithgow DCP as a locality specific chapter. This will simplify the application and implementation of

the plan and will ensure consistency of controls where there is no identified site-specific purpose or development outcome to be achieved requiring more nuanced performance criteria or controls.

Council officers recently met with the consultants who have concurred with this approach. The Draft Pottery Estate (Locality Chapter 9) attached now only contains the site-specific elements/ heads of consideration and controls. These provisions will operate in addition to all other controls in the Lithgow DCP 2021 and will prevail over any inconsistency. To effect this change, it will be necessary to amend Lithgow DCP 2021 by inserting the Pottery Estate (Locality Chapter 9). A DCP can only be amended by the making of a subsequent DCP.

Further consequential amendments will also be required to be made to fully integrate with Lithgow DCP 2021. These amendments will be made by Council officers under the authority of the General Manager prior to public exhibition.

How is the proposed Draft Pottery Estate Locality Chapter structured?

The structure of Chapter 9 Pottery Estate reflects the structure of the Lithgow Comprehensive DCP 2021 as follows:

1. Introduction
2. Site Requirements
3. Natural Environment and Hazards
4. Heritage and Cultural Conservation
5. Subdivision Road and Public Domain
6. Residential Development
7. Business/Mixed Use Development

Each head of consideration within these sections will include objectives or performance criteria and controls expressed as acceptable solutions or prescriptive criteria.

Can the Pottery Estate development controls be varied?

In applying and implementing the Pottery Estate controls there will inevitably be situations where strict compliance is not able to be achieved, and/or alternate solutions are preferred. In such cases, clause 1.6 *Variations to DCP controls* within Lithgow DCP 2021 will apply. In accordance with Section 4.15(3A) (b) of the EP&A Act, Council is required to be flexible in applying the controls within the DCP and allow reasonable alternative solutions that equally achieve the objectives of those controls.

Public Consultation and Exhibition

Under Schedule 1 of the EP&A Act 1979 and Council's Community Participation Plan the, the proposed amendment of Lithgow Development Control Plan 2021 to integrate the Pottery Estate (Locality Chapter 9) must be placed on public exhibition for a period no less than 28 days. The community consultation plan will be designed to inform and consult with the community and will include notification in Council's Column in the Village Voice; notification on Council's Facebook Page and Website; hardcopy display at Council's Administration Centre and libraries (where Covid 19 public health restrictions allow); written notification to adjoining landowners; and consultation with relevant government authorities/agencies.

All submissions received will be considered and the outcomes reported back to Council following the end of the exhibition period. After considering any submissions, Council-

- May approve the plan as exhibited.
- May approve the plan with amendments, or
- May decide not to proceed with the plan.

Should Council decide not to proceed with the amendment, Council must include the Council's reasons in the required notice of decision published on its website.

Planning Comment

The Pottery Estate urban design analysis and structure plan is the most significant advancement in the development of appropriate planning controls for the site since 2005. It underpins the development controls proposed in the Pottery Estate (Locality Chapter 9). These controls communicate the planning design and environmental objective and controls against which Council will assess future development applications (DA's). Many of these controls relate to identifying the further technical reports and regulatory processes required to support future development applications.

In the absence of definable development goals identified by either the landowners or current strong market demand it is difficult to further develop built form and land use controls to fully address the heads of consideration of Clause 7.12 of LLEP2014 at the sub-precinct scale. This may be a missed opportunity and may defer the burden of further concept planning to the first major development application for each sub- precinct and the existing regulatory framework.

Donations and Gift Disclosure

The EP&A Act, 1979 requires the public disclosure of donations or gifts when lodging or commenting on development proposals. The proponent has not made any disclosures.

Recording of Voting on Planning Matters

Under Section 375A of the Local Government Act, 1993 a division is required to be called whenever a motion for a planning decision is put at a meeting of the Council or Council Committee. The public exhibition of a Development Control Plan is a planning decision for the purposes of this Division.

Policy Implications

Nil

Financial Implications

- Budget approved - N/A
- Cost centre - N/A
- Expended to date - N/A
- Future potential impact – N/A to this report on the proposed public exhibition of an amendment to Lithgow Development Control Plan 2021.

Legal and Risk Management Implications

The preparation, public participation, approval and administration of Development Control Plans is to comply with Part 3 of Division 3.6 of the Environmental Planning and Assessment Act 1979 and Part 3 of the Environmental Planning and Assessment Regulations 2000.

Attachments

1. Design Analysis - Pottery Estate [9.2.1.1.1 - 52 pages]
2. Draft Pottery Estate DCP - Chapter 9 - 17 th August 2021 [9.2.1.1.2 - 41 pages]

Recommendation

THAT Council:

1. Endorse the public exhibition of an amendment to Lithgow Development Control Plan 2021 to insert Pottery Estate (Locality Chapter 9) for a period of no less than 28 days.
2. Authorise the General Manager to make minor consequential and formatting amendments to both documents prior to publishing for public exhibition.
3. Endorse the public exhibition and consultation plan summarised in this report.
4. A Division be called pursuant to section 375A of the Local Government Act 1993.

9.2.1.2. ECDEV - 23/08/2021 - Proposed Acquisition of Land at Palmers Oaky for RFS Purposes

Prepared by Sandra Politi - Land Use & Property Officer
Department Economic Development & Environment
Authorised by Director of Economic Development & Environment

Summary

This report seeks Council's approval to acquire part of 80 Palmers Oaky Road, Palmers Oaky (being part Lot 114 in DP755770) which is used for RFS purposes (**the Site**).

Commentary

The Site is privately owned, but contains a rural fire shed used by Palmers Oaky RFS since about the year 2000. Council's records indicate that a deed of agreement for lease between the landowners and Council was anticipated in 2000, but a signed copy has not been located and there is no lease registered on title. Therefore, it can be assumed that a formal lease for use of the site does not exist.

As the site is being used for a public purpose and contains an RFS building which vests in Council (*Rural Fires Act 1997, s 119(2)*), Council is required to compensate the landowners for the fair market value.

Lot 114 comprises an area of approximately 2 hectares, and the site comprises an area of about 1,170 m² within Lot 114, as shown on the Attachment to this report.

Council officers met with the landowners on 5 August 2020 to discuss the matter, and the landowners indicated that they would be amenable to transferring the Site to Council if it can be agreed that the Site would be retained as a "public reserve" if RFS no longer needs the Site.

Council's power to acquire land for a public purpose

Council's power to acquire land for a public purpose is provided in sections 186 and 187 of the *Local Government Act 1993*. Acquisition of privately owned land must comply with the *Land Acquisition (Just Terms Compensation) Act 1991 (the Act)*.

Under the Act, land can be acquired in two ways:

1. by agreement with the landowner; or
2. compulsorily.

Council's preference is always to acquire land by agreement. The process for acquiring land by agreement is like an open market transaction where contracts for sale of land are exchanged, a date for settlement agreed, and the property transferred into the name of the buyer. Compensation is paid to the landowner on settlement.

Compensation

Landowners are entitled to the amount of compensation that will justly compensate them for the acquisition of their land, having regard to all relevant matters (s 54(1) of the Act).

Council obtained a valuation to determine the fair market value for the Site, which was assessed at \$20,000. There will be no practical inconvenience to the landowners stemming from the acquisition, and therefore the transaction will not trigger compensation for loss attributable to severance, special value or disadvantage resulting from relocation. However, disturbance costs such as legal fees and subdivision costs will need to be paid.

Offer and acceptance

On 16 February 2021, Council sent a letter to the landowners offering to purchase the Site, subject to a resolution of Council. The offer included:

- payment of \$20,000 being the assessed market value;
- disturbance costs (such as payment of all subdivision and legal fees); and
- registration of a covenant on title requiring the Site be designated “public reserve” if RFS cease to use the Site.

On 29 June 2021, the landowner confirmed acceptance of Council’s offer by telephone call to Council’s Land Use & Property Officer.

Classification of land owned by Council

Councils are required to classify land as either ‘community’ or ‘operational’, before or within 3 months after it acquires land (*Local Government Act 1993, s 31(2)*).

The use of the land for RFS purposes does not satisfy any of the objectives for ‘community’ land, and therefore the land should be classified as ‘operational’.

Conclusion

Having regard to the matters set out in this report, it is recommended that Council proceed to acquire the Site from the landowners and classify the land as ‘operational’.

Funding for the Acquisition

The acquisition of the Site was not foreseen at the time of preparing the 2021/22 Operational Plan and funding is not included in Council’s 2021/22 budget.

It will be necessary to fund the total acquisition costs from the Land Bank Reserve. This funding should be treated as a loan with the reserve replenished from any savings in the 2021/2022 financial year or by specific allocation in the 2022/2023 budget.

Policy Implications

- Compliance Policy 9.16
- Land Acquisition and Disposal Policy 1.6

Financial Implications

- Budget approved – Nil.
- Cost centre - Infrastructure Services
- Expended to date - \$1,650 valuation of Herron Todd White
- Future potential impact - \$20K plus disturbance costs (subdivision and legal fees) anticipated to be in the range of \$10k to \$15K. The acquisition will be funded as an internal loan from the Land Bank Reserve with funds to be returned to the reserve with a budget allocation no later than 2022/23.

Legal and Risk Management Implications

Local Government Act 1993

Rural Fires Act 1997

Land Acquisition (Just Terms Compensation) Act 1991

Attachments

1. Image identifying the Site - Palmers Oakey Road [9.2.1.2.1 - 1 page]
2. Probity plan - proposed acquisition Part 80 Palmers Oakey Road Palmers Oaky [9.2.1.2.2 - 1 page]

Recommendation

THAT Council:

1. Proceed with the acquisition of part Lot 114 for RFS purposes.
2. Classify the land as 'operational'.
3. Approve funding of the acquisition through a loan from the Land Bank Reserve to be repaid to the reserve from any savings in the 2021/2022 financial year or by specific allocation in the 2022/2023 budget.
4. Authorise the General Manager to perform all actions and sign all documents necessary to give effect to the acquisition as outlined in this report.

9.2.1.3. ECDEV - 23/08/2021 - Lithgow Halloween 2021

Prepared by Andrew Muir - Director Economic Development and Environment

Department Economic Development and Environment

Authorised by Director of Economic Development & Environment

Summary

Despite Council staff holding out as long as possible to the hope that Lithgow Halloween could proceed, this opportunity has now passed. This report advises Council of the necessity to cancel the street event aspect and describes an alternate proposal.

Commentary

With the ongoing pandemic continuing in 2021 it has become inevitable that this street event will have to be cancelled in 2021. It is generally imprudent to bring people together in mass gatherings under the current circumstances. Also, there are lead times to book merchants and entertainers. As well, current Health Orders severely compromise the likelihood that the street component could be held. These Orders may well become more restrictive.

Due to the COVID-19 pandemic in 2020 last year's Lithgow Halloween full street event was also cancelled. To keep the Lithgow Halloween brand alive, elements of the event including the Lithgow Halloween Smartphone Film competition and Best Dressed competition were held, all online. It is proposed that the same format should be adopted for Lithgow Halloween 2021.

Lithgow Halloween Smart Phone Film Competition (LHSPFC)

The online version of the competition allows for easy accessibility for entrants and the viewing public can vote for the People's Choice Award of the competition's finalists. To engage with the local community and schools the event would include free online film-making workshops in September. This would allow workshop participants to develop their skills and create a film for the Competition.

Entries will open from 13 August on Film Freeway (an International Film Festival website). Conditions of entry including closing date will be listed on this site.

Lithgow Halloween Best Dressed

Entry to the Best Dressed Competition will be via the Lithgow Tourism and Events website. Prizes will be awarded for each of the 3 categories: being:

- Best Overall Entry
- Most Creative Costume
- Most creative location

The entries will be split into over 18's and under 18's. Entrants will be encouraged to use a photo template advertising 'Lithgow Halloween' and uploaded to our social media accounts with the #lithgowhalloween2021 to be eligible for maximum points in the competition.

Entries will be open from Monday 13th September and will close at midnight on Saturday 30th October. Winners will be announced via the Lithgow Tourism and Events website and social media channels on Saturday 6th November and will be vetted by an independent panel of judges. A gallery of images will be available on both the website and the Instagram and Facebook channels.

Policy Implications

Nil.

Financial Implications

- Budget approved - Total project Budget is \$174,000. \$80,000 is Council's contribution. The remainder is a Building Better Regions Grant of \$47,000 with the balance being revenue from sponsorships and rides etc.
- Cost centre - 600260
- Expended to date - Nil
- Future potential impact - The budget will be adjusted at the September Quarterly budget review. Based on the cost of last year's virtual event it is anticipated that the budget can be reduced to \$25,000 which will entirely be Council's contribution. The Department of Industry, Science, Energy and Resources has been contacted with a view to carrying the \$47,000 Building Better Regions grant to 2022/2023.

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT Lithgow Halloween 2021 as a public street event be cancelled and moved to the alternate format outlined in the report.

9.3. Water and Wastewater Reports

9.3.1. WWW - 23/08/2021 - Portland Sewerage Treatment Plant - Pollution Incident Resolution

Prepared by Matthew Trapp – Executive Manager Water and Wastewater

Department Water & Wastewater

Authorised by Executive Manager Water & Wastewater

Summary

This report advises Council of the outcome from the Environment Protection Authority's investigation into an incident at Portland Sewerage Treatment Plant.

The EPA's relationship to the Council is as a regulator. It is noteworthy that, after investigation of the matter, the EPA has determined that a caution is appropriate given the circumstances of the incident. This is a fair conclusion.

Description of the incident

On the 15th March 2021 Council received a request to provide information and records in relation to discharges from the Portland Sewage Treatment Plant (STP) that exceeded the Environment Protection Licence (the licence) limits.

The discharge of effluent that contained nitrogen (ammonia) exceeding the licence limit occurred whilst undertaking Sludge Dewatering at the Portland STP in November 2020. This was the first time since the commissioning of the STP that this operation had been undertaken and is a different process to that used at our other STPs. Due to the design and layout of the Portland STP specialist contractors were engaged to undertake sludge dewatering using a centrifuge.

Dewatering operations commenced on the 10th of November 2020. Nitrogen (ammonia) levels exceeding the licence limits were identified on the 11th of November 2020 and continued until the 15th of November 2020. The waters were required to be discharged to the adjacent Limestone Creek at the licenced discharge point. The levels of ammonia exceeded the levels permitted under the licence.

Council "self-reported" the matter on the 12th of November 2020 in accordance with the legislative requirements and Council's own Pollution Incident Response Management Plan.

The EPA attended the site on the 13th November 2020. They investigated the incident.

The EPA's Findings

The EPA have now concluded their investigation.

The EPA have determined that having regard for the circumstances, the issuing of an official caution is appropriate in the circumstances. They base this on –

- The immediate receiving environment of Limestone Creek is part of the Macquarie Catchment. Limestone Creek is an ephemeral creek with low flows
- The EPA considers that there were reasonable and feasible measures available that could have not (sic) been taken to eliminate the risk or minimise the impacts of discharging effluent with elevated Total Nitrogen and Nitrogen (Ammonia) into Limestone Creek

- Council consulted with DPIE for advice during the incident and later engaged a consultant to review STP operations and identify risks, gaps and actions to improve outcomes
- Council agreed with capture three Pollution Reduction Programs/Studies on the Licence. These programs require Council to complete work which targets sludge management, incident response, robustness and discharge and monitoring arrangements.
- The incident was isolated and likely resulted in minimal environmental harm
- Council have fully and willingly cooperated with the EPA's investigation into the matter

This is, on balance, a fair and appropriate conclusion to this matter.

The Portland STP is our newest STP, and a desludging exercise had not been conducted in the two years since its construction was finalised. It was designed by experts but, because of land size and shape, it lacks lagoons for holding non-compliant effluent to deal with these types of incidents. This robbed us of a back-stop safeguard when the incident occurred. From the start of the incident and throughout the investigation Council was transparent with and met all of its obligations to the EPA.

A review of Council's practices across all STP operations had already been commenced before the incident. This review is being completed across all three STP's and identified operational changes will be implemented. The learnings from this incident will also be actioned.

Policy Implications

Nil.

Financial Implications

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

Legal and Risk Management Implications

As noted above Council was in breach of its license for PSTP. The breach involved an investigation by the EPA and an official caution provided. W&WW have now changed its methodology for dewatering in consultation with DPIE.

Attachments

1. Official Caution - Licensed [9.3.1.1 - 4 pages]
2. Ordinary Meeting of Council 26 April 2021 - CLOSED REPORT - WWW - 26/04/2021 - Portland STP [9.3.1.2 - 2 pages]

Recommendation

THAT the report advising of the outcome from the Environment Protection Authority's investigation into an incident at Portland Sewerage Treatment Plant be received.

9.3.2. WWW - 23/08/2021 - Water and Wastewater Report

Prepared by Matthew Trapp – Executive Manager Water and Wastewater

Department Water & Wastewater

Authorised by Executive Manager Water & Wastewater

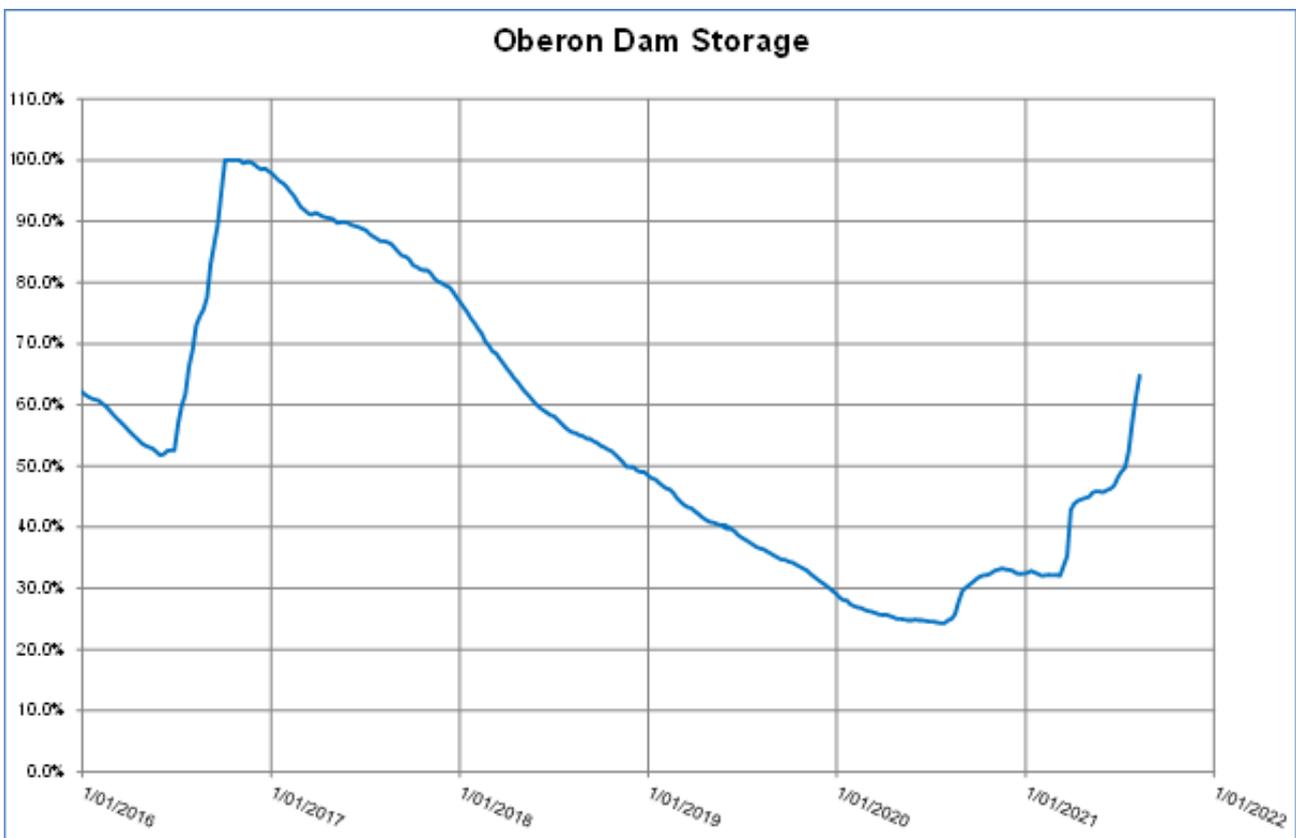
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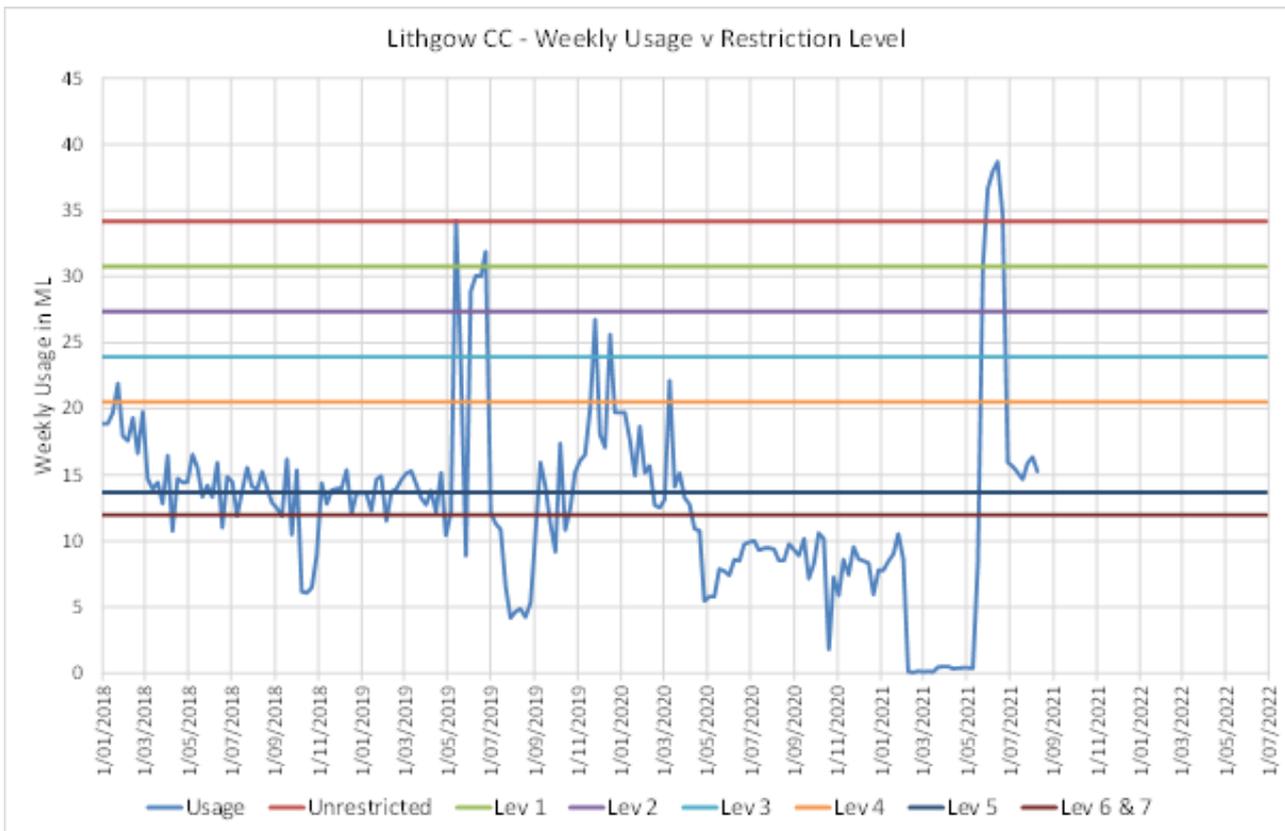
This report provides an update on various water and wastewater management matters between June and August 2021.

Commentary

Current Dam Levels for Farmers Creek No.2 Dam and Oberon Dam

Farmers Creek No.2 Dam has a capacity of 450ML. Storage volume on Wednesday 12th August 2021 was 94.83%. Clarence Transfer System remains shut down. Oberon Dam has a capacity of 45000ML. Storage volume on Wednesday 11th of August 2021 was 65.3%. The scheme has returned to full allocations.



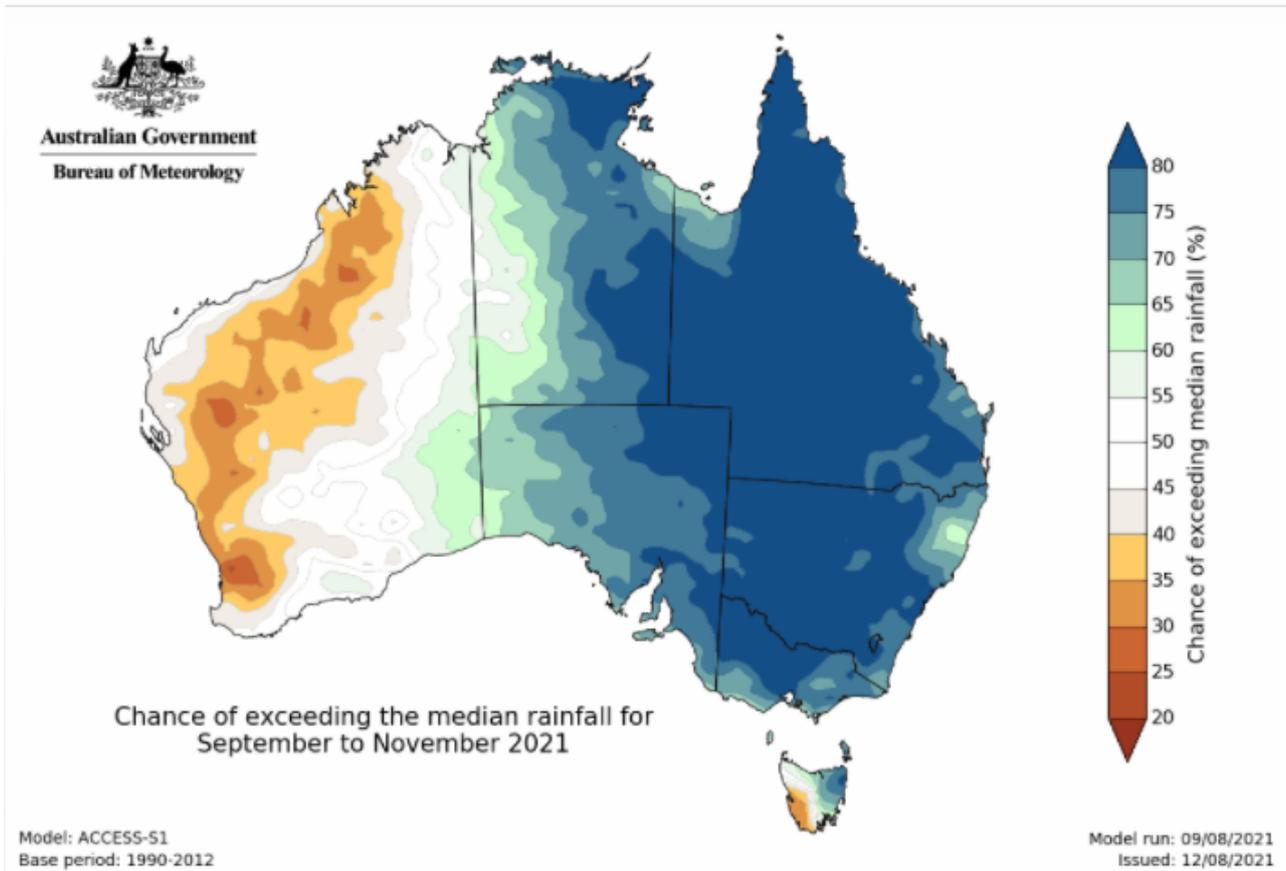


The above figures are from the WaterNSW Fish river operations forum of July 2021. This graph shows the water usage of LCC from the fishriver scheme over time layered over the various restriction levels that the Fish River Water Scheme has during drought. As can be noted from above, spikes in water usage are from time FRWS is supplying the Lithgow water network for Council to undertake works such as on OPWTP and dips are where Council is feeding the system and no water is taken from FRWS.

Climatic and Rainfall Outlook

The following climatic and rainfall outlook is taken from the Bureau of Meteorology website.

- Spring (September to November) rainfall is likely to be above median for the eastern two-thirds of Australia.
- Maximum temperatures for September to November are likely to be above median for the northern tropics and far southeast Australia. Below median daytime temperatures are more likely for parts of eastern and central Australia.
- Above median minimum temperatures for September to November are very likely for all of Australia.
- A negative Indian Ocean Dipole has established, and large parts of the eastern Indian Ocean are warmer than average. This can favour above average winter–spring rainfall for parts of Australia. The El Niño–Southern Oscillation is neutral but cooling of the tropical Pacific is likely in the coming months and may be increasing the chances of above average spring rainfall for much of eastern and northern Australia.



Current Water Usage from Each Supply

Table 1 below indicates total output from the Oakey Park Water Treatment Plant (consumption), the volume transferred from the Clarence Water Transfer System (CWTS) and the volume of water purchased from Water NSW (Fish River Scheme) for 2017/18, 2018/19, 2019/20, and a cumulative total by month for 2020/21.

Total for 2017/18	1,388.1	760.2	810.4
Total for 2018/19	1,318.6	318.7	762.4
Total for 2019/20	1,369.4	572.3	734.6
Total for 2020/21	1760.06	0.00	778.40
Licence Limit (ML/a)	1,500	1,293	1,778
Month	Oakey Park WTP (ML)	Clarence Transfer (ML)	Fish River Supply (ML)
July	108.787	0.00	61.368
August		0.00	
September		0.00	
October		0.00	
November		0.00	
December		0.00	
January		0.00	
February		0.00	
March		0.00	
April		0.00	
May		0.00	
June		0.00	
TOTAL			

The information contained in the above chart indicates that Council nearly exceeded the Water Access Licence volume on the Farmers Creek Dam/OPWTP of 1500ML/a following the last 12 months of activity. This is due in part to the high utilisation of the Oakey Park Treatment Plant in the last 12 months. The Water Access Licence provides the following condition/s;

From 1 July 2012, the total volume of water taken in any three (3) consecutive water years under this access licence must not exceed a volume which is equal to the lesser of either:

A. the sum of:

- i. water in the account from the available water determinations in those 3 consecutive water years, plus*
- ii. water in the account carried over from the water year prior to those 3 consecutive water years, plus*
- iii. any net amount of water assigned to or from this account under a water allocation assignment in those 3 consecutive water years, plus*
- iv. any water re-credited by the Minister to the account in those 3 consecutive water years,*

or

B. the sum of:

- i. the share component of this licence at the beginning of the first year in those 3 consecutive water years, plus*
- ii. the share component of this licence at the beginning of the second year in those 3 consecutive water years, plus*
- iii. the share component of this licence at the beginning of the third year in those 3 consecutive water years, plus*
- iv. any net amount of water assigned to or from this account under a water allocation assignment in those 3 consecutive water years, plus*
- v. any water re-credited by the Minister to the account in those 3 consecutive water years.*

In simple, water extraction is calculated on a 3-year rolling average.

This is important for future resource planning to ensure Council complies with the conditions of the Water Access Licence.

System Configuration

OPWTP is servicing the Lithgow city and WaterNSW Fish River has been supplying the villages since June

Clarence Water Transfer Scheme

Clarence Transfer System was shut down on 9 February 2020 due to the level of the dam and remains off.

Oakey Park Water Quality Summary

There were no exceedances of the health guideline values of the Australian Drinking Water Guidelines (ADWG) for May and June 2021.

During the period, 1 June 2021 to 13 August 2021, there were fifteen reports of dirty water from water supplied from the OPWTP and Fish River, these occurred in the following areas:

- Stewart Street LITHGOW
- Sandford Avenue, LITHGOW
- Pimpala Street, MARRANGAROO
- McDonalds Lane, WALLERAWANG
- Bent Street, LITHGOW
- Guy Street, LITHGOW
- Hayley Street, LITHGOW

- Andrew Street, LITHGOW
- Macauley Street, LITHGOW
- Ferro Street, LITHGOW
- Victoria Avenue, LITHGOW
- Stephenson Street LITHGOW
- Acacia Close, LITHGOW
- Great Western Highway, BOWENFELS
- Hill Range Crescent, LITHGOW NSW

Dirty water in the supply infrastructure can be due to several reasons. Often the dirty water is due to main breaks or where works are being carried out on the network causing excess cavation in the pipelines and disturbing debris or material that is within the pipe. Water and Wastewater staff address this by repairing the main and performing flushing to remove the dirty water.

Treatment Plant Monitoring Results

Samples are taken monthly at various locations within the Sewage Treatment Plants and Water Treatment Plant, in accordance with the Environment Protection Licence requirements.

Lithgow STP had one 100th percentile limit exceedance for Total Suspended Solids and two 90th percentile limit exceedance. This was due to carryover from dewatering however the results returned to under license limits following the testing.

All other plants continue to operate within licence limits

Fish River Water Scheme Water Quality Summary

Fish River had been supplying the LGA whilst the Oakey Park Plant underwent much needed maintenance in the May and June periods. There have been issues of pressure and quality in the lines in Marrangaroo due to Fish River system not being able to keep up with full supply to Lithgow. The operations returned to normal in late June and the issues of quality and pressured ceased

Water Mains and Service Issues

Council experienced twenty-three main breaks during the period, 1 June 2021 to 16 August 2021. The below provides the location of the breaks:

- Roxburgh Street, PORTLAND
- Henning Crescent, WALLERAWANG
- Crown Crescent GLEN DAVIS
- Maple Crescent, LITHGOW
- Wentworth Street LITHGOW
- Main Street WALLERAWANG
- Great Western Highway BOWENFELS
- Amiens Street, LITHGOW
- Second Street, LITHGOW
- Wallerawang Sports Oval, Brays Lane, WALLERAWANG
- Cullen Street, PORTLAND
- Bayonet Street, LITHGOW
- Vickers Street, LITHGOW
- Oxley Street, WALLERAWANG
- Robinia Drive, LITHGOW
- Amber Grove, LITHGOW
- Bridge Street, LITHGOW
- Oxley Street, WALLERAWANG
- Thornton Avenue, LITHGOW
- Oxley Street, WALLERAWANG
- Wolgan Road, LIDSDALE
- Hassans Walls Road, LITHGOW

The Level of Service from Council's Strategic Business Plan 2015 shows that expected number of blockages per 100km per year should be 20. This equates to 48 mains breaks per year or 4 per month. The current trend shows Council's number of breaks to be in the order of 9 per month.

Sewer Mains and Service Issues

Council experienced thirty-two sewer chokes/blockage during the period, 1st June 2021 to 16 August 2021. The below provides the date and location of the chokes:

- Girraween Drive, MARRANGAROO
- Comara Crescent, LITHGOW
- Calero Street, LITHGOW
- Laurence Street, LITHGOW
- Madle Street, LITHGOW
- Madle Street, LITHGOW
- Piper Street, PORTLAND
- Duncan Street, LIDSDALE
- Jingai Crescent, LITHGOW
- Inner Crescent, LITHGOW
- Amiens Street, LITHGOW
- Villiers Street, PORTLAND
- Inch Street, LITHGOW
- Francis Street, LITHGOW
- Bragg Street, LITHGOW
- Wallerawang Road, PORTLAND
- Lime Street, PORTLAND
- Lambert Place, WALLERAWANG
- Padley Street, LITHGOW
- Shaft Street, LITHGOW
- Macauley Street, LITHGOW
- Hayley Street LITHGOW
- Wallerawang Power Station, Main Street, WALLERAWANG
- Inch Street, LITHGOW
- Mills Street, LITHGOW
- Amiens Street, LITHGOW
- Mills Street, LITHGOW
- Bathurst Street, WALLERAWANG
- Mills Street, LITHGOW
- Bent Street, LITHGOW
- Bathurst Street, WALLERAWANG
- James Parade, WALLERAWANG

The Level of Service from Council's Strategic Business Plan 2015 shows that expected number of blockages per 100km per year should be 150. This equates to 264 chokes/blockages per year or 22 per month. The current trend shows Council's number of blockages to be in the order of 12 per month.

Policy Implications

Nil.

Financial Implications

- Budget approved - N/A
- Cost centre - N/A
- Expended to date - N/A

- Future potential impact - N/A

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT Council note the June to August report on Water and Wastewater matters.

9.4. Policies and Governance

9.4.1. GM - 23/08/2021 - Ordinary Meeting of Council Dates 2022

Prepared by Trinity Newton – Executive Assistant to the General Manager and Mayor

Department Executive

Authorised by General Manager

Reference

Min 19-303: Ordinary Meeting of Council held 28 October 2019

Min 20-252: Ordinary Meeting of Council held 26 October 2020

Min 20-285: Ordinary Meeting of Council held 23 November 2020

Summary

As the Elections have been once again postponed until 4 December 2021 the outgoing Council is left with the matter of setting the dates for Ordinary Meetings of Council in 2022.

Commentary

At the 23 November 2020 Ordinary Meeting of Council, it was resolved as follows:

20 -285 RESOLVED

THAT:

1. The schedule of Ordinary Meetings of Council for 2021 be the fourth Monday of every month.
2. That any change to the Code of Meeting Practice in relation to the timing of Ordinary Meetings of Council, for the fourth Monday as determined by Council, be adopted and implemented immediately.

The Code of Meeting Practice has been updated and the Ordinary Meeting of Council dates will be set accordingly. Where there is a clash with public holidays on Mondays, the meeting has been moved to the Tuesday.

The Councillor Information Sessions will be set one week prior to the Ordinary Meeting of Council.

Council may wish to review the dates that coincide with public holidays.

Council should also note that some meetings may be required to change for events such as National General Assembly or LGNSW Conference when the dates for these in 2022 are known.

The proposed dates for 2022 being the fourth Monday of each month are as follows:

Councillor Information Session 5pm	Council Meeting 7pm
17 January 2022	24 January 2022
14 February 2022	28 February 2022
14 March 2022	28 March 2022
Tuesday 19 April 2022 (18 April is Easter Monday)	Tuesday 26 April 2022 (25 April 2022 Anzac Day)
16 May 2022	23 May 2022
20 June 2022	27 June 2022

18 July 2022	25 July 2022
15 August 2022	22 August 2022
19 September 2022	26 September 2022
17 October 2022	24 October 2022
21 November 2022	28 November 2022

There is also the need for a meeting to elect the Mayor and Deputy Mayor after the election. The advice is that the poll may not be declared until 21 December. So, currently, the first available meeting would be at the end of January. This time of year can coincide with emergency events and other pressing matters so notwithstanding this being on the eve of Xmas it is considered that a Meeting should be held that week (say 22 December) to ensure that a Mayor is in place. The election of councillors to committees could occur at a later meeting so as to allow time for new councillors to first be briefed on and acquainted with these roles.

Policy Implications

Code of Meeting Practice

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT:

1. An Ordinary Meeting be scheduled for 22 December 2021 for the purpose of electing the Mayor and Deputy Mayor
2. Council adopt the following dates for Ordinary Meetings of Council throughout 2022:
 - 24 January 2022
 - 28 February 2022
 - 28 March 2022
 - Tuesday 26 April 2022 - (25 April 2022 Anzac Day)
 - 23 May 2022
 - 27 June 2022
 - 25 July 2022
 - 22 August 2022
 - 26 September 2022
 - 24 October 2022
 - 28 November 2022

9.4.2. FIN - 23/8/21 - Draft Local Procurement Policy

Prepared by Ross Gurney - Chief Financial and Information Officer
Department Finance & Assets
Authorised by Chief Financial & Information Officer

Reference

Min No 21-69 Ordinary Meeting of Council held on 22 March 2021
Min No 21-145 Ordinary Meeting of Council held on 28 June 2021

Summary

The purpose of this report is to seek Council's adoption of a Local Procurement Policy, a draft of which has been publically exhibited for 28 days.

Commentary

A report on the pros and cons of a Local Procurement Policy was presented to Council at the 22 March 2021 meeting.

Council resolved at this meeting:

21-69 RESOLVED

THAT:

1. Council note the information provided in the report on the pros and cons of a Local Procurement Policy for purchasing and tendering
2. Council support the development of a Local Procurement Policy for purchasing and tendering, such a policy be limited to the provisions suggested in this report
3. That a local business, be defined similar to the Dubbo Regional Council definition but that the requirement for a "permanently staffed address within the boundaries of the LGA" be extended to a minimum period of twelve months
4. Council monitors the cost and utilisation of the policy over the 12 month period following adoption of the policy by Council and report any material cost increase to Council
5. Council seek a legal opinion to ensure that the policy does not breach relevant acts or internal trade agreements.

At the 28 June 2021 Council meeting Council considered a draft Local Procurement Policy and resolved to place the policy on public exhibition for a period of 28 days (Min No 21-145). The draft policy was publicly exhibited from Tuesday 13 July 2021 to Friday 13 August 2021. During the exhibition period Council received one submission (copy of submission included as an attachment).

Submission on the draft Local Procurement Policy

The submission queried the definition of a local supplier which is as follows:

A business that has a physical presence and operates from a permanently staffed address within the boundaries of the Lithgow City Council Local Government Area (LGA) for a minimum period of twelve (12) months before submitting the quotation or tender.

In the submission, a concern was raised that many tradespeople and some professionals operate their business from home and will not fit the definition, especially the requirement for a "permanently staffed address". Further, the submission asks that the definition cover all local businesses, including those who work from home and those for whom their mobile phone is their office.

The local supplier definition included in the draft policy does not exclude home businesses nor small businesses with a "staff" of one person.

To improve the clarity of the local supplier definition, it could be amended to:

A business that operates from a permanent business address within the boundaries of the Lithgow City Council Local Government Area (LGA) for a minimum period of twelve (12) months before submitting the quotation or tender.

Policy Implications

A Local Preference Policy would need to be reflected throughout Council's purchasing policies and procedures.

Financial Implications

A Local Preference Policy may have implications for Council purchasing goods and services at the best price.

Legal and Risk Management Implications

A Local Procurement Policy would increase Council's procurement risk profile, as explained in the 2001 ICAC publication 'Taking the Con out of Contracting'. The risks of a Local Preference Policy are also included in the OLG's Tendering Guidelines. There is a risk that Council could be subject to inflated prices to make local purchases.

Attachments

1. Draft Policy 1.7 Local Procurement (V 1) [9.4.2.1 - 4 pages]
2. Submission - Draft Local Procurement Policy [9.4.2.2 - 1 page]

Recommendation

THAT:

1. Council consider adopting a Local Procurement Policy,
2. The cost and other aspects of the policy in operation be monitored over the following 12 month period and any material cost increase or other matters of concern be reported to Council, and
3. Council consider amending the definition of a local supplier in an adopted policy to - *a business that operates from a permanent business address within the boundaries of the Lithgow City Council Local Government Area (LGA) for a minimum period of twelve (12) months before submitting the quotation or tender.*

10. Council Committee Reports

10.1. ECDEV - 23/08/2021 - Minutes of the Environmental Advisory Committee Meeting - 14 July 2021

Prepared by Fiona Dick – Administration Assistant
Department Economic Development & Environment
Authorised by Director of Economic Development & Environment

Summary

This report details the Minutes of the Environmental Advisory Committee held on 14 July 2021.

Commentary

The minutes of the Environmental Advisory Committee held on 14 July 2021 the Committee are attached to the business paper. No matters require further action by Council resolution.

Policy Implications

Nil.

Financial Implications

- Budget approved - NIL
- Cost centre - NIL
- Expended to date - NIL
- Future potential impact - NIL

Legal and Risk Management Implications

Nil.

Attachments

1. Environment Advisory Committee Meeting Minutes 14 July 2021 [10.1.1 - 4 pages]

Recommendation

THAT Council receive and note the minutes of the Environmental Advisory Committee meeting held on 14 July 2021.

10.2. FIN - 23/08/2021 - Finance Committee Meeting Minutes - 19 July 2021

Prepared by Rhiannan Whiteley – Executive Assistant

Department Finance & Assets

Authorised by Chief Financial & Information Officer

Reference

Min No 21-177 Ordinary Meeting of Council held on 26 July 2021.

Summary

This report provides details of the Minutes of the Finance Committee Meeting held on 19 July 2021.

Commentary

At the meeting of the Finance Committee held on 19 July 2021. The following items were discussed:

- **Internal Reserve Balances – 30 June 2021/ Working Capital** – the Committee discussed a report regarding the internal restricted reserve balances at 30 June 2021 and approval of a working capital line of credit loan. Council resolved on this matter at the 26 July 2021 Council meeting.
- **Investment Report June 2021** – the Investment report showed a net increase in cash and investments. the main reason being the forward payment of the Financial Assistance Grants.
- **Cashflow Update - June 2021** - as was expected, June cash outflows exceeded cash inflows when the Financial Assistance Grant prepayment is excluded. A number of controls remain in place to manage cashflow.
- **Referral of Financial Reports for External Audit – Year Ended 30 June 2021** – The Committee was advised that we are on track for the external audit in September 2021 and the lodgement of the financial statements in October. Council passed a resolution at the July meeting to refer the statements for audit.

The following business paper recommendation was endorsed by the Committee:

Council Investments Report June 2021

THAT:

1. Investments of \$28,700,585 and cash of \$555,521 for the period ending 30 June 2021 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.
3. The Commentary on funding requirements for restricted reserves be noted.

Policy Implications

Nil.

Financial Implications

As detailed in the Finance Committee meeting minutes.

Legal and Risk Management Implications

Nil.

Attachments

1. Minutes - Finance Committee - 19 July 2021 [**10.2.1** - 8 pages]
-

Recommendation

THAT Council:

1. Adopt the minutes of the Finance Committee meeting held on 19 July 2021 and note the items not requiring a resolution of Council.
2. Endorse the recommendations proposed in the Council Investment Report for June 2021.

10.3. PS - 23/08/21 - Youth Advisory Committee Meeting - 19 July 21

Prepared by Ali Kim – Community Development Officer

Department Community & Culture

Authorised by Director of People & Services

Reference

Min 21-178 Ordinary Meeting of Council held 26 July 2021.

Summary

The minutes of the Youth Advisory Committee (Youth Council) meeting held 19 July 2021 (via Zoom) are presented for Council's consideration.

Commentary

Youth Council met on 19 July 2021 via Zoom and discussed various items including:

- The success of Youth Week 2021,
- Create Lithgow
- Youth Drop in Space

Details of discussions are included in the attached minutes.

Policy Implications

Nil

Financial Implications

Nil.

Legal and Risk Management Implications

Nil

Attachments

1. Youth Advisory Committee Meeting Minutes - 19 July 2021 [**10.3.1** - 5 pages]

Recommendation

THAT Council note the minutes of the Youth Advisory Committee (Youth Council) meeting held on 19 July 2021.

10.4. PS - 23/08/2021 - Women's Advisory Committee Meeting Minutes - 3 August 2021

Prepared by Ali Kim – Community Development Officer

Department Community & Culture

Authorised by Director of People & Services

Summary

The minutes of the Women’s Advisory Committee meeting held on 3 August 2021 are presented for Council’s consideration.

Commentary

At the Women’s Advisory Committee meeting held on 3 August 2021 various items were discussed including planning for International Women’s Day 2022 and the Safe Haven project.

Policy Implications

Nil.

Financial Implications

- Budget approved - Nil
- Cost centre - Nil
- Expended to date - Nil
- Future potential impact – Nil

Legal and Risk Management Implications

Nil.

Attachments

1. Women's Advisory Committee Meeting Minutes - 3 August 2021 [**10.4.1** - 5 pages]

Recommendation

THAT Council note the minutes of the Women’s Advisory Committee meeting held on 3 August 2021.

10.5. IS - 23/08/2021 - Minutes of TALC Committee Meeting - 5 August 2021

Prepared by Kaitlin Cibulka – Executive Assistant Infrastructure Services

Department Infrastructure Services

Authorised by Director of Infrastructure & Services

Summary

This report provides details of the Minutes of the TALC Committee Meeting held on 5 August 2021.

Commentary

At the TALC Committee Meeting held on 5 August 2021, there were numerous items discussed that were outside the Committee's delegations and require Council to formally approve the recommendations

Item 6.1 - Marrangaroo Bridge – Revised Intersection Designs

Recommendation

THAT

The engineering plans provided for the intersection with the new bridge at Marrangaroo be accepted conditional upon:

1. The installation of a stop sign on Golf Links Road and a give way sign on Girraween Drive, stop and give way signage be swapped and the intersection designs for the proposed new bridge be accepted by Council; and
2. A Street light be installed in Golf Links Road / Bridge Intersection in compliance with AS1158 requirements for new T intersections.

6.2 Loading Zone Request – Tank Street Lithgow

Recommendation

THAT

1. A Loading Zone be installed in Tank Street, Lithgow to allow Pearce's Furniture One delivery vehicles to safely access the existing delivery bay while being parallel to Tank Street; and
2. The blue P parking sign be relocated to the post closer to the Railway Parade end of the new loading zone ; and
3. Hatch markings be added to the loading area to decipher from footpath; and
4. The loading zone be temporarily monitored over a 12 month period.

Policy Implications

Nil.

Financial Implications

- Budget approved – minor costs to be funded from recurrent operating budgets.
- Cost centre - various
- Expended to date - Nil
- Future potential impact - Nil

Legal and Risk Management Implications

Nil.

Attachments

1. Draft Minutes - TALC Committee Meeting - 5 August 2021 [**10.5.1** - 9 pages]

Recommendation

THAT Council:

1. Notes the minutes of the TALC Committee Meeting held on 5 August 2021; and
2. Accept the engineering plans provided for the intersection with the new bridge at Marrangaroo conditional upon:
 - a. the installation of a stop sign on Golf Links Road and a giveaway sign on Girraween Drive, stop and give way signage be swapped and the intersection designs for the proposed new bridge be accepted by Council; and
 - b. A Street light be installed in Golf Links Road / Bridge Intersection in compliance with AS1158 requirements for new T intersections.
3. Install a Loading Zone in Tank Street, Lithgow to allow Pearce's Furniture One delivery vehicles to safely access the existing delivery bay while being parallel to Tank Street; and
 - a. The blue P parking sign be relocated to the post closer to the Railway Parade end of the new loading zone ; and
 - b. Hatch markings be added to the loading area to decipher from footpath; and
 - c. The loading zone be temporarily monitored over a 12 month period.

10.6. FIN - 23/8/2021 - Finance Committee Meeting Minutes - 9 August 2021

Prepared by Rhiannan Whiteley – Executive Assistant
Department Finance & Assets
Authorised by Chief Financial & Information Officer

Reference

Min No 21-177 Ordinary Meeting of Council held on 26 July 2021.

Summary

This report provides details of the Minutes of the Finance Committee Meeting held on 9 August 2021.

Commentary

At the meeting of the Finance Committee held on 9 August 2021. The following items were discussed:

- **Carryovers to the 2021/22 Budget** – the Committee was provided details of the 2020/21 projects which were commenced but not fully completed prior to 30 June and require a carryover of partial project budgets into the 2021/22 Operational Plan. The total carryover budget amount is \$2.24M. Carryovers do not require further approval from Council.
- **Cashflow Report – July 2021** - the Committee was provided with an update on the cashflow position at the end of July 2021. July was a cashflow negative month, as was anticipated. July is a peak month for cash outflows with the finalisation of supplier payments for projects completed towards the end of the prior financial year.
- **Investment Report July 2021** – The Investment Report shows an overall decrease in cash and investments during July 2021 consistent with higher cash outflows. The decrease in investments is mainly due to supplier payments for projects finalised at 30 June 2021 and no rates instalment being due in July.

The following business paper recommendation was endorsed by the Committee:

Council Investments Report July 2021

THAT:

1. Investments of \$26,544,593 and cash of \$712,584 for the period ending 31 July 2021 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.
3. The commentary on funding requirements for restricted reserves be noted.

Policy Implications

Nil.

Financial Implications

As detailed in the Finance Committee meeting minutes.

Legal and Risk Management Implications

Nil.

Attachments

1. Finance Committee Meeting Minutes - 9 August 2021 [**10.6.1** - 6 pages]

Recommendation

THAT Council:

1. Adopt the minutes of the Finance Committee meeting held on 9 August 2021 and note the items not requiring a resolution of Council.
2. Endorse the recommendations proposed in the Council Investment Report for July 2021.

10.7. IS - 23/08/2021 - Sports Advisory Committee Meeting Minutes - 11 August 2021

Prepared by Kaitlin Cibulka- Executive Assistant Infrastructure Services

Department Infrastructure Services

Authorised by Director of Infrastructure & Services

Summary

This report provides details of the Minutes of the Sports Advisory Committee Meeting held on 11 August 2021.

Commentary

At the Sports Advisory Committee held on 11 August 2021, there were numerous items discussed by the Committee including:

1. 2021 LJ Hooker Reg Cowden Memorial Sports Star of the Year Awards.
2. Bookings Requests.

Policy Implications

Nil.

Financial Implications

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

Legal and Risk Management Implications

Nil.

Attachments

1. Draft Minutes - Sports Advisory Committee Meeting - 11 August 2021 [**10.7.1** - 9 pages]

Recommendation

THAT Council notes the minutes of the Sports Advisory Committee Meeting held on 11 August 2021.

11. Business of Great Urgency

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.