



LITHGOW CITY COUNCIL

AGENDA

ORDINARY MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

21 APRIL 2008

AT 7.00pm

AGENDA

PRESENT

QUESTIONS FROM THE PUBLIC GALLERY - NIL

PRESENTATIONS - NIL

CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 17 MARCH 2008

DECLARATION OF INTEREST

NOTICES OF MOTION - NIL

NOTICE OF RESCISSION - NIL

MAYORAL MINUTE - NIL

CORRESPONDENCE AND REPORTS

General Manager Reports
Regional Services Reports

CLOSED REPORTS - Gas Works Site
General Managers Performance Review

REPORTS FROM DELEGATES - PACT Meeting

COMMITTEE MEETINGS - Sister City Committee
General Managers Performance Review Committee

QUESTIONS OF AN URGENT NATURE

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GENERAL MANAGER REPORTS

ITEM:1 GM - 21/04/08 - PLANNING PANEL FOR KU-RING-GAI COUNCIL

REFERENCE

NIL

SUMMARY

This report outlines correspondence received from the Department of Planning in relation to representations from Lithgow City Council.

COMMENTARY

Lithgow City Council is in receipt of correspondence from the Department of Planning in relation to Council representations to the Hon Frank Sartor, Minister for Planning concerning the appointment of a planning panel for Ku-ring-gai Council.

The Minister wishes to advise that the representations from Council have been acknowledged and a response will be forthcoming.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information be noted.

ITEM:2 GM - 21/04/08 - DRAFT CODE OF MEETING PRACTICE

REFERENCE

Min 07-493: Council Meeting 19 November 2007

Min P08-04: Policy and Strategy Committee Meeting 4 February 2008

SUMMARY

This report recommends adoption of changes following public exhibition of the Draft Code of Meeting Practice. The changes involve alterations to the day and time at which Council will hold its Ordinary and Committee meetings.

COMMENTARY

Council at its Policy and Strategy Committee Meeting of 4 February 2008 considered a report regarding changes to the Code of Meeting Practice. The following changes were resolved:

- "Council's Policy and Strategy Committee commence at 6pm on the first Tuesday of each month.
- Council's Finance and Services Committee commence at 6.30pm on the first Tuesday of each month.
- The processes to suspend standing orders if Committee times need to be altered be included in the Code of Meeting Practice update.
- Council meetings be held on the third Tuesday of each month commencing at 6pm".

In addition, Appendix 2 has been amended to state "Policy and Strategy Committee" instead of "Planning and Strategy Committee".

The proposed changes were placed on public exhibition with no submissions being received. Therefore, it is recommended that Council adopt the proposed changes contained in the Draft Code of Meeting Practice, Version 5.

POLICY IMPLICATIONS

The proposed changes will alter Council's Code of Meeting Practice.

FINANCIAL IMPLICATIONS

There are no financial implications as a result of this report.

LEGAL IMPLICATIONS

There are no legal implications as a result of this report.

ATTACHMENTS

1. Draft Code of Meeting Practice, Version 5 within Councillor Business Paper Packages.

RECOMMENDATION

THAT

1. The Draft Code of Meeting Practice, Version 5 be adopted.
2. The new times for meetings commence on Tuesday, 6 May 2008 with the Committee meetings.

ITEM:3 GM - 21/04/07 - TELEVISION RECEPTION - LITHGOW LOCAL GOVERNMENT AREA

REFERENCE

QWN - 17th March 2008 - Councillor H K Fisher

SUMMARY

This report outlines correspondence received from The Federal Member for Macquarie, the Hon Bob Debus in relation to television reception in the Lithgow Local Government Area.

COMMENTARY

Following on from a question raised by Councillor Fisher at the Ordinary Meeting of Council held on 17th March 2008, Lithgow City Council wrote to the Hon Bob Debus outlining the concerns from residents regarding the television reception in our local government area.

A response from the Hon Bob Debus was received by Lithgow Council advising that this issue was first brought to his attention during the election campaign especially by residents of Mort's Estate.

Mr Debus advises that he understands that the Prime antenna broadcasts the signal for all the other local television channels and that Lithgow residents are highly frustrated by this situation. The Minister has made a number of enquiries about the obligations on the television networks to fix the antenna. All advice indicated that it was purely a commercial decision for the television networks themselves.

The Minister advised that after talking with the Network Engineering Manager at Prime, he wrote directly to Mort's Estate residents informing them:

- Repair of the Tower was a priority for Prime and technicians have been engaged for some time on the project.
- The Prime transmission tower had suffered a total structural failure and needs to be totally replaced.
- Prime has experienced some delays in awarding the contract to replace the tower due to the nature of the work and the difficulty of accessing the site
- Prime needed to complete a range of "onsite" testing before work could begin
- The contract to construct the new tower and antennas had been awarded; and
- Prime expected the project to commence within weeks.

The Network Engineering Manager at Prime advised the Minister recently that:

- The contactors have been delayed by two weeks by requirements of soil testing;
- Prime expects the repair work to commence onsite on April 14th; and
- Prime expects the work to take seven days to complete, weather permitting.

The Minister trusts that Lithgow Council will keep him posted on the progress of this matter.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT:

1. The information relating to the Prime TV Transmission be noted
2. Council thank the Hon. Bob Debus for his interest in the meeting and his efforts to rectify the problem for the Lithgow Community.

ITEM:4 GM - 21/04/08 - LGA PLANNING REFORM CAMPAIGN

REFERENCE

NIL

COMMENTARY

Council will recall the previous report on the outcome of the leaders forum staged by the LG&SA to combat the proposed changes to the EP&A Act authorised by the Minister for Planning, the Hon Frank Sartor.

At that forum it was agreed that the Associations would "hire" a consultant to assist with broadening the campaign and endeavour to get the State Government to reconsider their stance.

The Associations are seeking contributions from member Councils to assist with the costs of funding the consultant.

As per the normal calculations Lithgow City Council contributions would be \$1,017.69 (\$925.17 +GST)

POLICY IMPLICATIONS

Council has previously resolved to support the Planning Legislation which is being progressed by the LG&SA. This report proposes a contribution towards such a campaign against changes to a stance.

FINANCIAL IMPLICATIONS

Subject to this report Council will incur \$1,017.69 of additional expenditure which will need to be addressed in the quarterly budget review.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council determine if its wishes to financially contribute \$1,017.69 to the LG&SA fund for the campaign against the proposed planning reforms.

ITEM:5 GM - 21/04/08 - PRESS RELEASE - LOCAL GOVERNMENT ELECTIONS - CHANCE TO SAVE MONEY

REFERENCE

NIL

SUMMARY

This report outlines a press release received from the Minister for Local Governments Office in relation to the 2008 Local Government Elections.

COMMENTARY

A Press Release was received from the Minister for Local Government, the Hon Paul Lynch in relation to the 2008 local government elections.

The press release advised that New South Wales Councils will be given an opportunity to reduce the number of councillors elected at this year's local government election.

Under an amendment to the Local Government Act 1993 introduced to State parliament recently, Councils will have the opportunity to drop councillor numbers without having to resort to holding a constitutional referendum.

The Minister for Local Government Paul Lynch said "the proposed amendments would also confirm the optional preferential voting system where only one councillor is to be elected". The amendments would also introduce proportional representation where two or more councillors are to be elected.

Mr Lynch said "Councils and ratepayers would benefit from a reduction in the number of elected representatives". "Having a smaller number of councillors allows councils and ratepayers to save money on councillor fees and the cost of administrative support", he went on to say.

The Minister also said that this opportunity to shed councillor numbers was particularly useful for councils with an even number of elected representatives. "if councils decide on having 5, 7, 9 or 11 councillors, decisions are reached by majority vote without the need for the Mayor to use an additional casting vote", he said.

In 2005 the NSW Government gave councils a similar opportunity to reduce councillor numbers without the need to hold a constitutional referendum.

"As a result, 21 councils decide to reduce 46 councillor positions, saving ratepayers about \$540,000", the Minister said. The Councils in this position were:

- Auburn - 12 to 10 - saving about \$27,960 per annum
- Blayney - 9 to 7 - saving \$16,760
- Bourke - 12 to 10 - saving \$16,760
- Brewarrina - 12 to 9 - saving \$25,140
- Broken Hill - 12 to 10 - saving \$27,960
- Central Darling - 12 to 9 - saving \$25,140
- Coonamble - 9 to 7 - saving \$16,760
- Cowra - 11 to 9 - saving \$16,760
- Cootamundra - 12 to 11 - saving \$8380 ***
- Dubbo - 12 to 11 - saving \$13,980

- Glen Innes Severn - 9 to 7 - saving \$16,760
- Great Lakes - 12 to 9 - saving \$41,940
- Greater Taree - 12 to 9 - saving \$16,760
- Jerilderie - 9 to 7 - saving \$16,760
- Mosman - 12 to 9 - saving \$41,940
- Murrumbidgee - 8 to 6 - saving \$16,760
- Orange - 14 to 12 - saving \$27,960
- Strathfield - 9 to 7 - saving \$27,960
- Tweed - 11 to 7 - saving \$55,920
- Wagga Wagga - 15 to 14 - saving \$13,980 ***
- Wingecarribee - 12 to 9 - saving \$41,940

*** As a result of constitutional referenda, Cootamundra and Wagga Wagga will reduce councillor numbers further at the 2008 election, from 11 to 9 and 14 to 11 respectively.

The opportunity to reduce councillor numbers would be qualified by the following restrictions:

- Councils undertake public consultation
- Councils must not have less than 5 councillors

Councils have until 30th June 2008 to apply for a reduction in the numbers of Councillors.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

Nil

CONCLUSION

This report outlines a press release received from the Minister for Local Government the Hon. Paul Lynch in relation to NSW Councils having the opportunity to save money by reducing the number of elected Councillors at the 2008 Local Government Election.

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council determine if it wishes to take the opportunity to reduce Councillor numbers at the next General Election to be held on 13th September 2008.

ITEM:6 GM - 21/04/08 - LITHGOW SHOW SOCIETY INC

REFERENCE

NIL

COMMENTARY

Correspondence has been received from the Lithgow Show Society Inc in relation to the 2008 Lithgow Show.

The President of the Show Society thanked Council for the help that we gave to the Show Society during the recent show. It was really appreciated by everyone on the Show Committee, as every bit of help that was given helped to make the show the huge success that it was.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information regarding the thank you from the Lithgow Show Society be noted.

**ITEM:7 GM - 21/04/08 - DEPARTMENT OF LOCAL GOVERNMENT
 CIRCULAR 08-12 - BECOMING A COUNCILLOR PUBLICATION**

REFERENCE

NIL

SUMMARY

This report outlines the release of DLG Circular 08-12 in relation to the new publication "Becoming a Councillor".

COMMENTARY

Lithgow City Council is in receipt of a Circular from the Department of Local Government in relation to a new publication that has just been released titled "Becoming a Councillor".

The publication contains information for people considering standing for election at the upcoming local government elections to be held on 13th September 2008.

The publication gives an overview of local government in NSW and outlines what a councillors role is, what support is available for councillors and how to nominate as a candidate for local government elections.

The publication was jointly developed by the Department of Local Government and the Local Government and Shires Associations of NSW.

The publication integrates, updates and replaces separate publications prepared by the Department and the Associations for 2004 local government elections - the Departments "*So your thinking of becoming a Local Government Councillor*" (Nov 2003) and the Associations "*Becoming a Councillor*" (Oct 2003) publications.

The publication is available via the Department of Local Government and the Associations websites. Information on this publication has also been advertised on the Council website and in our Council Column.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information on the DLG "Becoming a Councillor" publication be noted.

ITEM:8 GM - 21/04/08 - 2004 LOCAL GOVERNMENT ELECTIONS RESULTS SURVEY REPORT

REFERENCE

NIL

SUMMARY

This report outlines a Circular received from the Department of Local Government in relation to the 2004 Local Government Election Results Survey Report.

COMMENTARY

The Department of Local Government sent a circular to all NSW Councils in relation to the findings from the 2004 Local Government Election Results Survey.

The report of the results is the fifth in a series of reports, the purpose of which is to provide information about the representation of the community on local councils. As well as describing the characteristics of councillors and candidates at 148 local government elections held between March and December 2004, the report identifies trends over time.

The report follows a similar format of that of the 1999-2000 report and includes the following:

- Information about Aboriginal and/or Torres Strait Islander candidates and councillors, which was collected for the first time at the 1999 elections.
- Information about the first language spoken by councillors, which was also collected for the first time at the 1999 elections.
- Selected candidate and councillor characteristics for each council such as gender, age and experience

The reason some councils are not included in the report is that their elections were held after 31 December 2004 or, due to the appointment of an administrator, are scheduled to hold their election in conjunction with the next ordinary local government elections on 13 September 2008.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. A summary of the main findings from the survey.

RECOMMENDATION

THAT the information on the 2004 Local Government Elections results be noted.

ITEM:9 GM - 21/04/08 - CONFIDENTIAL REPORT - GAS WORKS SITE

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (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
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

It is not in the public interest to reveal all details of these Expressions of Interest. The Companies have provided sensitive information about their proposed operations in the confidence that their details will not be made public by council. The practice of publication of sensitive information provided in an Expression of Interest could result in the withholding of such information by further expressions and reduction in the provision of information relevant to council's decision.

REFERENCE

- Min 06-143 - Ordinary Council Meeting held on 15/05/06
- Min 07-06 - Policy and Strategy Committee Meeting held on 5/2/07
- Min 07-57 - Ordinary Council Meeting held on 19/02/07
- Min 07-161 - Policy and Strategy Committee Meeting held on 7/5/07
- Min 07-347 - Policy and Strategy Committee Meeting held on 6/8/07
- Min 07-429 - Ordinary Council Meeting held on 17-9/07
- Min P08-23 - Policy and Strategy Committee Meeting held on 03/03/08
- Min P08-39 - Policy and Strategy Committee Meeting held on 07/04/08

SUMMARY

This report provides the clarification of the Expressions of Interest received for the purchase of the former Gas Works Site as resolved by the Policy and Strategy Committee Meeting dated 7th April 2008.

RECOMMENDATION

THAT Council consider this report in closed Council pursuant to Section 10A(2)(c) of the Local Government Act 1993.

ITEM:10 GM - 21/04/08 - MINISTERIAL BRIEFINGS / DELEGATIONS

REFERENCE

NIL

SUMMARY

This report updates the Council with the recent delegations to State Government Ministers.

COMMENTARY

As Council is aware the Mayor and General Manager attended meetings with the Minister for Local Government, the Hon Paul Lynch to discuss Council's pending Special Rate Variation; the Minister for Education and Training and Industrial Relations, the Hon. John Della Bosca to discuss the extension of Councils Learning City Project; with the Department of Education Industry Links Program, the explosions that occurred at the Howard's Pyrotechnic Facility and imminent Work Cover report and the Minister for Lands and Regional Development, the Hon Tony Kelly to discuss the Minerals Processing Park and Councils grant for an Economic Development Officer. These meetings were facilitated and arranged by our Local Member Gerard Martin.

The meetings were very fruitful and have already led to some outcomes being received with respect to a meeting with the Minerals Processing Park and a community briefing of the Howard's explosion(s). This meeting also led to staff being invited to the Foti Fireworks Facility at Marulan to view the latest technology and thinking with such developments.

It was pleasing to meet the Minister for Local Government who was aware of Councils application, Capital expenditure review and inroads into improved financial position as a result of improved reporting and prioritising of works programs.

Although not in a position to offer direct advice regarding Councils application, the Minister indicated he was well aware of the proposal and the project and would review Council's application and advise of its outcome ASAP.

POLICY IMPLICATIONS

This report does not require the alteration or amendment of any policy.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report, although the outcome of the Special Rate Variation will have an impact on Councils ability to determine the proposed Indoor Aquatic Centre.

LEGAL IMPLICATIONS

NIL

CONCLUSION

This report has updated Council on the three recent delegations to NSW State Government Ministers and the outcomes read.

It is very pleasing to report that some early "wins" have already been enjoyed and following the full fruition of many of the issues discussed Council will enjoy some substantial benefits from things such as the development of industrial lands at the Minerals Processing Park, extension to the Industry Links Program to aid in erasing the skills shortage of our region and some assistance / advice with the Howard's explosion / redevelopment.

ATTACHMENTS

NIL

RECOMMENDATION

THAT:

1. The report on meetings with Ministers Lynch, Della Bosca and Kelly be noted.
2. Council thank Gerard Martin for arranging the meetings with the State Government Ministers.

ITEM:11 GM - 21/04/08 - DRAFT MANAGEMENT PLAN 2008/09 - 2010/11 & SPECIAL RATE VARIATION APPLICATION

REFERENCE

Min P08-07: Policy and Strategy Committee Meeting 4 February 2008
Min P08-36: Policy and Strategy Committee Meeting 7 April 2008

SUMMARY

This report proposes funding of additional infrastructure projects in the Draft Management Plan 2008/09 – 2010/11 using a proportion of funds received from the special rate variation if it is approved by the Minister for Local Government.

COMMENTARY

Council at its Policy and Strategy Committee Meeting of 7 April 2008 resolved "that the Draft Management Plan 2008/09 – 2010/11 be placed on public exhibition for a period of 37 days from 10 April to 16 May 2008". The Draft Management Plan which was provided within Councillor Business Paper Packages presented the following rating models:

Option 1 – Special Variation to the Ordinary Rate for the Indoor Aquatic Centre

This special variation to the ordinary rate involves a \$10 increase to the 2007/08 base rate, an estimated increase in the rate peg ad valorem rate of 3.5% and a 6.45% increase in the ad valorem rate for the indoor aquatic centre special variation.

It should also be noted that the special variation to the ordinary rate for the provision of fire services in the Local Government Area which was approved and adopted in 2006/07 will continue. Also, the special rate for parking at 1.06% will continue in the designated area of Lithgow.

Option 2 – Ordinary Rate Without Special Variation

This ordinary rate involves a \$10 increase to the 2007/08 base rate and an estimated increase in the rate peg ad valorem rate of 3.5%.

It should also be noted that the special variation to the ordinary rate for the provision of fire services in the Local Government Area which was approved and adopted in 2006/07 will continue. Also, the special rate for parking at 1.06% will continue in the designated area of Lithgow.

However, the Minister for Local Government announced that the rate peg limit would be 3.2%. Therefore, it was considered appropriate that Council exhibit in its Draft Management Plan the correct rate peg limit and to this extent, the Draft Management Plan which was presented to Council on 7 April 2008 has been altered in accordance with the following:

Option 1 – Special Variation to the Ordinary Rate for the Indoor Aquatic Centre

This option involves a \$10 increase to the 2007/08 base rate, an increase in the rate peg ad valorem rate of 3.2% and a 6.75% increase in the ad valorem rate which is the indoor aquatic centre special variation.

It should also be noted that the special variation to the ordinary rate for the provision of fire services in the Local Government Area which was approved and adopted in 2006/07 will continue. Also, the special rate for parking at 1.06% will continue in the designated area of Lithgow.

Option 2 – Ordinary Rate Without the Special Variation

This option involves a \$10 increase to the 2007/08 base rate and an increase in the rate peg ad valorem rate of 3.2%.

It should also be noted that the special variation to the ordinary rate for the provision of fire services in the Local Government Area which was approved and adopted in 2006/07 will continue. The special rate for parking at 1.06% will continue in the designated area of Lithgow.

Therefore, the net yield from rates and impact on ratepayers does not change, but the break up between the rate peg and special variation ad valorem rates does change. This can be explained as follows:

- The rate peg ad valorem of 3.2% will yield \$9,261,289.62 instead of \$9,288,811.28, a reduction of \$27,521.66.
- The special ad valorem rate of 6.75% will yield \$825,521 instead of \$798,000, an increase of \$27,521.66.

Furthermore, in light of the need for Council to plan and fund improvements to our infrastructure such as roads, the following suggestion is made for Council's consideration which would result in the special rate variation being used to fund both the indoor aquatic centre and infrastructure improvements:

- 6.45% or \$798,000 of the special rate variation funds being for loan repayments for the construction of the indoor aquatic centre.
- 0.30% or \$27,251 of the special rate variation funds being for infrastructure improvements.

This suggestion is not more onerous in terms of dollars from ratepayers than the previous rating models and allows for a minor injection of funds into an infrastructure improvement program which will result in on-the-ground works. For example, the \$27,251 could be used to supplement the proposed budget of \$40,000 for a gravel re-sheeting program which would result in 2.5 kilometres being completed instead of 1.5 kilometres.

Also, this suggestion does not effect the proposed loan repayments of \$798,000 over 20 years for the indoor aquatic centre, but it should be noted the exact loan repayment will not be known until it is drawdown.

If Council wanted to pursue this option, notification would need to be forwarded to the Department of Local Government amending the application for a special rate variation. Also, the Draft Management Plan would need to be amended and as such it would be suggested that the public exhibition period be extended to 21 May 2008 which would result in the amended Draft Management Plan being exhibited for 28 days.

POLICY IMPLICATIONS

There are no policy implications as a result of this report.

FINANCIAL IMPLICATIONS

The financial implications of the report are discussed above.

LEGAL IMPLICATIONS

The legal implications in relation to the exhibition of the Draft Management Plan are discussed above.

ATTACHMENTS

Nil

RECOMMENDATION

THAT:

1. The Draft Management Plan 2008/09 – 2010/11 be amended to include the following option for the special rate variation:
 - 6.45% or \$798,000 of the special rate variation funds being for loan repayments for the construction of the indoor aquatic centre.
 - 0.30% or \$27,521 of the special rate variation funds being for infrastructure improvements.
2. The exhibition period for the Draft Management Plan be extended until 4.30pm on 21 May 2008.
3. The Department of Local Government be notified of the change to the application for a special rate variation.

ITEM:12 GM - 21/04/08 - IRONFEST - LETTER TO EDITOR

REFERENCE

NIL

SUMMARY

The Lithgow Mercury has printed a “Letter to the Editor” from Mr M Ross of Ironfest that raises issues with Council officers and financial issues in regards to 2008 Ironfest event.

COMMENTARY

In the Lithgow Mercury dated Tuesday 15th April 2008, Mr Macgregor Ross, Festival Director for Ironfest, submitted a letter to the editor in regards to issues between the Ironfest organisation and Lithgow City Council.

Ironfest is an annual event held at the Tony Luchetti Showground that celebrates Lithgow’s cultural heritage via working and playing with metal, and combines art with technology. Ironfest is administered by Ironfest Inc. The event is not a Council run or managed event although Council is heavily involved with a significant “donation” and other “in kind” expenses.

All events held on Council property are required to complete Council’s Event Management Guide. This document outlines event requirements and OH&S issues. At a meeting, held in July 2007, the necessary temporary bookings were placed on the required facilities for Ironfest. Ironfest Inc. were advised that further information would need to be provided on, Traffic Management Plans, Parking Plans and Road Closures. A suggestion was also raised that a lease agreement, for use of the facilities be developed. Council advised no such document was currently available and this could possibly be developed for the 2008 event.

At this meeting a discussion on outstanding invoices Ironfest had incurred was discussed. Ironfest was informed that temporary bookings for the facilities would be placed for the 2008 Ironfest, however all outstanding invoices were required to be paid prior to accessing the annual allocation from the Council. These Invoices were in relation to damage caused to the site and required repair by Council officers from Ironfest 2007.

The outstanding invoice for Ironfest was finalised on the 28th February 2008, some ten months after the event.

A meeting between Tourism staff and Ironfest Inc. was held in February to discuss ticket sales for Ironfest being sold at the Lithgow Visitor Information Centre for the 2008 event, as had occurred in 2007. Ironfest was unhappy with the money from ticket sales payments being held up by Council, due in fact to the outstanding debt incurred by Ironfest, which surpassed the income from ticket sales. The income from ticket sales was in fact eventually utilised to offset and finalise the outstanding debt that Ironfest had incurred for the 2007 event.

Ironfest Inc. stated that the Lithgow Visitor Centre would not be required to sell tickets as the Ironfest Committee did not want this to occur. At this meeting it was again suggested a lease document be drawn up that stipulated use of facilities, hire conditions and charges and included information on ticket sales.

A lease agreement for Ironfest was completed, in conjunction with all necessary Council staff and provided to Ironfest on 26th March 2008. The document outlines financials for hire of Council facilities, inclusions, cleaning, requests from Ironfest, information on ticket sales and commissions and dispute and breach conditions.

A copy of this document is attached. Lease documentation states that all fees and bonds are payable prior to the festival.

An email from Ironfest Inc was received in regards to the following requests and issues:

1. Council waive all bonds payable
2. Permission for 3 day use of the Cook Street Plaza from 25th -27th April 2008
3. Allocation in Council's budget for Ironfest
4. There were omissions in the lease agreement

In regards to the above issues, Ironfest Inc. was advised that:

1. Bonds were required to be paid, in the case of damage caused to Council facilities. These fees are outlined in Council's 2007/08 Fees and Charges. This was required from all users of Council facilities.
2. Permission was granted for use of the Cook Street Plaza from the 25th-27th April, 2008. Information on trading restrictions for ANZAC Day were also provided.
3. Ironfest was advised that Council did have a \$10,000 budget allocated in the 2007/08 budget. It was also suggested that this money cover hire fees and bonds for the use of Council facilities. At no stage was it suggested that Council funds allocated to Ironfest would not be made available.
4. An onsite meeting at the Lithgow Showground was arranged to discuss issues relating to the lease and maintenance issues.

At the onsite meeting subsequently held with members from the Ironfest committee, the lease document and other maintenance issues at the Tony Luchetti Showground were discussed. Minutes from this meeting are attached.

In relation to issues outlined in the Letter to the Editor in the Lithgow Mercury, the following information is pertinent:

1. A lease agreement was requested in June 2007 – discussions on a lease agreement were held, however at the time no such documentation was available. At a subsequent meeting held in February 2008, this was again raised and the documentation was compiled at the request of Ironfest.
2. The documentation was presented “3 weeks” before the festival – the lease agreement was forwarded to Ironfest on the 26th March 2008, one month prior to the festival and was based on Ironfest requests for what they required from Council to run the event. Some changes to this agreement were made after the onsite meeting at the request of Ironfest.
3. Ironfest is being “locked out” of the Showground – Ironfest has been requested to pay all hire fees and bonds prior to the event taking place. This occurs with all events held on Council facilities. At no time has Ironfest been told that they would be “locked out of the Showground.” They have been informed that they are required to pay all associated fees and charges.
4. Ironfest is being denied access to allocated funds – at no time has Ironfest been advised that they are being denied access to allocated funds in Council's 2007/08 budget. Ironfest is however required to submit invoices, as per Council's Donation Policy and pay all hire fees, charges and bonds.

Council has made ongoing contributions to Ironfest to support this event as a major iconic event, held annually in Lithgow. This event provides a substantial economic benefit to Lithgow, as do all events, and enhances our tourism image to the consumer.

Lithgow Tourism provides ongoing marketing advice and promotion and is the main contact for tourist enquiries for this event, in fact the Visitor Information Centre is the number that Ironfest advertises for enquiries. Lithgow Tourism and Lithgow City Council is committed to promoting this event, with promotions for the event recently forwarded to Sydney Weekender for inclusion on the “What’s on” guide for this programme. It should be remembered that Council in fact increased the annual “donation” to Ironfest in 2003/04 given the significant positive impact the event provided to the region and to assist with meeting the rising costs associated with running and hoisting this event.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Council has budgeted \$10,000 for Ironfest in the 2007/08 budget.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Lease Agreement – Ironfest & Lithgow City Council
2. Meeting Minutes – Ironfest & Lithgow City Council Officers

RECOMMENDATION

THAT the information relating to Ironfest be noted.

ITEM:13 GM - 21/04/08 - ANSWERS TO QUESTIONS WITHOUT NOTICE - COUNCILLOR M F TICEHURST

REFERENCE

Policy and Strategy Committee meeting of 3 April 2006
Policy and Strategy Committee meeting of 6 August 2007
Ordinary meeting of 17 September 2007
Questions Without Notice – Councillor MF Ticehurst – Ordinary meeting of Council 17 March 2008.

SUMMARY

This report provides answers to questions without notice raised by Councillor MF Ticehurst at Council's Ordinary Meeting of 17 March 2008.

COMMENTARY

Three questions were asked by Councillor MF Ticehurst at Council's Ordinary Meeting of 17 March 2008.

1. *Could the Council officers advise when resolutions 07-489 and 07-490 made at Ordinary meeting of Council on 19 November 2007 will be acted upon.*

07-489 RESOLVED

THAT Council proceed with water fluoridation and request the installation of the necessary infrastructure. (NB: This option would require a budget adjustment if it was to occur in the current financial year as there is currently no allocation for running costs and discussions with State Water/Fish River Water Supply as to the appropriate location of any plant to cater for consumers utilising this water supply would be necessary)

MOVED: Councillor B S Moran

SECONDED: Councillor B P Morrissey.

*A **MATTER ARISING** was moved by Councillor BS Moran and HK Fisher that a report be brought back to Council detailing implementation of fluoridating Council's water supply.*

07-490 RESOLVED

CARRIED

Answer – The resolution in respect of 07-489 was actually 'acted upon' on 20 November 2007 when a number of phone and email contacts commenced. Following several discussions with Department of Health officers, a formal application was made to the Director General of Health 'to fluoridate the water supplies within the Lithgow Local Government area under section 6 of the Fluoridation of Public Water Supplies Act and also apply for 100% subsidy for supply and installation of any infrastructure required.' It was also advised 'it should be noted that the two supplies are Council's Farmers Creek Supply and State Water's Fish River Water Supply.'

The application is to be formally considered by the next Fluoridation of Public Water Supplies Advisory Committee to be held on 15 May 2008. In terms of the implementation process there are two attachments that have been provided by NSW Health entitled 'Procedures' and a flow chart 'Protocol for Water Supply Authorities seeking approval to fluoridate or to modify an existing plant'. It can be seen from these attachments that there is still a number of procedural actions to be undertaken. Installation of fluoridation infrastructure has been listed as a Capital Works item in the draft Management Plan to be undertaken in 2008/2009 with a 'cost neutral' entry proposed as the project will be fully funded.

However, it should be noted that the information indicates claims are paid at the end of the process. More specific information on the timing of the project will evolve as the process proceeds.

2. *Could the Lithgow City Council advise in relation to the Swimming Pools Act 1992:*

- How many Swimming Pools on private property are there in the Lithgow Local Government area?*
- When was the last compliance audit under the Swimming Pools Act undertaken and what were the results?*
- How is the Lithgow City Council maintaining compliance audit under the Swimming Pools Act, does it have a policy for compliance audit and if not, will it initiate a policy for compliance audit under the Swimming Pools Act?*

Answer - Council maintains a register of swimming pools which indicates there are currently 201 swimming pools on private land within the Local Government Area. It must be pointed out that there is not actually a requirement in the Swimming Pools Act to conduct a compliance audit as alluded to in the question. However, Council's Building and Development Officers have been very proactive to pursue this matter seeking, over time, 100% compliance with the relevant standard, AS 1926.1. The issue came to light in 2006 because of two reasons. In early 2006 two children drowned in backyard pools in NSW that received wide press attention and also Council Officers noticed existing residences that contained swimming pools were undertaking dwelling additions, proposing new sheds/carports etc and Council Officers were noticing non compliant pools also on the allotment. Therefore, in early 2006 an audit was undertaken of Council Development Application records to see exactly how many swimming pools had a Final Occupation Inspection undertaken. It was found that approximately 80% had not called for a Final Occupation Inspection.

In response to the alarming result of the audit, Council Officers decided to take a pro active approach and for practical reasons decided to firstly focus on swimming pools from 2001 onwards. Council sent a letter on 31 July 2006 to all swimming pool owners from 2001 onwards that Council records indicated no Final Occupation Inspection had been undertaken asking the owner to contact Council to arrange a convenient time for a Final Occupation Inspection to be undertaken by Council. Council received a reasonable response to the 31 July letter and as a result started conducting the Final Occupation Inspections. The majority of the swimming pools failed to comply with AS 1926.1. As a result of most swimming pools failing to comply with AS 1926.1 a follow up letter dated 28 November 2006 was sent to remind the resident that Council records still showed their swimming pool as not being signed off.

As a result of Council's follow up letters to date out of the 155 swimming pools from 2001 onwards 112 now comply with AS 1926.1. This means to date 43 swimming pools are still shown as not having been issued with a final occupation certificate. From pre 2001, 33 swimming pools have been added to the register. The original applications are being investigated to determine whether final occupation certificates have been issued. This is labour intensive and time consuming work which takes some time to complete that must also be undertaken in the light of competing day to day priorities. However, it is particularly important to continue to pursue each outstanding swimming pool with a goal of 100% compliance.

Whether a formal policy is required is a matter for Council to consider but the relative success of the current program to date through an enthusiastic staff response should be noted.

3. *Could Council Officers provide a report to the Council on what road works, rock stabilization works, etc are to be undertaken on the 3.1 kilometre section of Wolgan Road, from the Top of the Gap to the Bottom of the Gap and which authorities will be funding the construction works?*

Answer – the works on the 2.6 km section of Wolgan Gap will involve pavement rehabilitation, realignment, additional drainage and safety improvements including the installation of guardrail or another similar barrier treatment. No rock stabilisation works are proposed as part of the Gap upgrade. The funding authorities for the entire project are Federal Government - Department of Transport and Regional Services, State Government – Department of State and Regional Development, Emirates and Council.

Re: Q 3. Could Council Officers advise what structural engineering works, if any are proposed for the current and future stabilization of the rock walls and on whose Structural Engineering Consultant/s advice does Council rely upon that there is no public risk to any future public safety from ongoing rock falls in that area?

Re: Q 3. Could Council Officers advise what current and future plans are in place for any unforeseen rock falls, road closures of the Wolgan Road for the entry and egress of local residents, school children, tourists and employees and guests of the new Emirates Resort in the Wolgan Valley?

Answers to the two 'sub- questions' as follows - There are no planned current or future stabilisation of the rock walls proposed. Council commissioned a report from **Pells Sullivan Meynink, Engineering Consultant** specialising in rock, soil and water. In their report dated 7th Sept 2007, they state:

"It is assessed that there is a very low probability of a sudden major landslip being triggered by the passage of a heavily laden vehicle." Further the report "recommends the installation of an appropriate barrier system on the downslope edge"

The installation of a barrier system is part of the scope of the project.

In an earlier report commissioned by Council from **Golder and Associates dated 09 May 2006**, a hazard risk assessment (using the RTA Slope Risk Assessment criteria) was undertaken that revealed the following:

- In relation to the rock overhang failure there was acceptable risk to the road user.
- That in relation to rock falls between .5m and 2.0m in size there was a tolerable risk to the road user.
- In relation to a coluvium landslide there was an acceptable risk to the road user.
- It was recommended that the above risks require no remedial works, but regular monitoring is required.
- The report also recommends the installation of an approved barrier system.

POLICY IMPLICATIONS

No specific implications arise from this report unless Council sees a necessity for a formal policy on Swimming Pool compliance audits.

FINANCIAL IMPLICATIONS

No specific financial implications arise from this report providing the recommendation is adopted.

LEGAL IMPLICATIONS

No specific legal issues as a result of this report.

ATTACHMENTS

1. Excerpts of information provided by NSW Health entitled 'Procedures' and a flow chart entitled 'Protocol for Water Supply Authorities seeking approval to fluoridate or to modify an existing plant'

RECOMMENDATION

THAT Council note the answers provided to the questions raised.

REGIONAL SERVICES REPORTS

ITEM:14 REG - 21/04/08 - RAILCORP - TRACK UPGRADING AND NECESSARY ROAD CLOSURES

REPORT BY: GROUP MANAGER REGIONAL SERVICES - ANDREW MUIR

REFERENCE

Nil

SUMMARY

To advise Council of proposed track upgrading works and necessary road closures from 5 to 23 May 2008

COMMENTARY

Advice has been received on behalf of Railcorp advising of necessary track upgrading works and associated road closures from 5 to 23 May 2008. Track works in the vicinity of Geordie Street/Barton Street, Lithgow will necessitate the closure of the level crossing from 12 – 23 May 2008. It is also proposed to undertake works to the James Street Bridge closing one lane of traffic between 5 and 9 May 2008 and the Coerwull Road on the same dates utilising manual traffic control. A traffic management plan has been produced on behalf of Railcorp indicating details of closures, detour routes and proposed signage. Railcorp will also undertake advertising campaign.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. Traffic Management Plan for Railcorp – Track Upgrading Lithgow – Bowenfels.

RECOMMENDATION

THAT the information be received.

COMMITTEE MEETINGS

ITEM:15 GM - 21/04/08 - SISTER CITY COMMITTEE MINUTES OF THE MEETING HELD ON 2 APRIL 2008

REFERENCE

Nil

SUMMARY

This report provides the Minutes of the Sister City Committee Meeting held on 2 April 2008 and recommends the in principle support for the hosting of a delegation from Chengdu in China and the exhibition of the Draft Sister City Policy.

COMMENTARY

The Sister City Committee met on 2 April 2008 to consider a number of items which are reported in the Minutes and are attached to the Business Paper. There are 2 recommendations for Council's consideration.

POLICY IMPLICATIONS

The Draft Sister City Policy will form Council's policy position on the creation of Sister City relationships.

FINANCIAL IMPLICATIONS

The financial implications for the hosting of a delegation and a reciprocal visit need to be ascertained.

LEGAL IMPLICATIONS

There are no legal implications as a result of this report.

ATTACHMENTS

1. Minutes of the Sister City Committee Meeting held on 2 April 2008.

RECOMMENDATION

THAT:

1. The proposal to receive and lead a delegation from Chendgu in China is supported in principle with further information being sought on the implications for Council.
2. The Draft Sister City Relationships Policy be placed on public exhibition for a period of 28 days.

**ITEM:16 GENERAL MANAGER PERFORMANCE REVIEW COMMITTEE -
21/04/08 - CONFIDENTIAL REPORT - GENERAL MANAGERS
PERFORMANCE REVIEW**

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (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
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

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

- (a) personnel matters concerning particular individuals (other than councillors)

REFERENCE

NIL

SUMMARY

This report will provide Council with the results of the recent mid-term performance review carried out with the General Manager, Councillors and the Local Government and Shires Association.

RECOMMENDATION

THAT Council consider this report in closed Council pursuant to Section 10A(2)(a) of the Local Government Act 1993.

DELEGATES REPORTS

ITEM:17 DELEGATES REPORT - PACT MEETING HELD ON 18TH MARCH 2008

REPORT FROM: COUNCILLOR B S MORAN

COMMENTARY

The General Manager, Paul Anderson and I attended the PACT meeting on the 18th March, 2007. The meeting was also attended by a representative of the Lithgow Business Association and Delta Electricity.

The following issues were discussed:

1. Crime Statistics
2. Proposed meeting with Councillors
3. Staffing levels at Lithgow
4. Media Issues
5. Resident concerns regarding Fireworks explosion

Inspector Hoolihan and Detective Inspector Puxty discussed the above issues at length to those present.

1. **Crime Statistics** – The general crime statistics were provided to the committee outlining a below average result in majority of areas. The area of concern was the need to decrease the road toll overall. It was noted that 45% of all crashes were alcohol related, 15% were seat belt related and 19% occurred as a result of speeding.
2. **Proposed meeting with Councillors** – Inspector Hoolihan and Detective Inspector Puxty were more than willing to attend a meeting with Councillors when arranged and asked that the meeting be postponed until the arrival of the new Commander.
3. **Staffing levels at Lithgow** – Inspector Hoolihan advised that four new staff members were expected to be appointed to Lithgow with two new Probationary Constables to arrive in May.
4. **Media Issues** - The current media release policy was explained with the reasons for the new release format given as follows:
 - Old release may compromise investigations
 - The need to protect peoples privacy
 - All media are treated equally
 - It is NSW Police policy and the need to comply
5. **Fireworks explosion** – No further information has been provided and all are still awaiting the outcome of the Work Cover investigation. Council are to follow this up on behalf of the community of Wallerawang.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT:

1. The information be received.
2. The General Manager arrange a meeting with Councillors, Inspector Hoolihan, Inspector Puxty and the new Commander as soon as practicable.

QUESTIONS OF AN URGENT NATURE

ATTACHMENTS

**ORDINARY
MEETING OF
LITHGOW
COUNCIL
21ST APRIL 2008**

2004 LOCAL GOVERNMENT ELECTIONS SURVEY REPORT

1 Executive Summary

The Department carries out a survey of all candidates following each NSW local government general election to develop characteristic profiles, ascertain trends and develop policy to address any issues arising from analysis of the data provided.

NSW local government general elections were held on the fourth Saturday of March 2004 as set out in the Local Government Act 1993. In accordance with the Act, future elections are to be held on the fourth Saturday of September in every fourth year after 2004.

As a result of the structural reform program of council amalgamations that commenced in 2003, a number of councils held their elections on different dates between March and December 2004. This report presents the findings from the survey of 148 local councils that held elections between March and December 2004 (referred to as the "2004 elections"). Of the 148 councils that submitted returns, 41 were Sydney councils and 107 were non-Sydney councils.

Paper-based questionnaires asking 11 questions were provided to councils for completion by all candidates, whether successful at election or not. A further six questions were asked of successful candidates. The data was collected from the paper forms completed by each candidate and then entered electronically by staff at each council before being sent to the department for inclusion in a data collection system.

While the department has made every effort to ensure that the information provided is accurate, its accuracy is subject to the integrity of the data provided by councils. The department is unable to independently verify the information provided by councils.

Please note also that percentages were rounded to the nearest whole number where possible. This may result in total percentages not equalling 100.

Typical candidate and councillor profiles

According to the data collected, the typical candidate at the 2004 local government elections was male, aged 50-59 years, came from an English-speaking background and had not stood for election in the past.

The typical councillor was male, aged 50-59 years, spoke English as a first language and was employed as a professional. The typical councillor was likely to have stood for election in the past but to have been successful for the first time in 2004.

The typical mayor at the 2004 elections was male, spoke English as a first language, employed as a primary producer/farmer, aged 50-59 years and had served three terms on council.

Numbers of candidates and councillors

The number of candidates has continued to increase since 1991, despite a reduction in council numbers and councillor positions.

Gender

More women are choosing to stand for election, however, the proportion is still very low compared with their proportion in the general population, and the changes at each election have been slight. Historically, women have been more likely to stand in Sydney councils, where there are fewer councillors, than non-Sydney councils. They are also more successful in Sydney councils than non-Sydney councils.

Although more women are being elected to councils generally over time, and made up almost one-third of candidates, they still only represent just over one-quarter of councillors elected at the 2004 elections.

On a per council basis, the average number of female candidates being elected has been low but increasing over time. However, progress appears to have stalled at the 2004 elections, with no increase from the 1999 average. Three councils still have no female councillor representation. Two councils have a majority of seven female councillors out of a total of twelve councillors.

The low proportion of female councillors in local government reflects the similar under-representation of women in both State and Federal parliaments.

Female councillors were more likely to be elected mayor in Sydney councils rather than non-Sydney councils.

Age

The largest group of candidates was aged 50-59 years, an increase since 1995 when the most common age group was 40-49 years. Older cohorts are increasing in proportion from election to election, particularly those aged 50 years and over.

Those candidates with the best chance of being elected during the 2004 elections were aged between 60 and 79 years, whereas at previous elections it was those candidates aged between 50 and 69 years. The oldest and the youngest candidates had the least chance of election in 2004, similar to previous elections.

More councillors are now being elected at a greater age, with most councillors now in the 50-59 years age group. Most councillors were in the 40-49 years age group at previous elections. The proportion of councillors in the 60 plus years age groups has also increased since 1995 while the proportion of councillors in the 30-39 and 40-49 age groups has fallen during that time.

Of those elected, Sydney councillors are more likely to be younger (under the age of 40 years) than those on non-Sydney councils.

More than twice as many female councillors under the age of 40 were elected to Sydney councils as non-Sydney councils, whereas more than three times as many male councillors under the age of 40 were elected to Sydney councils as non-Sydney councils.

Aboriginality

At the 2004 elections the percentage of candidates and councillors who identified themselves as being of Aboriginal and Torres Strait Islander descent was representative of the NSW population according to the 2001 Census (1.9%).

However, the NSW population of Aboriginal and/or Torres Strait Islander people varies considerably between local government areas, so this percentage is not necessarily reflected in each local government area. While a higher proportion of candidates who stood for election in non-Sydney councils were Aboriginal and/or Torres Strait Islanders, a higher proportion of Aboriginal and Torres Strait Islander candidates were elected in Sydney councils.

A relatively large proportion of candidates (3.6%) and councillors (2.6%) did not identify whether or not they were Aboriginal or Torres Strait Islander. Analysis was undertaken based on the information provided by candidates and councillors, and independent verification was not possible.

Ethnicity

The number of councillors whose first language was not English increased slightly from the 1999 election (now 11% up from 6%). This is still un-representative of the NSW population at large (18.9%). The most common languages spoken after English were Arabic, Italian and Greek and, as with previous elections, councillors whose first language was not English were more than twice as likely to be elected to Sydney councils than non-Sydney councils.

Of those councillors whose first language was not English, more than three-quarters were male and more than one-quarter were aged under 40 years.

Occupation

The most common occupation for councillors has changed from primary producer/farmer in 1987 to professional in 2004. However, primary producer/farmer remains the most common occupation category for non-Sydney councillors. The proportion of retirees has remained constant but there has been a large increase in those identifying themselves as "other" which includes those who are self-employed.

Previous experience as a councillor

Candidates were more likely to not have been a member of a previous council. However, candidates were much more likely to be elected if they had previously stood for election. While councillors elected in 2004 were most likely to have been a member of the previous council, a substantial percentage (42%) had no experience as a councillor.

Of those councillors who had previous experience as a councillor, the most common number of terms was one (21%). The four most experienced councillors who were elected in 2004 had served for 40 years.

Position on group ticket

Sydney candidates were more likely to run on a group ticket than not and be elected if they ran on a group ticket. Non-Sydney candidates were just as likely to run on a group ticket than not. However, they were more likely to be elected if they did not.

Implications

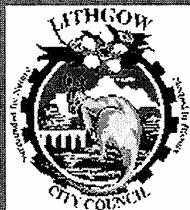
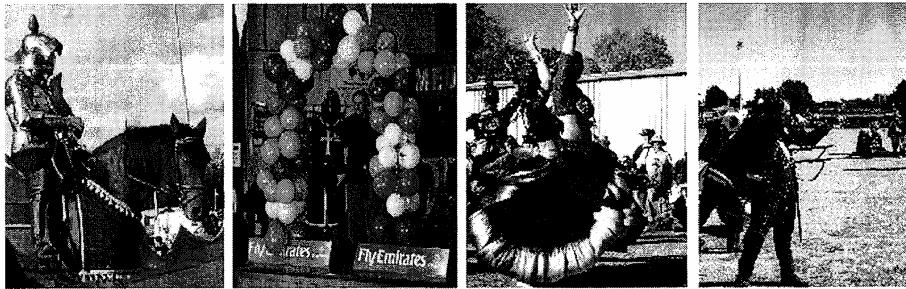
Analysis of the 2004 election results confirm that the following groups in the community remain under-represented on local councils:

- women
- those aged between 18 and 39 years
- those whose first language is not English
- lower income occupations
- Aboriginal and Torres Strait Islander people in council areas where their numbers are not proportionally reflected in the local council

As well as encouraging these groups directly through such strategies as appropriate information campaigns and mentoring, other ways are being considered by the Department of Local Government so that councils can attract more members of these groups to stand for office. These include the National Framework for Women in Local Government Kit, and the Promoting Diversity in Leadership in Local Government project.

The department is currently working with the Local Government and Shires Associations to develop a councillor training program. Given the relatively high turnover of councillors in many councils, it is expected that this program will assist newly elected councillors understand their role and responsibilities.

Item 12



Lease Agreement

Lithgow City Council
&
Ironfest



Lease Agreement

Lithgow City Council - Ironfest

Lithgow City Council leases the premises located at the address here under and Ironfest Inc. accepts this periodic lease subject to the covenants, conditions and payment of fees contained below and annexed hereto. The lease of these premises is in "as is" condition.

Location:	Tony Luchetti Showground + Lithgow Civic Ballroom
Street Address:	George Coates Avenue, Lithgow
Date (s):	25 th to 27 th April 2008

Location:	Cook Street Plaza
Street Address:	Main Street, Lithgow
Date (s):	25 th April 2008

Item 1: Hire Fees

Hire fees for the Lithgow Showground are as follows:

▪ Civic Ballroom

3 days exclusive use from 25th April to 27th April 2008

Daily hire charge - \$815.00

Total - \$2,445.00

Bump in and Bump Out Period

9 days (7 days Bump in + 2 days bump out)

Daily hire charge - \$175.00

Total - \$1,575.00

TOTAL HIRE CHARGE FOR BALLROOM - \$4,020.00

▪ Lithgow Showground

3 days exclusive use from 25th April to 27th April 2008

Includes use of half of Lithgow City Council Depot shed, as utilised in previous years for the Ironfest festival.

Daily hire charge - \$363.00

Total - \$1,089.00

Bump in and Bump Out Period

9 days (7 days Bump in + 2 days bump out)

NB: Other users of the site to have access eg Football Training

Daily hire charge - \$175.00

Total - \$1,575.00

TOTAL HIRE CHARGE FOR TONY LUCHETTI SHOWGROUND - \$2664.00

- Cook St Plaza

3 days exclusive use of Cook Street Plaza

Daily Hire Charge - \$23.10

Total - \$69.30

TOTAL HIRE CHARGES PAYABLE: \$6,753.30

- *Electricity*

Electricity is charged at a metered rate with a \$36.50 per hour charge. This will be charged based on the meter at the end of the event.

The annual fees and charges for use of Council facilities are set prior to Lithgow City Council's budget and are annually advertised prior to adoption.

Item 2: Bond

The following bonds apply:

- Lithgow Showground - \$313.50
- Civic Ballroom - \$300.00
- Watsford Oval - \$313.50

TOTAL BOND PAYABLE - \$927.00

Bonds will be re-paid after ground inspections are completed and all outstanding fees have been payed.

All bonds paid ensure the following:

- a) A guarantee of compliance with the conditions set out in the lease agreement
- b) Security against damage to, or loss to Council property
- c) A security against the cost of any additional cleaning required to be performed by Council as a result of the event

Item 3: Manner of Payment

All hire fees and bonds are to be paid 2 weeks in advance of the event for use of Council facilities. All fees are payable to Lithgow City Council.

Item 4: Chattels, Fixtures, Fittings and Furnishings

Ironfest Inc has requested the use of 400 chairs and 50 tables. Lithgow City Council will supply these furnishings as part of hire fees for the Civic Ballroom and Lithgow Showground. Chairs and tables will be provided to Ironfest in a clean and functional/working condition.

Council will inspect chairs and tables at the end of the event, with all furnishings to be returned in the same condition that they were provided. The following costs are payable for replacement, missing or damaged furniture:

Chairs: \$40 Tables: \$100

Item 5: Removal and re-installation of Goal Posts from the Showground

Lithgow City Council will remove and replace goal posts from the Lithgow Showground at a cost of \$400. This includes removal, relocation and re-installation costs.

Item 6: Scheduled Maintenance – Toilets

Lithgow City Council will schedule maintenance and cleaning of public toilets in the Tony Luchetti Showground as follows:

- 25th April – 2.30pm
- 26th April – 11.30am, 2.30pm, 4.00pm
- 27th April – 11.30am, 2.30pm

Maintenance includes cleaning of toilets and replacement of toilet paper, soap and hand towel as required.

The costs of the above scheduled maintenance are included in the hire charges for the Tony Luchetti Showground and the Lithgow Civic Ballroom.

All maintenance items are to be reported prior to the event. These items will be noted.

Item 7: Cleaning of Facilities

Lithgow City Council will ensure the cleanliness of the Tony Luchetti Showground and Lithgow Civic Ballroom prior to the Ironfest bump in period. This includes cleaning of toilets, scheduled maintenance of grassed areas, cleaning of floors of the ballroom and cleaning of kitchen facilities. Ironfest Inc. is responsible for ensuring cleanliness of the site from the bump in period (18/4/08) through to the Bump Out period (29/4/08), with the exception of Scheduled Maintenance of the Toilets, as outlined in Item 6.

It is the responsibility of the user to ensure that the facility is maintained in a clean state during and after any event.

All rubbish should be removed from buildings and placed in wheelie bins. All furniture is to be placed in a safe and orderly fashion in appropriate storage areas.

All floors are to be mopped and cleaned thoroughly after any event. All decorations including sticky tape, masking tape and blu-tac must be removed. Appropriate fees and charges apply for cleaning not carried out as outlined in Council's annual fees and charges.

Item 8: Damage

All damage to Lithgow City Council facilities must be reported immediately to Council via Lithgow Tourism on T: 1300 76 02 76 or 0417 289 745. Users must supply details of how the damage was caused so that it can be determined who will be responsible for paying for the repair or replacement of Council property. The Council's decision will be final and should the user fail to reimburse the Council for the repair of replacement costs after a period of 3 months has passed, the Council may withdraw the use of the any facilities in the future.

All maintenance items are to be reported prior to the event. These items will be noted.

Item 9: Keys

All keys for Lithgow City Council buildings are on a restricted key system limiting duplication of keys. Any keys issued to the hirer are to remain in control of the hirer, and not to be duplicated.

Any unauthorised locks fitted will be immediately removed, without notice, by Council, at the expense of the user who fitted the lock.

Keys requested include:

- Civic Ballroom
- Grandstand
- Tony Luchetti Showground

Item 11: Lighting and Heating

All lights are to be turned off prior to leaving the Civic Ballroom and Tony Luchetti Showground. In the case of power failure, the use of candles or kerosene lamps is prohibited.

All heating is to be turned off prior to leaving any Council facility.

Item 12: Prohibited Items

The following are prohibited as part of any lease agreement for use of the Civic Ballroom and Tony Luchetti Showground:

- a) Smoking in any Council building
- b) Use of smoke machines
- c) Use of inflammable materials or items
- d) Unauthorised animals are not to enter any Council buildings

Item 13: Vehicles

Any motor vehicle driven or parked within the confines of the Tony Luchetti Showground is entirely at the owners own risk and responsibility is not accepted by Lithgow City Council.

Item 14: Good Order and Standards of Behaviour

Ironfest Inc is responsible for the behaviour of visitors attending the event. The preservation of good order during the event is the users responsibility. Any damage caused at the Tony Luchetti Showground or the Civic Ballroom, including fixtures and furniture, due to irresponsible behaviour, will be at the expense of the user. Lithgow City Council Management Plan 2007/08 outlines Fees and Charges for repairs.

Item 15: Noise

Ironfest is to ensure that noise emanating from the event is not a cause for public annoyance and that all noise pollution regulations are complied with. Excessive noise (ie at such a level that neighbours are disturbed) will result in the retention of ALL of all bonds paid.

A letterbox drop advising neighbours of the event is to be undertaken. Streets include Barton Avenue, Geordie Street and Coalbrook Street. A copy is also to be provided to Lithgow Tourism.

Item 16: Food

In relation to indoor kitchen facilities, safe cooking is to be undertaken on the appliances installed in the facility only. Open Spit Roasters and other portable cookers are strictly prohibited indoors.

Food Handling Guidelines for temporary events apply. Ironfest is to supply all temporary food vendors with a copy of the guidelines and provide Lithgow City Council with a list of all food vendors. Inspections on all temporary food vendors will be carried out at a cost of \$57.75 per inspection of individual food vendor. Further information relating to this issue can be found at http://www.council.lithgow.com/env_tempfood.html

Item 17: Extinguishers

Fire extinguishers are provided at all Council facilities. This equipment is for emergency use only. Should these extinguishers be stolen or tampered with during the event, Ironfest will be liable for the cost of replacement or damage, as a direct result from this infringement.

Item 18: Capacity

The total capacity for the Civic Ballroom is 600 people. Ironfest is to comply with this capacity requirement.

Item 19: Insurance

Ironfest agrees to indemnify and keep indemnified and to hold harmless Lithgow City Council, its servants and agents, and each of them against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them, arising from the hirers performance or purported performance of it's obligations under the Agreement and be directly related to the negligent acts, errors or omissions of the Hirer.

Ironfest is required to obtain appropriate insurance, including Public Liability, as outlined in Council's Event Management Guide available at http://www.council.lithgow.com/com_events.html

Ironfest shall provide Council evidence in writing of current Public Liability policy, with a limit of indemnity of not less than \$10 million, insured for the period of use.

Item 20: Requests – Ironfest

- a) Assistance with the erection of marquees. Lithgow City Council can assist with the erection of marquees at a cost of \$100 per hour for the use of a 2 man team, during normal Council working hours (7.30am to 3.30pm, excludes public holidays and weekends).
- b) Access to fire hydrant on the oval, the case of an emergency.

Item 21: Requests – Lithgow City Council

The following information is required as part of lease agreements being accepted by Lithgow City Council:

- a) Traffic Management Plan for parking, including directional signage
- b) Site Plan

Item 22: Ticket Sales

Ticket sales for Ironfest can be arranged through Lithgow Tourism. Tickets will incur a 10% commission fee + 10% GST on the commission. All ticket monies collected will be forwarded to Ironfest Inc when all outstanding bills have been paid.

Item 23: Cancellation Policy

When in opinion of Council, the state of the ground and facilities is such that it is not safe and should not be used, a cancellation of the usage of any scheduled activity may be required.

Ironfest hereby agrees to accept this decision of the Council and to be held to have consented to the cancellation and to have no claim at law or equity for any loss or damage caused by cancellation.

Any hire charge and security bond will be returned in full upon condition that notification of such cancellation is received by the Council, in writing, at least one (1) month prior to the function. If the function is cancelled within 14 days, the fee/bond will be forfeited.

Item 24: Breach of conditions of use

Any breach of any one of these conditions may be at the discretion of the Council result in the use or future use of any Council facility being withdrawn and security deposits withheld.

Item 25: Disputes

In the event of any dispute or difference arising as the interpretation of these conditions or of any other matter or thing contained therein, the decision of the General Manager of Lithgow City Council shall be final and conclusive.

I _____ on behalf of Ironfest Inc hereby agree with all the conditions of lease and accept responsibility for the facilities hired and these in my control during the hire.

Signed: _____ Date: _____

Definitions

For the purpose of this document, the following definitions apply:

- Exclusive** an exclusive right; not admitting of any other users to the venue.
- Lease** contract for use of specified facilities for a specified period
- Unauthorised animals** Any animal, other than registered guide and sensory dogs.



Minutes

Lithgow City Council - Ironfest

Ironfest Onsite Meeting – Tony Luchetti Showground 8th April 2008 2.00pm

Attendees: Mr M Ross, Mr B Kemitz, Mr S Darlington, Mr D Oldfield,
Mr M Weekes, Mr T Nolan, Mr P Creelman, Ms K Barrow, Ms J Rayner

Mr M Ross noted that the Lease Agreement for Ironfest was received one month prior to the event.

The Lease Agreement was based on initial requests from Ironfest as to requirements when completing Council's Event Management Guide.

Maintenance issues to address at the Showground:

- Holes in fences. Holes were repaired prior to the Lithgow Show, however damage was caused in the lead up. Repairs will be carried out obvious problems, prior to Ironfest, however there is no guarantee that the problem won't arise prior to or during the festival.
- Open drain near female toilets on the outside of the building – a site inspection of this was carried out to assess. Council employees were not aware of the problem. This issue will be assessed by appropriate Council staff.
- Request that all lights/power points be checked for working order prior to the festival. Advised that this is carried out prior to use. This to be forwarded to appropriate Council staff.
- Leaf accumulation around the fences of the showground is a potential fire hazard. If appropriate and staff are available at appropriate time, maintenance on leaf litter build up will be carried out prior to the festival, however as it is autumn and therefore the build up will be constant for the next few months.
- Maintenance on fixtures to be carried out, as required and if resources are available eg Bai Marie, toilets

Additions/Changes to lease documentation

- Add 7 days bump in and 2 days bump out to the hire of Lithgow Showground. However, other users of the venue eg football training, Pipe Band are able to access facilities as per usual.
- Remove Conran Oval from the Bond information as this is not being used for parking – only Watsford Oval is being utilised
- Capacity Information – information on capacity that is available is to be included in the documentation eg Ballroom capacity is 600 people. Grandstand not known.
- Add hire of the showground and facilities is in "as is" condition.

- A map of areas included in the hire document is to be included
- Use of half of the Council shed to be included in lease documentation, as available in previous years
- Item 22 – “the state of the ground” change this to the state of the oval”
- Ironfest requested a list of definitions for the lease agreement eg “unauthorised animals”

Additional Requests

- Ironfest has requested that 70 wheelie bins be made available – Need to ascertain how many bins are available for use
- Use of the Trotters building. It was explained to Ironfest that this building does not belong to Council and is therefore outside of the lease agreement. Ironfest would be required to negotiate with the Trotting Club regarding use of the facility. Contact details for the Trotting Club is to be forwarded to Ironfest.
- Requested internal traffic signs eg “One Way” signs be removed or covered during the festival. As there is no traffic to be onsite in these locations this is irrelevant and will not be carried out.
- Wooden ramps for wheelchair access to the Civic Ballroom – Council does not have access to wooden ramps. Access is available via wheelchair access points at the side and rear of the building via the kitchen.
- Ironfest has requested that the stockpile of mulch and dirt be moved in line with the brick wall so that stallholders can be presented along the road edge. Changes to access to the site will see the Main Gate as the access point for Ironfest 2008. Mr S Darlington advised that the mulch will be moved back in line with brick wall.
- A map of the facilities highlighting where all power points are located was requested. Ironfest was advised that this is not available.
- Inventory of items available in the Showground eg cups, saucers, knives, forks, spoons and art boards. Ironfest advised that this is not available, however exclusive use of the facilities includes these items.
- Ironfest requested Evacuation Plans. These Plans were presented, however Mr M Ross requested all information be returned all at once. This information will be provided with the revised Lease Agreement. Information on this includes a map of the Showground indicating evacuation points and fire extinguishers.
- Use of Council management traffic signs – a list of appropriate signs based on the Traffic Management Plan be submitted so that signs can be supplied

Requests from Council

- Risk Assessment - Mr B Kemitz advised that the Risk Assessment Plan had been lodged. This item to be clarified.
- Traffic Management Plan – TALC has requested further information on Traffic Management issues be submitted. No judgement on the map already submitted will be made until further information is made available.
- Passes be made available for entry to Ironfest for inspections throughout the Festival by appropriate staff.

- Information on operational hours for trading on Anzac Day was presented to Mr M Ross from the Industrial Relations website. This states that trading should occur from 1.00pm. This in particular needs to be adhered to in Cook St Plaza on 25th April 2008 as Anzac Day ceremonies will be conducted in the vicinity.

Late Items forwarded by email – 9/4/08

- Require keys to Cook Street Plaza for electricity
- Contact for Trotting Club – Contact Joe Eather (Council Officers do not have keys to this facility)

2. PROCEDURES

- 2.1. As a result of the increased awareness of the available subsidy, it has become necessary to identify and define specific inclusions and exclusions for subsidy applications.
- 2.2. Applications and correspondence concerning the subsidy should be sent to:

The Chief Dental Officer
Centre for Oral Health Strategy
PO Box 533
Wentworthville NSW 2145
- 2.3. The Chief Dental Officer and Project Manager, Oral Health Programs from the Centre for Oral Health Strategy are the appropriately delegated officers to approve subsidy payments under the Fluoride Capital Works Program. If the total monetary amount of the subsidy is greater than the respective financial delegations, the application, if supported, will be forwarded to the Chief Health Officer for approval.
- 2.4. The subsidy approval will be in line with current NSW Health financial delegations.
- 2.5. NSW Health capital and infrastructure investment process requires:
2.5.1 The preparation of a Business Case covering both capital and recurrent cost
2.5.2 Adherence to relevant statutory and regulatory guidelines and regulations.
- 2.6. Each subsidy application will be considered on its merits.
- 2.7. As previously mentioned, Councils and Water Supply Authorities wishing to claim the subsidy should forward documentation to the Chief Dental Officer. The Chief Dental Officer will then refer the applications to the Fluoridation of Public Waters Advisory Committee for comment and endorsement. The Chief Dental Officer will then note the Committee's comments then either approve, reject or refer the issue back to the Council or Water Supply Authority for additional information.
- 2.8. Payment will be made after the expense has been incurred and evidence of payment has been submitted to NSW Health via the Chief Dental Officer.
- 2.9. A final certification is also required from Officers from the Department of Water and Energy who are to inspect and approve of the works undertaken in accordance with the Code of Practice.
- 2.10. Progress payments may be considered to assist with the cash flow of Councils and Water Supply Authorities.
- 2.11. Payments will be only made to Councils/Water Supply Authorities and not third party suppliers or contractors.
- 2.12. The approval process will be based on (but not necessarily restricted to) the following inclusions and exclusions as listed in Sections 3 and 4.
- 2.13. It should also be noted that plans and submissions should be based on a functional operating plant and not a multi-purpose structure.

- 2.14 All invoices related to subsidy claims need to be made out to:

NSW Department of Health
LMB 961,
North Sydney 2059 NSW

3. INCLUSIONS

- 3.1. Preconstruction costs for investigation, design, specification and completion of tender process including award of contract. This will be limited to 15% of the capital cost of the least cost option.
- 3.2. Project management costs up to completion of successful commissioning of the completed plant up. This will be limited to 10% of the capital cost of the least cost option.
- 3.3. Contingency costs limited to 10% of the capital cost of the least cost option.
- 3.4. All contract costs for the construction of the fluoridation plant.
- 3.5. Allowance of up to \$5,000 for fluoride test equipment.

4. EXCLUSIONS

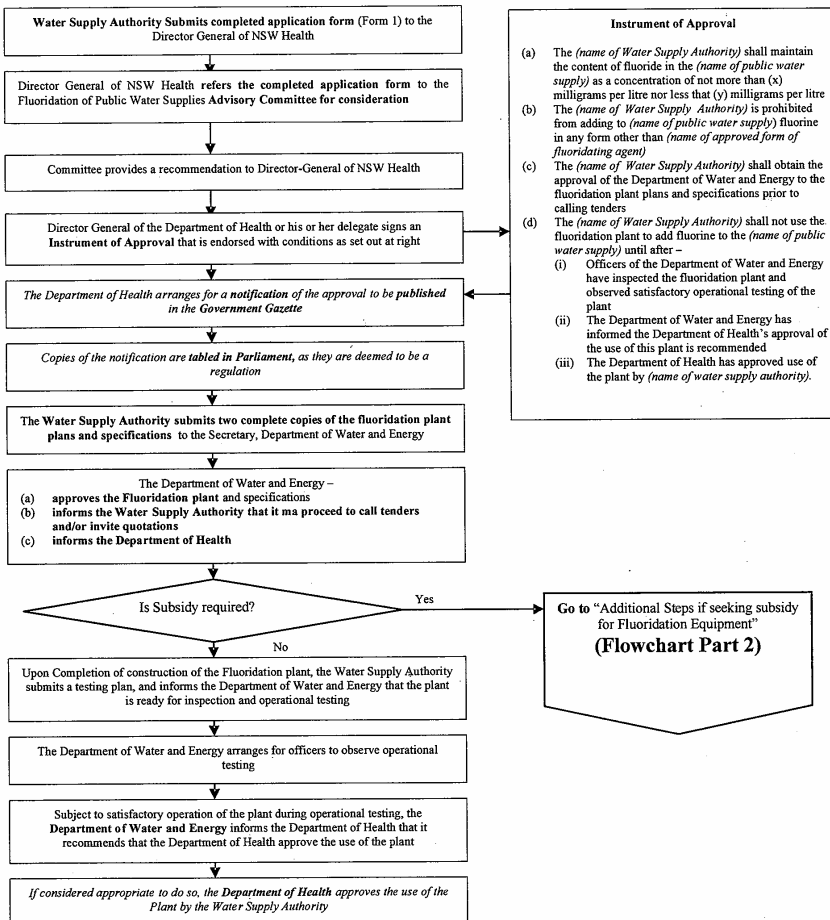
In general, recurrent costs associated with the operating and maintaining of the plant are excluded from this subsidy. The following items are also excluded:-

- 4.1. Repairs and maintenance to equipment.
- 4.2. Equipment replacement costs.
- 4.3. Operations Manuals separate from that provided under the plant contract.
- 4.4. Operator Training
- 4.5. Roads, reservoirs and other civil works not integral with the fluoridation plant.

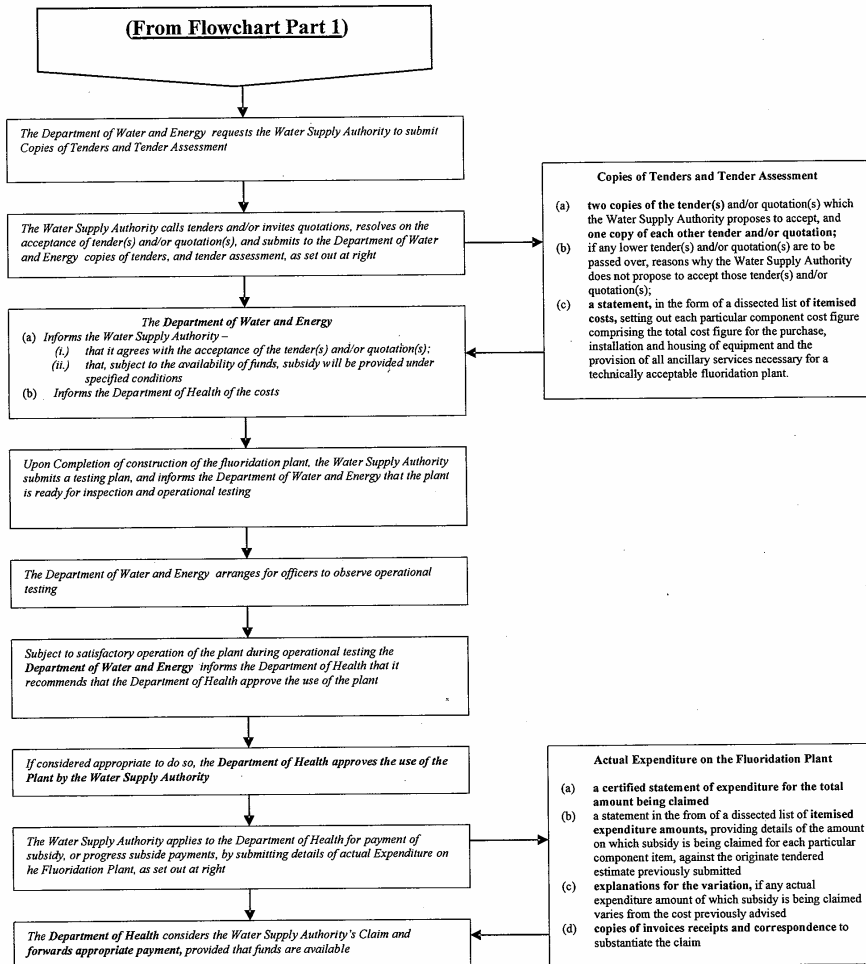
Code of Practice for the Fluoridation of Public Water Supplies

Appendix A – Protocol for Water Supply Authorities seeking approval to fluoridate or to modify an existing plant

Flow Chart Part 1



Flowchart Part 2



Item 14

TRAFFIC MANAGEMENT PLAN

FOR

RailCorp

Track Upgrading Lithgow-Bowenfels

Dates: 5th May to 23rd May 2008

For Submission to Lithgow Council

Prepared by



Aspen Engineering Consultants Pty Ltd
A C N 070 409 540

PO Box 1701 Rozelle NSW 2039
Ph 02 9810 6485 Fax 02 9810 3954

Description of Work

RailCorp is about to commence a major track upgrade on the main "DOWN" rail line between Bowenfels and Lithgow (the line closest to Main St). During this project, new line will be installed along with new ballast and sleepers. All the work is adjacent to local roads generally on the west south of the railway. RailCorp requires access to the track from local roads at certain locations.

The track rehabilitation project commences on 12 May and finishes on 23 May. However there will be some traffic control on local roads in the week 5-9 May to erect scaffolding at the James St and Coerwull Rd bridges. The major features of this project which affect local roads are -

- Closure of the level crossing at the intersection of Barton St and Geordie St Bowenfels between 12-23 May 2008, necessitating local detours.
- Restriction of traffic to single lane operations using Traffic controllers at the James St bridge and the Coerwull St bridge. Day work only from 7am to 6pm. This is to enable the installation of scaffolding, shielding and hand railing for safety purposes. These traffic arrangements will apply both before and after the main track project, with durations of approx 2 days for installation and 1 day for removal of scaffolding. It is expected that these operations will occur in the week 5-9 May, with the removal of scaffolding occurring by 23 May.
- Restriction of Main St traffic at the intersection of Hassans Walls Rd to single lane operations using Traffic Controllers, between 12-23 May. RailCorp has a major access gate which will be required for spoil removal using bogie tipper trucks.
- Use of local roads by RailCorp work vehicles for entering/exiting the track. This will not impose any delays to local road users as these stockpile locations are situated in RailCorp yards with established entrances.

Note that identical work was carried out in August and December 2007 at the same locations, with approvals by both Lithgow Council and the RTA. During both jobs, no traffic or pedestrian problems were encountered. This report is almost identical to previous reports.

A separate report will be provided to the RTA Parkes office regarding the detour, which uses Main St Lithgow.

Summary of Traffic Control Plans/Signing Details

Plan ID	Subject
TCP 1	Overview of Detours for Rail Crossing closure
TCP 2	Detours for vehicles less than 3.5m height
TCP 3	Detours for vehicles more than 3.5m height
TCP 4	Detailed view of Barton St/Great Western Hwy signing
TCP 5	VMS locations/messages on Great Western Hwy
TCP 6	James St lane closure using Traffic Controllers
TCP 7	Coerwull Rd lane closure using Traffic Controllers
TCP 8	Main St closure at Hassans Walls Rd-Traffic Controller
Sheet 9	Special Information signs for detour
Sheet 10	Detour Directional signs

Level Crossing closure

Barton St and Geordie St

The track has to be replaced, necessitating the closure of the rail crossing between 12-23 May 2008.

Vehicle Movements at Crossing

The crossing is used by both heavy and light vehicles. In terms of heavy vehicles, the main users appear to be trucks approaching from the highway, driving up Up Rd, which contains the J Richards & Sons business and the Waste Facility. It is also noted that the Ferrero factory in Barton St has semi-trailer movements via the crossing. Integral Energy elevated work platform trucks (EWP's) occasionally use the crossing.

Due to the presence of overhead wiring, the maximum allowable height for vehicles at the crossing is 4.14m. Normally, vehicles driving east into Lithgow over the crossing can use either Barton St or Geordie St. In Barton St, the only residential housing is between Worth St and George Coates St. In Geordie St, housing begins towards Coalbrook St but is limited past Albert St.

There is a dip at the beginning of Geordie St (near the crossing) which is subject to flooding and the Gross Load limit is only 5 tonnes. However, many heavy vehicles use the crossing and Geordie St as it is the most direct access to the waste facility in Up Rd. It should be noted that the causeway near the crossing can be subject to flooding and if this was the case during the closedown, all Barton St traffic would have to carry out U-turns near the crossing and detour back up Barton St towards Main St.

Pedestrian Movements at Crossing

Currently there is no provision for pedestrian movements at the crossing. When the crossing is closed, there will be no allowance for pedestrian movements for safety reasons.

Detour Routes

See TCP 1

It will not be possible for all vehicles to use the shortest detour route via George Coates St as there is a 3.5m height restriction under the railway. There will be separate detours available, based on vehicle height. Also, trucks will have to use some residential streets and load limited streets to access either Barton or Geordie St.

The rationale for the proposed light vehicle detour route via George Coates St is that it is desirable to implement the shortest detour route possible, and prevent extra traffic flow and turning movements close to the main business area. It has been observed on recent site visits that the right turn bay from Main St into Lithgow St is often full, with the queue extending back into the through lane.

Regarding the high vehicle detour route, the shortest route possible is through the main shopping street, then over the railway via Roy St, Hoskins and Sandford St. This is undesirable for the obvious reasons, as well as creating turning problems for any articulated vehicles at a number of intersections. The preferred detour route is the major roads ie. Main/Lithgow/Mort Sts into Tank St. This route does pass some residential areas but in the main, is non residential or only has housing on one side of the street.

At the level crossing there are two street approaches for traffic emanating from Lithgow; Geordie and Barton Sts. Although it would be advantageous to only have a single detour for all vehicles to and from the crossing, this would mean that vehicles approaching the crossing from Barton St would have to do a U-turn at the end of Barton St. As all high vehicles must use Geordie St, this submission proposes to detour low height Barton St traffic along Geordie/Coalbrook Sts then right into Albert/James Sts into George Coates St.

High vehicles using Up Rd (Waste Facility)

The high vehicle detour is via Geordie St. One week prior to the crossing closure, signage will be located directly opposite Up Rd in Geordie St, and just before the causeway, to advertise the timing of the closure and the high vehicle detour route. By placing these signs, all regular high vehicle users will be informed of the closure and will always turn left into Geordie St rather than right towards the crossing. Even if a truck turns right from Up Rd, the driver should see the extra sign before the causeway and will be able to reverse, carry out a U -turn and use Geordie St.

(Vehicles less than 3.5m height)

See TCP 2

For **eastbound** traffic (normally driving east via the crossing) from either the Great Western Highway or Coerwull/Barton St) the route is-

Great Western Highway
Main St
George Coates St
Barton St

For **westbound** traffic (normally driving west across the crossing), the detour route is the reverse of the eastbound route.

Discussion of this detour route

- This is the shortest and most direct route possible, being approx 2.6km.
- It reduces the intrusion of detour traffic towards the built up areas in Main St, particularly near the James St/Main St/Lithgow St intersections.
- There is a short left turn bay from Main St into George Coates St.
- The pavement condition in Barton St is far superior to Geordie St

There are some aspects of this route that should be noted, specifically at the George Coates bridge.

1. There is only 20m of roadway available between Main St and the bridge
2. There is only enough road width under the bridge for 2 cars to pass.
3. There is a height limit of 3.5m under the bridge

What this means is that in the event where two small trucks were approaching the bridge from each side, it would not be possible for them to pass under the bridge at the same time. This would be a most unlikely occurrence. Vehicles less than 3.5m using this route would tend to drive in the middle of the road under the bridge to avoid hitting the side walls. In this situation, there is room for one vehicle to wait on the Main St side. There are no problems if vehicles have to wait on the north side of the bridge, given the low traffic volumes and good sight distance.

Detour traffic approaching from Main St is travelling at a low speed (due to the corner and general congestion in main street traffic) and will be able to comfortably pull up if necessary to give way to traffic in the opposite direction.

High Vehicle Detour (Height more than 3.5m)

See TCP 3

Both George Coates bridge and James St bridge have 3.5m height limits. In the case where vehicles taller than 3.5m have to detour from west of the railway, they will have to travel further into town and use the "high vehicle detour" via-

Main St
Lithgow St
Mort St
Bridge St into Tank St
Sandford Ave
Coalbrook St
Geordie St.

Tall vehicles detouring from east of the crossing to the highway will have to travel via the following route-

Geordie St
Coalbrook St
Sandford Ave
Tank St
Bridge St
Mort St
Lithgow St
Main St
Grt W Highway

Note that it would be possible to turn vehicles right from Coalbrook St into Sandford Ave and cross the railway line into Main St. However, this places articulated/and or high vehicles in the main shopping street and there would be difficulties for articulated vehicles negotiating some of the turns.

Signposting of the Detours

All the detours will be signposted using Detour Reassurance signs at each intersection, for both directions. If necessary, there will be other Reassurance signs located on any long stretches of road. On the approaches in Coerwull St/Barton St and Geordie St, there will be a Variable Message Board located 7 days prior to the commencement of the detours. This sign have been worded so that it can remain there for the whole project.

There will also be vehicle detour signs at the appropriate intersections along the detour route.

Advance Warning Roadside Signs

See Sheet 19

Sign size to be 1200mm x 900mm or as specified, black lettering on white background. Sign to be supported on 2 posts at least 1.5m to the underside of the sign. If there are pedestrian interference issues, sign must be a minimum of 2.2m to the underside. All signs to be Class 2 retroreflective background.

These signs will be placed in Coerwulls Rd so that both highway traffic and local traffic can read the sign. Similar signs will be located in Barton and Geordie Sts.

Variable Message signs-Great Western Highway

See TCP 5

It is also proposed that Variable Message Signs be used on both Highway approaches, for purposes of advertising the closure 7 days before it commences as well as during the closure. On the approach from Bathurst, permission will be requested from the RTA to use their permanent VMS. A temporary VMS will be located between Purcell and Lee St for Katoomba-Lithgow traffic. There will also be an additional sign for this traffic near the Main St intersection.

It is important to provide motorists sufficient time to read the messages on the approach to Main St, particularly on the approach from Sydney as the detour route is before the Bowenfels turn. Vehicles which may be in the left lane have to merge across two lanes to enter the right turn bay at the traffic signals.

Temporary VMS messages Katoomba-Lithgow traffic

The following messages will be used prior to and during the closedown-

1st Message May 12-23
 Rail Xing
 Closed

2nd Message Detour
 Via
 Main St

It is not possible to state the closure dates as well as including reference to Bowenfels (or an abbreviation) in a single message, given the restriction of having only 3 lines of 8 characters in the temporary VMS. The above messages can be run both before and during the closure. It is assumed that the overwhelming majority of drivers using the Barton St crossing will understand this message.

Any driver who missed the Main St turnoff and continues on to Barton St can easily make a safe U-turn in the area and follow the detour signs.

RTA VMS messages

This is a 2 line x 18 character VMS. The following messages will be proposed-

1st Message May 12-23 Bfels
 Rail Xing closed

2nd Message Detour via

Main St

This VMS allows the reference to an abbreviated "Bowenfels".

Notification to other affected bodies

It is assumed that Police will be aware of this proposal as they take part in the local Traffic committee. The following organisations will be notified and supplied essential details-

Ambulance Service
NSW Fire Brigades/Rural Fire Service
State Emergency Service

A separate submission will be given the RTA Parkes office due to the detour using the main roads through Lithgow.

Advertising

Advertising to be placed in the local paper 2 weeks before work commences. A Sample notice follows-

RailCorp (Heading) Plus RailCorp Logo
Road Closure
Rail Crossing at Barton St Bownefels
Monday 12.5.08 to Friday 23.5.08

RailCorp will be carrying out essential Trackwork at the rail crossing on the above dates. In order to carry out the work, the rail crossing will be closed to all vehicular and pedestrian traffic.

Local Detours will be in place for vehicles less than 3.5m height via the George Coates St underpass and will be fully signposted to direct drivers to their original destination on either side of the railway.

Vehicles higher than 3.5m will detour via Mort St, Bridge St, Tank St, Sandford Ave, Coalbrook St and Geordie St.

For further information on this work and traffic arrangements, please phone RailCorp on ??????

Installation of Scaffolding at James St Bridge (Manual Traffic Control)

See TCP 6

James St bridge does not have any safety railings installed. While work is being carried out on the bridge, temporary railings will be erected on scaffolding. This scaffolding will be installed on 2 days (to be nominated) during the week 5th - 9th May and remain in place until the approx 23 May (one day to remove).

Work will commence on one side of the bridge, moving out to the midspan of an arch. During this work, all traffic will drive under the other arch, under the direction of manual Traffic control. Traffic will then be switched to the other arch and the scaffolding will be completed.

The scaffolding columns will be located adjacent to the bridge supports and not pose any hazards to passing traffic. The installation and removal work will be carried out between 7am to 5pm each day.

Traffic Management

The critical aspect of this operation is the handling of Main St traffic. Main St is 90m from the bridge and any queuing back to Main St must be controlled so that there are no disruptions to traffic. The southern controller will always give preference to their traffic. Advance warning signs will be located along Main St and Cupro St.

There is a set of traffic signals at the intersection of Main St and Lithgow St. They are approx 70m from the James St/Main St intersection. There is a right turn bay from Main St into James St which holds around 3 vehicles. Even with limited queuing in James St, there should be no disruption to Main St traffic travelling west.

Pedestrians

There are footpaths under both sides of the bridge. If pedestrians need to use the footpaths, the Traffic controllers can temporarily hold vehicles to allow the pedestrians to pass under the bridge if the pedestrians are on the side where traffic is travelling. There can also be an additional lookout person near the bridge to guide pedestrians.

Emergency Vehicles

As there will be Traffic Controllers at the site, preference will be given to any emergency vehicles.

Installation of Scaffolding at Coerwull Rd Bridge (Manual Traffic Control)

See TCP 7

Scaffolding and railings will be installed on the rail bridge over Coerwull Rd at the same time as the James St installation, noted previously. Manual Traffic Control will be utilised with traffic switched to each side of Coerwull Rd depending on the scaffolding installation.

Traffic Management

The approaches to the bridge are signposted at 50 km/h. Both approaches are around bends, with the approach from the Bathurst side having some developments including the Caravan Park/ Motel and Lithgow Valley storage. There is a pedestrian footpath under the western side of the bridge. Allowance will be made for pedestrians, either stopping the overhead work if possible or stopping traffic while pedestrians walk under the bridge on the opposite side to the work.

The signing for this work is straightforward.

Traffic Control Implementation

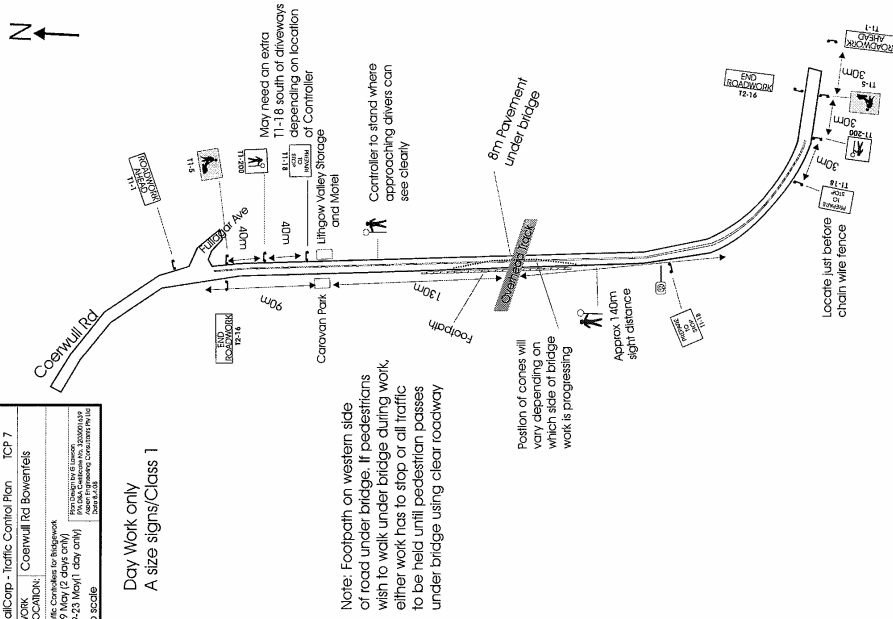
RailCorp will engage a commercial Traffic Control company to supply and install all the signage and devices. These staff will be RTA certified Traffic Controllers.

Traffic Control Plan Information

- All traffic control will be set up in compliance with AS 1742.3 2002 as the minimum standard. Use of 2003 RTA Traffic Control at Worksites standards will be applied where possible.
- Where distances are specified for sign placement, adjustments may need to be made to deal with contingencies such as entrances to properties, side road locations, shoulder widths, presence of parked vehicles and sight distance requirements.
- Type of Sign material. All standard Warning signs must comply with AS1742.3 2002 ie. Class 1 retro-reflective material

RailCorp - Traffic Control Plan TCP 7	
WORK LOCATION:	Coenwill Rd Bowentels
WORK DATES:	19-23 May (day only)
WORK TIMES:	08:00 - 18:00
TO SCALE:	1:100

Day Work only
A size signs/Class 1



Note: Footpath on western side of road under bridge. If pedestrians wish to walk under bridge during work, either work has to stop or all traffic to be held until pedestrian passes under bridge using clear roadway

Position of cones will vary depending on which side of bridge work is progressing

Approx. 140m sight distance

8m Pavement Under bridge

Controller to stand where approaching drivers can see clearly

May need an extra T1-18 south of driveways depending on location of Controller

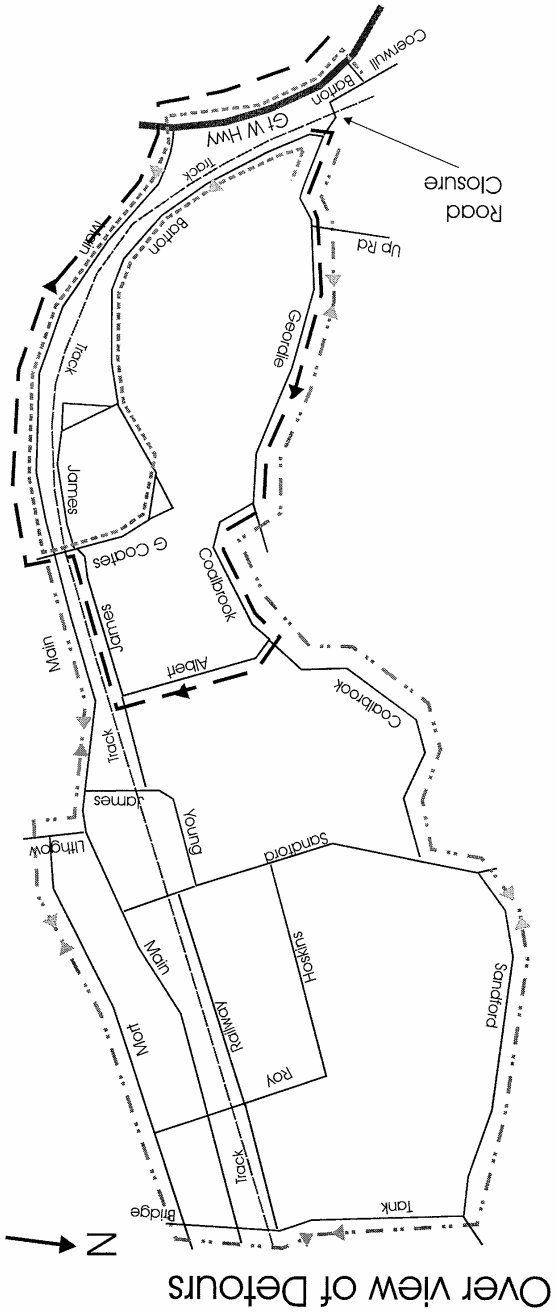
Lithgow Valley Storage and Market

Caravan Park

Footpath

Locate just before chain wire fence





Over view of Detours

High Vehicle Detour

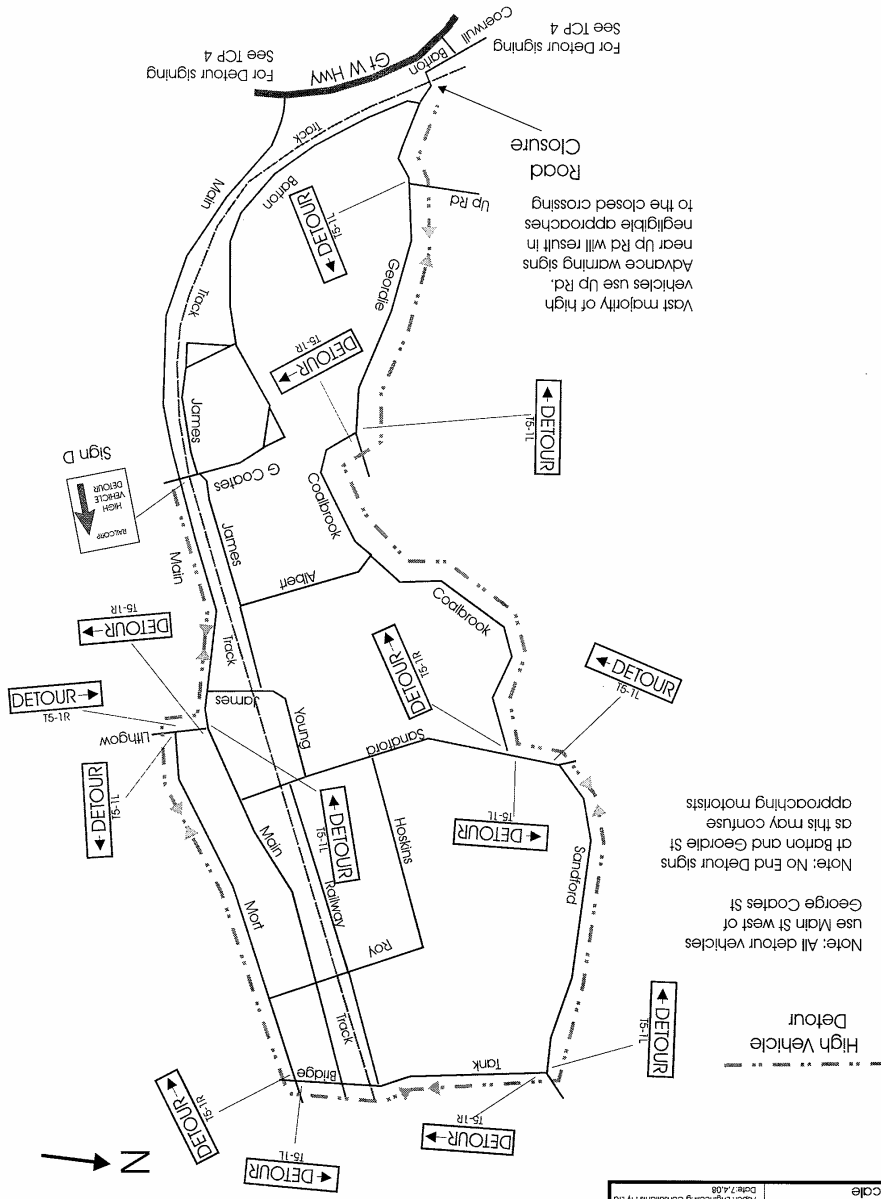
Detour for Barton St vehicles less than 3.5m height

Detour for George St vehicles less than 3.5m height

RailCorp - Traffic Control Plan TCP 1	
WORK:	Bowerlets Detour Route
LOCATION:	All Vehicles
Closure of Rail Crossing at Bowerlets	
Plan Design by G Lawson RTK Centre No. 200801439 Date: 7-4-08	
To scale:	1:2 - 23 May 2008

RailCorp - Traffic Control Plan TCP 3	
WORK:	Bowentals Detour Route
LOCATION:	Vehicles above 3.5m height
Closure of Road Crossing at Bowentals	
12-23 May 2008	
Plan Design by G Lamson <small>Plan Design by G Lamson 1800K Contractor No. 230001630 Agent Engineering Consultant by LR</small>	
To Scale <small>Date: 7.08</small>	

High Vehicle Detour



Note: All detour vehicles use Main St west of George Coates St

Note: No End Detour signs at Barton and Geordie St as this may confuse approaching motorists

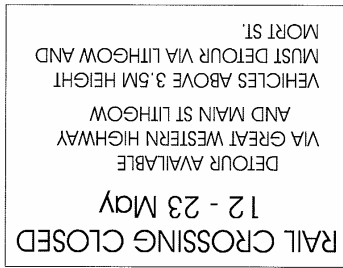
Vast majority of high vehicles use Up Rd. Advance warning signs near Up Rd will result in negligible approaches to the closed crossing

For Detour signing see TCP 4

For Detour signing see TCP 4

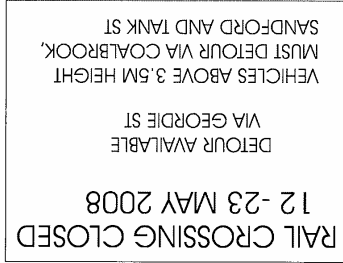
Sheet 9
Advance Warning Detour Signs

Sign A



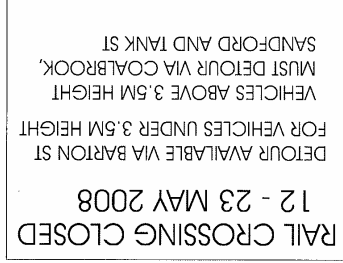
Advance Warning sign for
Coerwill Rd
Sign to be black lettering
on white Class 2 background
1200mm x 900mm

Sign B



Advance Warning sign for
Barton St
Sign to be black lettering
on white Class 2 background
1200mm x 900mm

Sign C



Advance Warning sign for
Geordie St
Sign to be black lettering
on white Class 2 background
1200mm x 900mm

Sheet 10
Detour Directional Signs

Sign D

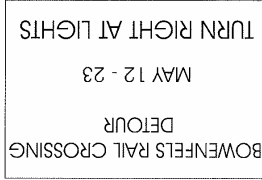


900mm

600mm

Sign to be black lettering
on white class 2 background

Sign E

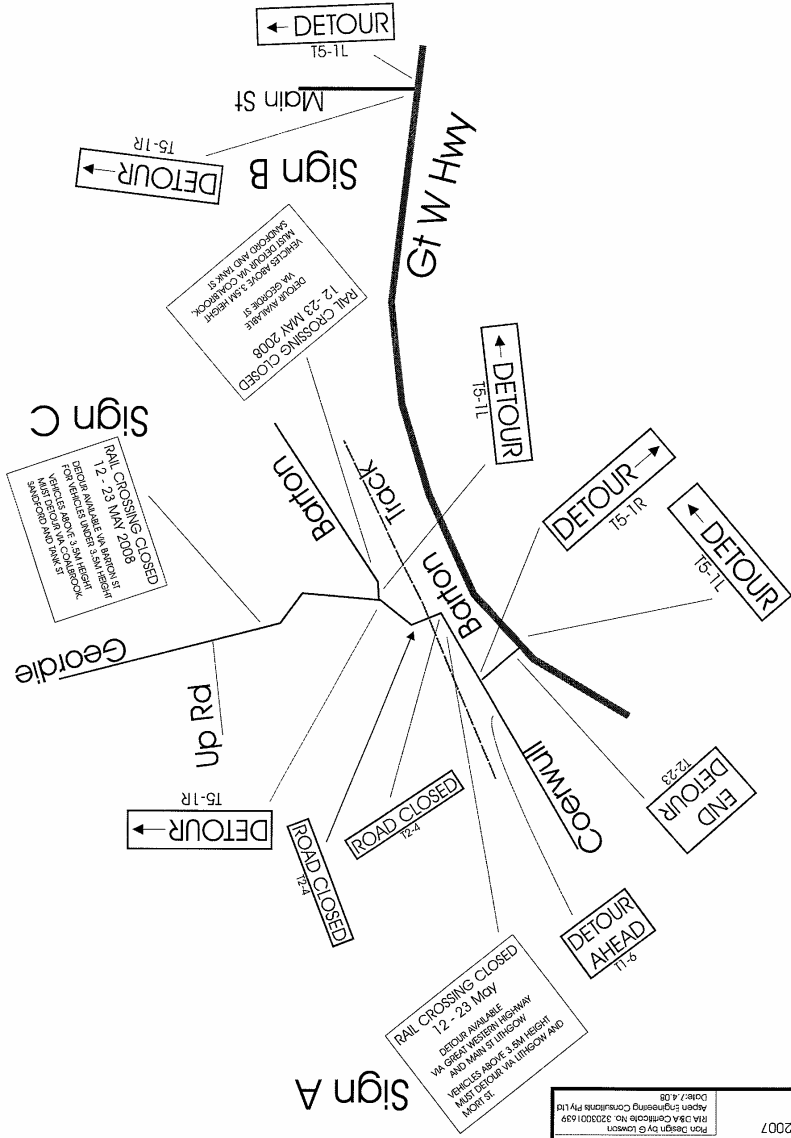


900mm

Sign to be black lettering
on white class 2 background

Barton St/GW Hwy Signing

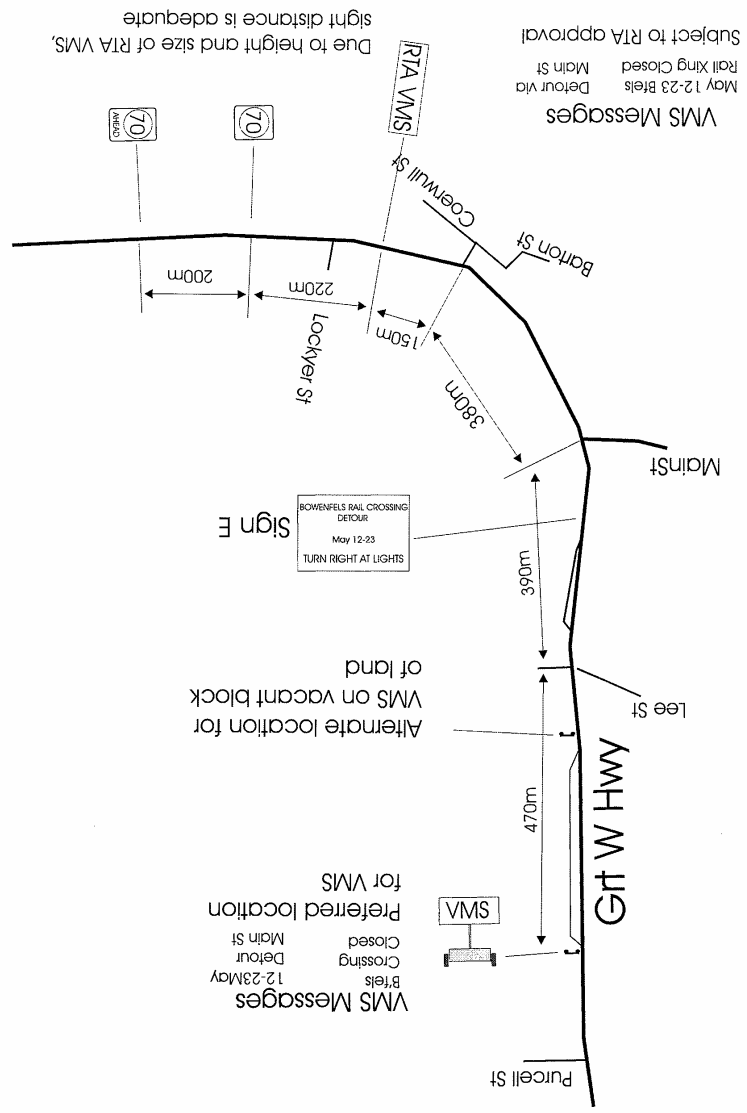
RailCorp - Traffic Control Plan TCP 4	
WORK LOCATION:	Great W Hwy at Bowenfels
Location of Special Signs and Detour Reassurance Signs	
Prepared by: G. Lumsden RUSA Certificate No. 223001639 Road Engineering Consultants Pty Ltd Date: 4.05.07	
12.23 May 2007	
To: scdile	



RailCorp - Traffic Control Plan TCP 5	
WORK LOCATION:	Great Western Highway Lithgow
Location of VMS devices and messages	
12 - 23 May 2008	
Prepared by: [illegible] RTA Data Certificate No. 3203001439 RTA Engineering Consultants Pty Ltd Date: 7/05	
To: [illegible]	



Grt W Hwy VMS locations

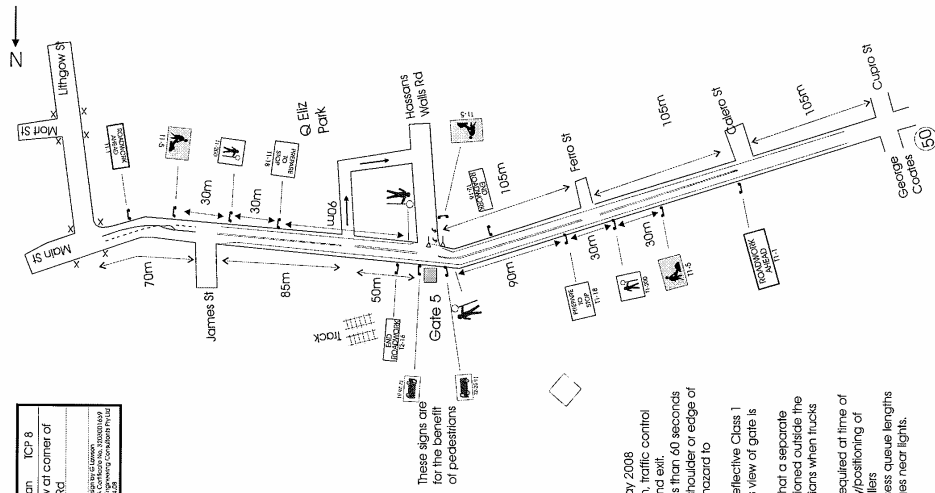


VMS Messages
 May 12-23 B'teis
 Detour via
 Closed
 Main St
 Subject to RTA approval

Due to height and size of RTA VMS,
 sight distance is adequate

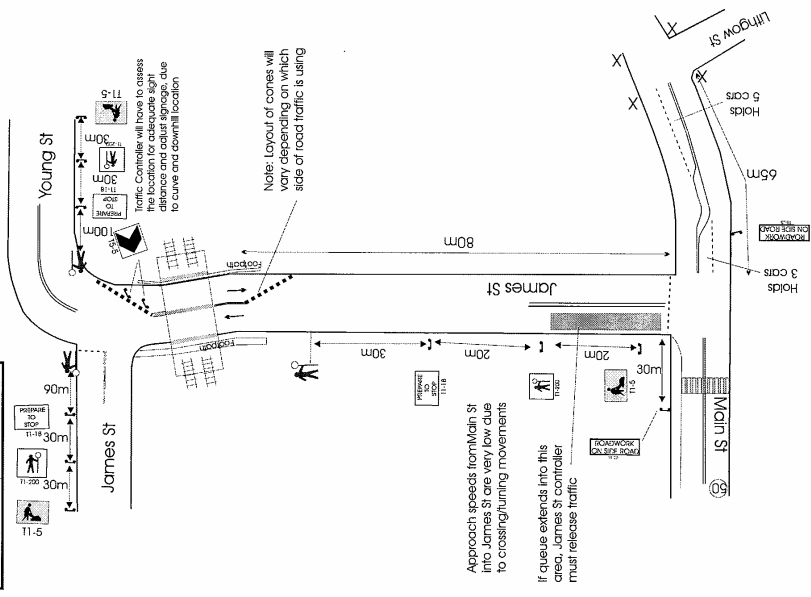
RailCorp - Traffic Control Plan	TPP 8
Work	Main St Lithgow at corner of
Location	Hassans Walls Rd
Project	Gate 5 tunnel
Day Work	12-23 May 2008
Drawn by	John G. ...
Checked by	...
Approved by	...
Scale	1:1000

X Traffic Signals



- Work required 12-23 May 2008
- Trucks crossing footpath, traffic control required during entry and exit.
- Speed hump of less than 60 seconds
- Signs to be located in shoulder or edge of road, not in a trip hazard to pedestrians.
- Signs to be A site retroreflective Class 1
- Westbound pedestrians view of gate is blocked by vegetation.
- Strongly recommend** that a separate traffic controller be stationed outside the gate to control pedestrians when trucks arriving and departing
- Assessment of this site required at time of work to consider visibility/positioning of signs and Traffic Controllers
- Eastern controller to assess queue lengths and ensure no blockages near lights.

RailCorp - Traffic Control Plan TCP 6
 WORK LOCATION: James St Lithgow
 Traffic Controller: An Allwright
 6-9 May 2008 (2 days)
 17-23 May (2 days)
 Work Schedule: 06:00-18:00
 Date: 4/5/08
 To Scale



Traffic Controller will have to assess
 the situation and adjust signage, due
 to distance and adjust signage, due
 to curve and downhill location

Note: Layout of cones will
 vary depending on which
 side of road traffic is using

Approach speeds from Main St
 into James St are very low due
 to crossing/joining movements

If queue extends into this
 area, James St controller
 must release traffic



MEMORANDUM

TO: COUNCILLORS
FROM: GENERAL MANAGER
SUBJECT: DEVELOPMENT APPLICATIONS

-
- LIST OF NEW APPLICATIONS RECEIVED BY COUNCIL
 - LIST OF APPROVED APPLICATIONS
-

29 MARCH 2008 TO 11 APRIL 2008


Mr Paul Anderson
GENERAL MANAGER



 (02) 6354 9999
 (02) 6351 4259
 www.lithgow.nsw.gov.au
council@lithgow.nsw.gov.au
 ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19, LITHGOW NSW 2790

APPLICATIONS RECEIVED 29 MARCH 2008 TO 11 APRIL 2008

Appl/Proc ID	Date 01	Description	Property Address	NN	Target
016/08DA	7-Apr-08	REPLACE EXISTING SIGN	75 CHIFLEY ROAD LITHGOW NSW 2790	N	7/05/2008
053/08DACC	2-Apr-08	DWELLING	11 MUNJOWEE CIRCLE LITHGOW NSW 2790	y	2/05/2008
056/08DACC	7-Apr-08	VERANDAH	21 BIRDWOOD STREET LITHGOW NSW 2790	N	21/04/2008
058/08DACC	9-Apr-08	GARAGE	8 AMBER GROVE LITHGOW NSW 2790	N	23/04/2008
059/08DACC	9-Apr-08	GARAGE	41 METHVEN STREET LITHGOW NSW 2790	N	23/04/2008
057/08DACC	8-Apr-08	SWIMMING POOL	78 OAKLEY FOREST ROAD MARRANGAROO NSW 2790	N	22/04/2008
054/08DACC	3-Apr-08	DWELLING ADDITIONS	5 KORRA STREET MARRANGAROO NSW 2790	N	17/04/2008
052/08DACC	1-Apr-08	SWIMMING POOL	26 COMMENS STREET WALLERAWANG NSW 2845	y	14/04/2008
003/08CC	7-Apr-08	DUAL OCCUPANCY - GARAGE/DWELLING	RYDAL-HAMPTON ROAD RYDAL NSW 2790	N	21/04/2008
017/08DA	9-Apr-08	Boundary Adjustment	190 MAGPIE HOLLOW ROAD SOUTH BOWENFELS NSW 2790	N	30/04/2008
018/08DA	10-Apr-08	Duplex	2790	N	10/05/2008
055/08DACC	7-Apr-08	GARAGE/STORAGE SHED	32 KILN STREET PORTLAND NSW 2847	N	21/04/2008

APPROVALS 29 MARCH 2008 TO 11 APRIL 2008

Appl./Proc ID	Property Address	Property Owners	Description	Clock Days	NN
040/08DACC	5 ACADEMY STREET LITHGOW NSW 2790	MR CJ JONES	GARAGE	27	N
034/08DACC	41 ENFIELD AVENUE LITHGOW NSW 2790	MR BJ CULLEN & MRS MJ CULLEN	SHED	23	N
024/08DACC	11 FINLAY AVENUE LITHGOW NSW 2790	MR AJ CARTER & MRS MJ CARTER	DWELLING ADDITION	6	Y
003/08DACC	58 RABAUL STREET LITHGOW NSW 2790	MR MD WATCHORN	DEMOLISH EXISTING & ERECT NEW DWELLING	18	Y
050/08DACC	JAMISON STREET PORTLAND NSW 2847	MR JF KOCH	GARAGE	6	N
012/08DACC	650 CULLENBENBONG ROAD KANIMBLA VALLEY NSW 2790	MR WJ DUFFY & MRS DM DUFFY	DWELLING CONSTRUCTION OF ACCESS ROAD	19	N
011/08DACC	GLEN DAVIS ROAD CAPERTEE NSW 2846	MR AM CAMPBELL		16	N
022/07CDC	141 KERMA CRESCENT CLARENCE NSW 2790	MS LM LOCKE	GARAGE	8	N
025/07CDC	15 DUNCAN STREET LIDSDALE NSW 2790	MR AE WOODS & MRS MA DUKES	SHED	5	N
107/07DACC	9 BARTON AVENUE WALLERAWANG NSW 2845	WALLERAWANG BOWLING CLUB LTD	BUILDING ALTERATION	10	N
029/07CDC	12 CARY AVENUE WALLERAWANG NSW 2845	MR CD SCHUMACHER	SHED	4	N
021/08DACC	52 OAKEY FOREST ROAD MARRANGAROO NSW 2790	MR DJ GRIGG & MRS KA GRIGG	NEW DWELLING/DUAL OCCUPANCY	9	Y
035/08DACC	LONE PINE FARM JENOLAN CAVES ROAD GOOD FOREST NSW 2790	MR NE WILKINSON	SHED	36	Y

013/08DACC	701 JERRYS MEADOW ROAD SODWALLS NSW 2790	IAN FULCHER PTY LIMITED	CARPORT - ROOF/VERANDAH	14	N
025/08DACC	14B BAYONET STREET LITHGOW NSW 2790	MR TD BULKELEY	CARPORT	46	Y
078/07DA	2687 OLD WESTERN ROAD MOUNT LAMBIE NSW 2790	MR PA SAY	SUBDIVISION INTO TWO ALLOTMENTS	11	Y
038/08DACC	20 BURTON STREET PORTLAND NSW 2847	MR GA KEARNEY & MS KA OFARRELL	CARPORT	19	Y
004/08DACC	130 KARAWATHA DRIVE LIDSDALE NSW 2790	MR NG HUTCHINSON & MRS MB HUTCHINSON	DWELLING	17	N

Minutes

Lithgow City Council

Sister City Committee 2 April 2008

Attendees: Mayor Councillor Neville Castle, Councillor Michael Wilson, General Manager Paul Anderson, Group Manager Community and Corporate Suzanne Lollback, Policy and Planning Manager Amanda Muir and Michael Jones from the Australia-China Chamber of Commerce (first item only).

Reports

Item 1 – Presentation on Chengdu, China

Michael Jones from the Australia-China Chamber of Commerce presented a proposal to create a relationship with Chengdu, China. This proposal is part of a larger project which involves the establishment of 5 sister city relationships with regions in and around Sydney. Lithgow has been suggested as an appropriate City due to its proximity to Sydney and the fact that the Chamber had a presence in Lithgow during the 1980s.

The proposal initially requires the hosting of a delegation from Chengdu of up to 40 people with the following typical agenda being provided:

- Monday pm – arrive in Lithgow from Sydney
- Monday pm – reception
- Tuesday – sessions regarding business opportunities
- Tuesday evening – reception
- Wednesday am – sessions regarding business opportunities
- Wednesday pm – site visits (i.e. Zig Zag Railway, Jenolan Caves, Mt Piper Power Station)
- Wednesday evening – Australian cultural/musical night
- Thursday pm – return to Sydney.

As hosts, Council would need to arrange the reception. However, the costs of the reception are normally covered by private enterprise. Furthermore, a Council representative will be expected to undertake a reciprocal visit within 18 to 24 months following the visit by the Chengdu delegation.

The Australia-China Chamber of Commerce is looking for correspondence indicating Council's willingness to receive and lead the delegation.

The proposed Sister City Relationship is viewed as having potential economic benefits for both Lithgow and Chengdu.

RECOMMENDATION:

The proposal to receive and lead a delegation from Chengdu in China is supported in principle with further information being sought on the implications for Council.

Item 2 - Draft Sister City Relationships Policy

The Draft Sister City Relationships Policy was altered to include:

- "The existence of **one or more** cultural, economic, educational, historical, social or geographical similarities between the Lithgow Local Government Area and the prospective city."
- "There exists community **acceptance** for the proposed relationship. In this regard the proposal to establish a Sister City Relationship will be advertised in Council's Column of the local newspaper for 28 days and any submissions will be considered by the Sister City Committee as part of the assessment of the proposal".

RECOMMENDATION:

That the Draft Sister City Relationships Policy be placed on public exhibition for a period of 28 days.

Item 3 – Nomination of Committee Members

The Committee requires a member from the Lithgow Business Association and 3 community members from different industry sectors/companies. The following actions were suggested and will be undertaken:

- A further written approach be made to the Lithgow Business Association to fill that position on the Committee.
- In relation to 3 community members from different industry sectors/companies, correspondence is to be forwarded to:
 - Tourism Advisory Committee (tourism operator)
 - Service Clubs
 - RSL
 - Progress Associations
 - Schools.

Item 4 – Draft Sister City Agreement for Huainan Province

The Draft Sister City Agreement for Hunainan Province was reviewed and will be forwarded to the Foreign Affairs Office of Huainan Municipality for their review.

Item 5 – Draft Sister City Agreement for Shrewsbury and Atcham Borough

The Draft Sister City Agreement for Shrewsbury and Atcham Borough was reviewed and it was considered that tourism should be included as one of the fields for cooperation and exchanges. The Draft Agreement and process of establishing a Sister City will be provided to Shrewsbury and Atcham Borough Council.

In addition, Shrewsbury and Atcham Borough Council is to be contacted in relation to the Darwin Bicentenary to be held in 2009, in particular the proposal for the debate contest and possible student visits.

Item 6 – Bluefield Sister City Relationship

Correspondence was forwarded to the City of Bluefield to ascertain their willingness to re-establish the Sister City Relationship and as no response had been received at the time of the meeting, further correspondence is to be prepared.

SISTER CITY RELATIONSHIPS

OBJECTIVE:

To provide criteria for the assessment of proposals to establish Sister City Relationships.

POLICY:

Council's Sister City Committee shall assess any proposal to establish a Sister City Relationship using the following criteria:

- The existence of one or more cultural, economic, educational, historical, social or geographical similarities between the Lithgow Local Government Area and the prospective city.
- The relationship will provide cultural, economic, educational, historical and social opportunities that will be mutually beneficial for both cities.
- Demonstrate an opportunity to further develop Lithgow as a Learning City.
- There exists community acceptance for the proposed relationship. In this regard the proposal to establish a Sister City Relationship will be advertised in Council's Column of the local newspaper for 28 days and any submissions will be considered by the Sister City Committee as part of the assessment of the proposal.

The Sister City Committee shall report the assessment to Council for determination.

Maintained by Department:	Policy & Planning	Approved by:		Effective Date	
Reference:	Dataworks: Policy Register	Council Policy No:	DRAFT	Last Review Date	
Min No:		Version No:	1	Review Date:	
Attachments:					

MEMORANDUM OF UNDERSTANDING OF FRIENDSHIP

Lithgow City Council, New South Wales, Australia and the Huainan City, Peoples Republic of China in signing of this Memorandum of Understanding of Friendship agree to establish a Sister City Relationship and confirm their desire to cooperate and undertake exchanges in the fields of:

- Economy
- Trade
- Science
- Technology
- Culture
- Education
- Health.

The details about the exchanges will be considered, discussed and agreed upon between us and documented in the Lithgow and Huainan Sister City Action Plan.

This agreement is signed this INSERT DATE day of the month of INSERT MONTH & YEAR, in two copies, each one in Mandarin and in English, both copies having equal authority.

Councillor Neville Castle
Mayor
Lithgow City Council
New South Wales
Australia



Mr Chen Shili
Secretary of CPC Huainan Committee
Chairman of the Standing Committee
of the People's Congress of Huainan
Peoples Republic of China
INSERT LOGO

MEMORANDUM OF UNDERSTANDING OF FRIENDSHIP

Lithgow City Council, New South Wales, Australia and Shrewsbury and Atcham Borough Council, United Kingdom in signing of this Memorandum of Understanding of Friendship agree to establish a Sister City Relationship and confirm their desire to cooperate and undertake exchanges in the fields of:

- Tourism
- INSERT FIELDS

The details about the exchanges will be considered, discussed and agreed upon between us and documented in the Lithgow and Shrewsbury and Atcham Borough Sister City Action Plan.

This agreement is signed this INSERT DATE day of the month of INSERT MONTH & YEAR, in two copies, both copies having equal authority.

Councillor Neville Castle
Mayor
Lithgow City Council
New South Wales, Australia

Councillor John Cooke
Mayor
Shrewsbury and Atcham Council
United Kingdom

INSERT LOGO

