



AGENDA

Ordinary Meeting of Council

to be held at

Council Administration Centre

180 Mort Street, Lithgow

on

Monday 24 June 2019

at 7:00 pm

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1. **Acknowledgement of Country**
2. **Present**
3. **Apologies**
4. **Confirmation of Minutes**
5. **Declaration of Interest**
6. **Commemorations and Announcements**
7. **Public Forum**
8. **Staff Reports**
 - 8.1. **Economic Development and Environment Reports**
 - 8.1.1. **ECDEV - 24/06/19 - Proposed Road Naming "QE Park Lane" Lithgow to "Blanchard Lane" Lithgow**

Report by Director of Economic Development & Environment

Reference

Min No: 12-491 Ordinary Meeting of Council held on 12 December 2012

Min No: 19-70 Ordinary Meeting of Council held on 25 March 2019

Summary

To advise Council of an update on the proposed renaming of QE Park Lane, Lithgow.

Commentary

Background

Council will recall that it received a submission from a member of the public proposing to rename "QE Park Lane" which adjoins the western side of Queen Elizabeth Park and the eastern boundary of residential properties located off Hassan's Walls Road, Lithgow, to "Blanchard Lane".

The matter was referred to the Ordinary Meeting of Council held on 25 March 2019 and the following was resolved:

19-70 RESOLVED

THAT:

1. Council undertake an expression of interest for a period of twenty-eight (28) days (through advertising in the local newspaper and written notification to residents and authorities) calling for submissions on the proposed renaming of "QE Park Lane" in Lithgow NSW 2790 to "Blanchard Lane".
2. Any submissions (including objections and alternate proposals) be reported back to Council for consideration, prior to commencing the online road naming process.

The notification of the proposed road name of "Blanchard Lane" was completed and as a result Council received one submission detailed below:

Blanchard Lane

Public Submission			Officer's Comments
Objection/Comment	Alternative Road Name Proposed	Reasoning	
Strongly disagree with the renaming of QE Park Lane.	-	The lane has been known by this name for over 50 years when the Queen opened it. Also, their house fronts onto the lane which they have lived in for 40 years and this would cause all sorts of issues for them.	Whilst the lane is locally known as "QE Park Lane", this road name has not been officially gazetted. Further, the lane which adjoins the eastern side of Queen Elizabeth Park and Club Lithgow off Lithgow Street is also locally known as "QE Park Lane" so it would be advantageous to rename the lane. No property addresses have been allocated to "QE Park Lane" and any potential impact of a renaming proposal is likely to be minor. The property in question is allocated to Hassan's Walls Road.

Policy Implications

Council Policy 10.10 Addressing, Road Naming and Locality Naming applies. The main thrust of the policy is to ensure that road naming within the Lithgow Local Government Area complies with the requirements of the NSW Addressing User Manual 2016 (AUM).

Financial Implications

- Budget approved - N/A
- Cost centre - N/A
- Expended to date - N/A
- Future potential impact – Cost of street signage.

Legal and Risk Management Implications

A roads authority may name public roads for which it is the roads authority pursuant to the provisions of the Roads Act 1993.

Attachments

Nil

Recommendation

THAT

1. Council proceed with the online road naming process and gazette the road name of "Blanchard Lane" for the laneway that adjoins the western side of Queen Elizabeth Park and the eastern boundary of residential properties located off Hassan's Walls Road, Lithgow.
2. Adjoining landowners and relevant authorities be notified of the new road name.

8.1.2. ECDEV - 24/06/19 - Proposed New Policy - Alternate Fuel Rebates

Report by Director of Economic Development & Environment

Reference

Nil

Summary

This report provides Council with new policy, Policy 5.7 - Alternate Fuel Rebates, for consideration.

Commentary

Council has provided rebates for the replacement of coal fired heating appliances for many years. However, this long-adopted practice has not been supported by a policy framework to provide clarity on matters such as eligibility criteria for the rebate and the process involved.

The objective of the proposed Policy 5.7 is to provide a process for providing rebates to eligible residents for the replacement of coal fired appliances with an alternate cleaner heating system.

Policy Implications

The proposed new policy will update Council's policy register.

Financial Implications

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

Legal and Risk Management Implications

Nil

Attachments

1. Alternate Fuel Rebate Policy 5.7 [8.1.2.1 - 5 pages]

Recommendation

THAT draft Policy 5.7 - Alternate Fuel Rebates, be placed on public exhibition for a period of 28 days and be reported back to Council following the exhibition process having regard to any submissions received.

8.1.3. ECDEV - 24/06/19 - Mount Piper Power Station Mod 8 - Water Storage Pond

Report by Director of Economic Development & Environment

Summary

To advise Council on a Major Project that has been submitted to the Department of Planning and Environment (the Department) for the Mount Piper Power Station Mod 8 for a proposed water storage pond.

Commentary

A major project modification application has been submitted to the Department of Planning and Environment for the Mt Piper Power Station. Known as "Mod 8" the proposed modification involves the construction of a new 60 megalitre pond to provide additional water storage for the power station. The modification is proposed to support the re-purposing of existing ponds and the integration with the Springvale Water Treatment Plant once commissioned.

The new pond is proposed to be located immediately adjacent to the existing Blowdown Pond B, in a highly disturbed area within the power station site. The pond will function as a multi-use storage pond to provide storage redundancy of process streams. It will receive flows from the existing blowdown ponds, the coal settling basin, the ash repositories and the new water treatment plant.

The site has been previously cleared of all native vegetation and the potential for environmental impacts during the construction of the pond is considered minimal. The pond will provide flexibility to the operation of the existing pond network and reduce the risk of uncontrolled discharges from the power station impacting upon receiving waters.

Status

The Environmental Impact Statement was supplied to Council for authority comments which finished on the 4 June 2019. Given the timeframe between Council meetings, a submission was made on behalf of Council raising no objections.

Policy Implications

Nil.

Financial Implications

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

Legal and Risk Management Implications

As the proposal falls within Part 4, Division 4.2 of the Environmental Planning and Assessment Act 1979 the Department of Planning and Environment is the consent authority.

Attachments

Nil

Recommendation

THAT the information in the report for the Mount Piper Power Station Mod 8 - water storage pond be NOTED.

8.2. Infrastructure Services Reports

8.2.1. IS - 24/06/19 - Infrastructure Services Policy Review

Report by Director of Infrastructure & Services

Reference

Min. No. 14-211: Ordinary Council Meeting of 12 May 2014.

Summary

To provide an update to the following Council policies:

- Policy 10.6 – Kerb and Gutter Construction - Contributions
- Policy 10.7 – Public Gates and Grids on Local Roads

To better ensure their accuracy, completeness and pertinence to an evolving community, as well as compliance with relevant legislation.

Commentary

Changes to the policies outlined above can be summarised as follows:

Policy 10.6 - Kerb and Gutter Construction – Contributions (Version 4)

- Limits to the number of kerb returns Council will provide, free of charge (one per lot, where no return currently exists);
- Guidelines around what kerb and gutter works Council will charge a contribution for and those works for which it will not charge a contribution;
- Acknowledgement of the fact that any kerb and gutter works, including those subject to contribution, will only be considered in line with regional priorities and resource availability; and;
- Provision for mandatory neighbour notification.

The changes to this policy are major as changes affect the purpose of the policy and its potential effect on members of the public. As such, this policy does require a public exhibition period of 28 days.

Policy 10.7 - Public Gates and Grids on Local Roads (Version 4)

- Implement a systematic and standardised approach to the approval, inspection, evaluation, maintenance and repair of all public gates and grids by:
 - Implementing a standardised application to be completed by any landowner prior to the consideration of any new gate or grid over a public road;
 - Implementing a procedure for the assessment of gates or grids by Council staff, to ensure each application is treated consistently and the process is acknowledged by the applicant; and
 - Implementing specific conditions for approval in line with the requirements for public safety, landowner accountability / responsibility and legislative requirement.
- Providing clarity around the fact that adjacent landowners are responsible for maintenance of gates and grids (including the 20m approach to any grid).
- Implementing requirements for public liability insurance for any gate or grid.
- Providing restrictions around the types of roads permissible for the installation of a gate or grid.
- Providing restrictions around the types of gates and grids permissible for the installation over a public road.

- Clarifying the requirement for public consultation prior to approval being granted on any application.
- Implementation of a fee associated with this process of application and consideration.

The changes to this policy are major as changes affect the purpose of the policy and its potential effect on members of the public. As such, this policy does require a public exhibition period of 28 days.

Policy Implications

Adoption of updates to Policy 10.6 – Kerb and Gutter Construction – Contributions and Policy 10.7 – Public Gates and Grids on Local Roads.

Financial Implications

- Budget approved - N/A
- Cost centre - N/A
- Expended to date - N/A
- Future potential impact – an application fee for gates or grids over public roads is proposed for 2019/20 fees and charges to recover costs of administering applications.

Legal and Risk Management Implications

Nil.

Attachments

1. Policy 10.6 - Kerb and Gutter Construction - Contributions (V 4) **[8.2.1.1 - 3 pages]**
2. Policy 10.7 - Public Gates and Grids on Local Roads (V 4) **[8.2.1.2 - 8 pages]**

Recommendation

THAT

1. Revised Policy 10.6 – Kerb and Gutter Construction – Contributions be placed on public exhibition for a period of 28 days with the policy being reported back to Council for consideration for final adoption subject to consideration of any submissions received; and
2. Revised Policy 10.7 – Public Gates and Grids on Local Roads be placed on public exhibition for a period of 28 days with the policy being reported back to Council for consideration for final adoption subject to consideration of any submissions received.

8.3. Water and Wastewater Reports

8.3.1. WW - 24/06/19 - Water Report

Report by Director of Water & Wastewater

Reference

Summary

This report provides an update on various water management issues.

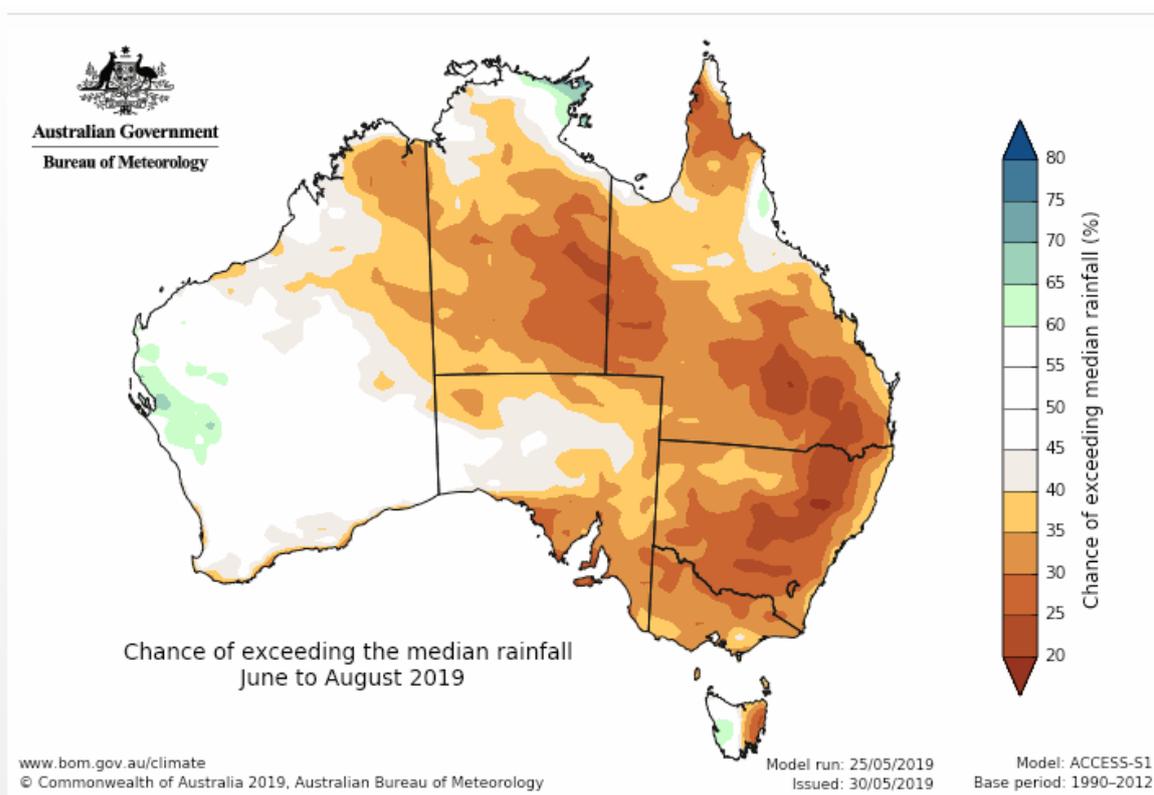
Commentary

Farmers Creek No. 2 Dam capacity on Monday 13th June 2019 was down 5.1m or 47.85%.

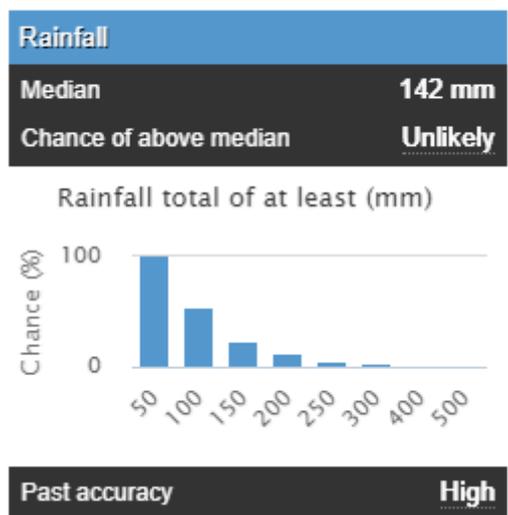
Oberon Dam capacity on Monday 13th June 2019 was 40.5%. Total volume banked is currently approx. 6.3%, so storage adjusted for bank is 34.2%. Level 2 restrictions on the FRWS are now in effect.

Climatic and Rainfall Outlook

- The following climatic and rainfall outlook is taken from the Bureau of Meteorology website.
- The winter climate outlook, issued 30 May 2019, suggests a drier than average winter is likely for much of eastern and parts of southern Australia.
- Daytime temperatures during winter are very likely to be warmer than average.
- With more cloud-free days and nights expected, there is an increased risk of frost in susceptible areas.
- Climate influences include the expected development of a positive Indian Ocean Dipole and a weakening of El Niño-like patterns in the tropical Pacific.
- Below average winter rainfall is likely for much of eastern Australia, southeastern SA, and WA's southern coast.



Outlook for June to August at Marrangaroo



Current Water Usage from Each Supply

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

Table 1 – Oakey Park Monthly Output and Clarence Transfer 2018/2019

Total for 2017/18	1,388.1	760.2	810.4
Licence Limit (ML/a)	1500	1293	1778
Month	Oakey Park WTP (ML)	Clarence Transfer (ML)	Fish River Supply (ML)
July	114.9	176.7	69.8
August	106.9	142.0	56.0
September	104.7	0	51.0
October	139.3	0	65.6
November	116.4	0	55.0
December	128.8	0	41.4
January	121.4	0	82.7
February	116.6	0	53.8
March	158.3	0	57.9
April	96.8	0	64.3
May	72.5	0	46.0
TOTAL	1276.6	318.7	643.5

Please note that there were errors in the calculation of previously reported amounts at OPWTP. The data has now been corrected.

Clarence Water Transfer Scheme

The Clarence Water Transfer Scheme is not currently operating.

Oakey Park Water Quality Summary

Oakey Park Water Treatment Plant has been temporarily shutdown. The shutdown commenced Tuesday 7 May 2019. Due to water break at Duckmaloi Council was required to feed the villages from the 17th May 2019 till 27 May 2019 until the repair could be undertaken. FRWS have

continued to feed into Lithgow from the 27 June 2019. No health-based ADWG values were exceeded for the period 07 May 2019 to 12 June 2019.

Treatment Plants Monitoring Results

Samples are taken on a monthly basis at various locations within the STPs and WTP in accordance with Environment Protection Licence requirements. Samples were collected on 29/05/19 and taken to Sydney Water for testing. There was one (1) non-compliance recorded at the Wallerawang Sewage Treatment Plant for the month May 2019. Result for Ammonia returned was 2.79mg/L with the Licence limit being 2mg/L. All test results are published on the Lithgow City Council website as required by the Protection of the Environment Operations Act 1997.

Fish River Water Scheme Water Quality Summary

Fish River Water Supply supplied water to Marrangaroo, Wallerawang, Lidsdale, Portland, Cullen Bullen, Glen Davis, Rydal up till the 7th May 2019. FRWS supplied the whole system from 7th May 2019 till 17 May 2019. Lithgow supplied is supplied the whole system from 17 May 2019 till 27 May 2019. From the 27 May till 12 June FRWS was supplying the whole system and this will continue till the week commencing 24 June 2019 when FRWS have a planned shutdown and Council will supply the whole system. There were no exceedances of health-based ADWG values for the period 10/04/19 to 16/05/2019.

Water Reticulation Complaints

Council received 1 complaint during the period 16/05/19 to 13/06/2019 concerning water quality issues, these were all isolated incidences. The water mains were flushed in all instances of water quality complaints and no follow up reports of dirty water from these locations have been received.

Policy Implications

Nil.

Financial Implications

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

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT the June 2019 Water Report be noted.

8.4. Finance and Assets Reports

8.4.1. FIN - 24/06/19 - Smart Water Meters - Residential Usage Tiers

Report by Chief Financial & Information Officer

Reference

Min No 19-58: Ordinary meeting of Council held on 25 February 2019.

Summary

To inform Council of the fast progress achieved in the implementation of the smart water meters program and to propose a temporary change to the residential water usage tiers which were included in the draft 2019/20 Operational Plan.

Commentary

At the Ordinary Meeting of Council held on 25 February 2019, Council resolved:

19-58 RESOLVED

THAT Council:

1. Amend the 2018/19 Operational Plan Capital Works Program to add the Smart Metering project.
2. Vote the allocation of \$2,886,000 over 2 financial years to implement the Smart Metering project, funded from the water reserve.
3. Authorise the General Manager to execute the contract with Taggle Systems Pty Ltd and any related documentation under delegated authority.

Smart Water Meters Program Budget

Council approved a 2018/19 budget variation to add \$1M to the 2018/19 budget for the commencement of the smart water meters program. The project implementation has proceeded at a faster pace than expected and it is recommended that an extra \$470,000 be allocated to the 2018/19 budget (funded from the water reserve). The draft 2019/20 smart water meters budget would be reduced by the same amount.

Proposed Temporary Change to the Residential Water Usage Tiers

As stated in the February 2019 Smart Metering Report:

*“Industry practice determines that the useful life of a mechanical water meter is 10 years, with some manufacturers claiming 20 years useful life. After a period of 8 years use, the meter will begin to incorrectly measure the amount of water passing through. When meters begin to fail, in all but exceptional cases, **the meter under registers.**”*

To mitigate the risk of unexpected higher costs for customers, it is proposed to increase the residential water usage tier 1 from 0-250kl to 0-400kl for the period 1 July 2019 to 30 June 2020. It will then be less likely that residential customers with old meters that had been under registering will reach tier 2 of 400kl+. The proposed changes in residential water usage charges for the 2019/20 Operational Plan are shown in the table below:

Water Usage Charges - Residential	
Kilolitres Used	Charge (\$)
0 – 400 Residential	3.23 / kl
400+ Residential	4.85 / kl

It is proposed that the residential water usage tiers would return to tier 1 being 0-250kl and tier 2 250kl+ from 1 July 2020. As is usual practice, all water charges will be subject to an annual review

for the 2020/21 Operational Plan. Replacing the water meter stock with new smart meters will improve the overall accuracy of meter readings and lead to fairer water pricing for all customers.

Impact on Changes on the Water Fund for 2019/20

A number of factors make it difficult to forecast the impacts of the installation of smart meters on the water fund for 2019/20:

- It is highly likely that there will be an increase in water usage charges income from obtaining accurate meter reads.
- There will be a reduction in written-off income that has occurred in recent years from undetected leaks.
- It is expected that there will be a minimum 10% reduction in unaccounted water.
- There will be cost savings as a second temporary meter reader will no longer need to be employed.
- The forecast loss of revenue from the proposed temporary change to the residential water usage tiers is \$124,000.

The cost / benefit analysis conducted as part of the smart meters business case estimated a Return on Investment of 2-3 years.

Due to the likelihood of extra income / cost savings offsetting the loss of income from the temporary change to residential water usage tiers, it is proposed to make no change to the water fund budgets included in the draft 2019/20 Operational Plan. Water fund income will be closely monitored as the smart meters are installed and as readings commence. Budgets may require adjustment at the time of quarterly budget reviews.

Policy Implications

The Council adopted an updated Hardship Policy at the Ordinary Meeting of Council held 23 October 2017 (Min 17-311). The objective of the Hardship Policy is to assist customers suffering financial hardship, with outstanding debts due to council and to provide an administration process to determine applications promptly.

Council recognises the possibility that some customers may incur unexpected higher costs due to accurate meter reads. Council will carefully monitor any hardship sustained by any customer and work with them to achieve a satisfactory outcome.

Financial Implications

- Budget approved - \$2,886,000 total for the smart meters project.
- Cost centre - PJ200135
- Expended to date - \$1,066,205
- Future potential impact - the expected Return on Investment is 2-3 years.

Legal and Risk Management Implications

The report proposes a solution to the risk of unexpected higher water usage costs for customers.

Attachments

Nil

Recommendation

THAT Council:

1. Vote an extra \$470,000 to be allocated to the 2018/19 Smart Meters project budget due to the faster than expected progress of the project. The draft 2019/20 smart water meters budget would be reduced by the same amount.
2. Increase the residential water usage tier 1 from 0-250kl to 0-400kl for the period 1 July 2019 to 30 June 2020 in the 2019/20 Operational Plan. The residential water usage tiers would return to tier 1 being 0-250kl and tier 2 250kl+ from 1 July 2020.

3. Note that no change will be made to the water fund budgets included in the draft 2019/20 Operational Plan. Water fund income will be closely monitored as the smart meters are installed and as readings commence.

8.4.2. FIN - 24/06/19 - Tender Delegations Report

Report by Chief Financial & Information Officer

Reference

Min 18-195: Ordinary Meeting of Council held 23 July 2018.

Min 18-215: Ordinary Meeting of Council held 27 August 2018.

Summary

To advise Council of tenders which the General Manager has used his delegated authority to accept with a contract value of up to \$500,000.

Commentary

At the Ordinary meeting of Council held 27 August 2018 Council resolved:

18 – 215 RESOLVED

THAT the:

1. Council note that there were no exercised delegations to approve tenders between 24 July and 22 August 2018.
2. **Report only be brought to Council when the delegation has been exercised.**

I am informing Council that the following tender was approved by the General Manager under delegated authority.

Project: Wallerawang Skatepark.

Tender accepted: Oasis Skate Parks Pty Ltd.

Amount: \$330,000 (excluding GST).

Oasis Skate Parks Pty Ltd achieved the highest price score and the second highest non-price score of the tenders received. Another tenderer had a slightly higher combined score but had a greater cost. In view of the available budget, the tender was awarded to Oasis Skate Parks Pty Ltd.

Oasis has recently completed similar skatepark projects for Oberon and Blayney Councils. Both Councils were contacted by the Tender Evaluation Group and spoke highly of the quality of work, that Oasis completed the projects on time and that there were no price variations.

Policy Implications

The tender process and evaluation complies with Council's Tendering Policy 1.4 and Council procedures for Purchasing and Tendering.

Financial Implications

- Budget approved - \$389,084
- Cost centre - PJ 100284
- Expended to date - \$20,000 leaving balance of \$369,084.
- Future potential impact -\$330,000 for award of Tender 02/19 to Oasis Skate Parks. The balance of \$39,084 will be retained as a contingency if required, for project management costs and for associated works (including landscaping and upgrade of adjoining playground equipment).

Legal and Risk Management Implications

The tender process for the Wallerawang Skatepark was conducted in accordance with Local Government tendering legislation, including Section 55 of the Local Government Act 1993 (The Act) and Part 7 of the Local Government (General) Regulation 2005. The General Manager had been requested to accept the recommendations of the Tender Evaluation Group under his delegation in accordance with Section 377 (i) of The Act.

Council will engage the successful tenderer using an official Council purchase order. Council's Standard Purchase Order Terms and Conditions will apply.

Attachments

Nil

Recommendation

THAT Council note that the exercise of the General Manager's delegation to approve the Wallerawang Skatepark tender in May 2019.

8.4.3. FIN - 24/06/19 - Costs of ALGWA Activities

Report by Chief Financial & Information Officer

Reference

Min 19-94: Ordinary Meeting of Council 29 April 2019.

Summary

This report provides information on the estimated costs associated with Cr Coleman’s involvement with Australian Local Government Women’s Association NSW (ALGWA) activities for the 2019/20 financial year. The ALGWA activities relate to Cr Coleman’s election to the position of ALGWA NSW President.

Commentary

At the 29 April 2019 meeting, Council resolved:

19-94 RESOLVED

1. That Council support the attendance of Cr Coleman at the 2019 National ALGWA Conference in Blacktown in May
2. That the cost of attendance be funded from the \$1,750 of unspent monies from the Organisational Development budget.
- 3. A future report be provided to Council on ongoing potential costs associated with involvement in ALGWA activities.**
4. The General Manager to more closely monitor the spending and allocation of funds from the Councillor expenses and facilities budget taking into account funds allocated to each individual Councillor for example Professional Development set at \$18,000 total/year (\$2,000 each), general travel expenses \$4,500 total/year (\$500 each) etc.
5. Councillor’s be provided with an email report each quarter outlining spent and remaining funds within the Councillor Expenses and Facilities budget each financial year.

Based on advice provided by Cr Coleman, the table below sets out the estimated costs for Cr Coleman’s attendance at all ALGWA activities in the 2019/20 year.

ALGWA Activity 2019/20	No. of Activities	Expense Type	Basis of Cost Estimate	Total Estimated Costs
ALGWA Meetings	6	Accommodation, some meals 1-2 nights per meeting	\$200 per meeting	\$ 1,200
Annual ALGWA Conference	1	Conference registration, accommodation	\$1,800 based on cost of 2019 conference	\$ 1,800
Total estimated costs				\$ 3,000

If a Council pool vehicle is allocated to Cr Coleman for her attendance at ALGWA activities, reimbursement of travel expenses will not be required.

Cr Coleman also plans to attend the Local Government NSW Annual Conference 2019 (Warwick Farm) as a representative of Council and as President of ALGWA NSW. A separate budget will be utilised for Councillor attendance at the State and Federal local government conferences.

Cr Coleman has advised that ALGWA does not generally assist with the cost of attendance at activities for its elected representatives.

Policy Implications

Council's support for Cr Coleman's attendance at ALGWA activities is consistent with Policy 9.5 Councillor Expenses and Facilities. A vote of funds is required to supplement the 2019/20 Councillor expenses for the \$3K estimated cost of Cr Coleman's attendance at ALGWA activities.

Financial Implications

- Budget approved - 2019/20 budget - \$18,000 for Councillor professional development; \$9,500 for Councillor travel expenses.
- Cost centre - 1059
- Expended to date - nil for 2019/20.
- Future potential impact - costs of Cr Coleman's attendance at ALGWA activities has been estimated only for the 2019/20 year.

Legal and Risk Management Implications

Nil.

Attachments

Nil

Recommendation

THAT Council:

1. Note the information provided in this report on the estimated costs of Cr Coleman's attendance at ALGWA activities for the 2019/20 year.
1. Reallocate \$3,000 from the 2019/20 Governance advertising budget to supplement the 2019/20 Councillor travel expenses budget for the estimated costs of Cr Coleman's attendance at ALGWA activities.

8.4.4. FIN - 24/06/19 - Investment Report May 2019

	Chief Financial & Information Officer
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Reference

Min No 19-150: Ordinary meeting of Council held on 27 May 2019.

Summary

To advise Council of investments held as at 31 May 2019 and to note the certification of the Responsible Accounting Officer that funds have been invested in accordance with legislation, regulations and Council policy.

Commentary

Council's total investment portfolio, as at 31 May 2019 when compared to 30 April 2019, has increased by \$45,000 from \$28,235,000. to \$28,280,000. Cash in Council's bank account increased by \$1,408,051.46 from \$138,498.56 to \$1,546,550.02.

There is an overall increase in cash and investments of \$1,453,051.46 since 30 April 2019, which is due to the fourth rates instalment and Financial Assistance Grant instalment.

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

The movement in Investments for the month of May 2019 were as follows:

Opening Balance of cash and investments as 01 May 2019	\$28,373,498.56
Plus New Investments – May 2019	\$7,953,051.46
Less Investments redeemed – May2019	-\$6,500,000.00
Closing Balance of cash and investments as at 31 May 2019	\$29,826,550.02

A large proportion of Council's investments are held as restricted assets for specific purposes. Restricted assets may consist of externally restricted assets which must be spent for the purpose for which they have been received (e.g. Water, Wastewater, Stormwater, Domestic Waste, Parking) or internally restricted assets which have been set aside by Council resolution. Some internal restrictions are held to fund specific liabilities such as employee leave entitlements and bonds and deposits.

Policy Implications

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing funds. On 14 August 2017, Council adopted a revised Investment Policy which includes the Minister's Investment Order of 12 January 2011.

Financial Implications

- YTD interest income budget approved – \$678,659
- Cost centre - 3259
- YTD Income to date - \$770,460
- Future potential impact – Nil

The Council's interest income for YTD is \$91K is over budget due to a combination of reserve balances being greater than forecast and improved investment returns.

Interest is paid on the maturity date of the investment. The budget for interest income is determined by the average level of funds held and the rate of return. Adjustments to the budget estimate are processed through Council's Quarterly Budget Review process. Interest Returns are determined by average funds invested and the rate of interest return.

Legal and Risk Management Implications

Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 14 August 2017 Council adopted a revised Investment Policy and investments comply with this Policy.

Risk is managed by taking a conservative approach to managing Council's investments and only investing in term deposits.

CERTIFICATION OF THE RESPONSIBLE ACCOUNTING OFFICER

I hereby certify that the investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and Council's Investments Policy.

Ross Gurney
Chief Financial and Information Officer (Responsible Accounting Officer)

Attachments

1. May 2019 Investment [**8.4.4.1 - 1 page**]

Recommendation

THAT

1. Investments of \$28,280,000 and cash of \$1,546,550.02 for the period ending 31 May 2019 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.

8.4.5. FIN - 24/06/19 - Write-off of Inventory

Report by Chief Financial & Information Officer

Reference

Min 19-141 Ordinary Meeting of Council 27 May 2019 (re-convened on 11 June 2019).

Summary

For Council to consider the write-off of stock adjustments from the end of year stocktake for the financial year ending 30 June 2019.

Commentary

Council conducted an end of year stocktake at the Lithgow store on the 3 June 2019. As a result, prior year stock variances totalling \$66,219.77 were identified.

Writing-off of the prior year stock variances is a book entry required to complete the 2018/19 financial accounts.

Improved Store management procedures have been implemented to minimise the risk of large stock write-offs in future years.

Policy Implications

Nil.

Financial Implications

- Budget approved - Nil.
- Cost centre - 3269 – General Purpose Revenue
- Expended to date - \$25,876.71 (May 2019 Council resolution).
- Future potential impact - Nil

Legal and Risk Management Implications

Local Government Code of Accounting Practice and Financial Reporting and Australian Accounting Standards Board – AASB137 – Provisions, Contingent Liabilities and Contingent Assets and AASB1049 – Whole of Government and General Government Sector Financial Reporting.

Attachments

1. Stock take Adjustment Estimate June 2019 **[8.4.5.1 - 1 page]**

Recommendation

THAT Council write-off \$66,219.77 of inventory due to stocktake adjustments at 30 June 2019 in accordance with AASB1049 – Whole of Government and General Government Sector Financial Reporting.

8.5. People and Services Reports

8.5.1. FIN - 24/06/19 - Delivery Program 2017-2021 and Operational Plan 2019/20

Report by Director of People & Services

Reference

Min 17-151	Extra Ordinary Meeting of Council 15 May 2017
Min 17-194	Ordinary Meeting of Council 26 June 2017
Min 18-96	Ordinary Meeting of Council 23 April 2018
Min 18-165	Ordinary Meeting of Council 25 June 2018
Min 18-227	Ordinary Meeting of Council 27 August 2018
Min 18-254	Ordinary Meeting of Council 24 September 2018
Min 18-262	Ordinary Meeting of Council 24 September 2018
Min 18-352	Ordinary Meeting of Council 26 November 2018
Min 19-03	Extra Ordinary Meeting of Council 29 January 2019
Min 19-122	Ordinary Meeting of Council 27 May 2019
Min 19-127	Ordinary Meeting of Council 27 May 2019 (reconvened 17 June 2019)
Min 19-136	Ordinary Meeting of Council 27 May 2019 (reconvened 17 June 2019)
Min 19-139	Ordinary Meeting of Council 27 May 2019 (reconvened 17 June 2019)
Min 19-146	Ordinary Meeting of Council 27 May 2019 (reconvened 17 June 2019)
Min 19-151	Ordinary Meeting of Council 27 May 2019 (reconvened 17 June 2019)

Summary

This report recommends the adoption of the Delivery Program 2017-2021 and Draft Operational Plan 2019/20 with identified amendments and consideration of submissions received prior to the advertised closing time of midnight on Monday 27 May 2019.

Commentary

Council, at the Ordinary Meeting of 22 April 2019, resolved to place the Combined Delivery Program 2017-2021 and Draft Operational Plan 2019/20 on public exhibition for a period of 28 days from 23 April to 27 May 2019. Following the resolution, extensive advertising was conducted through the local media, on Council's Facebook pages, the Have Your Say Website and weekly Council's eNewsletter. A community consultation session was held in Cook Street Plaza. Copies of the plan were made available at the following locations:

- Councils website: www.council.lithgow.com and www.haveyoursay.lithgow.com
- Council Administration Centre
- Lithgow Library Learning Centre
- Wallerawang Library
- Portland Library

Council developed a comprehensive community engagement strategy which was designed to enable community members to make informed submissions to the Draft 2019/20 Operational Plan and Schedule of Fees and Charges. 10 Submissions were received.

The document was broken up into program segments on the Have Your Say website for visitors to the site to download the sections that were of interest to them. Below is statistical data from the website showing visits, downloads and views during the exhibition period of 29 April – 27 May.



Have Your Say Website			
Document Title	Times Downloaded	Document Title	Times Downloaded
Draft 2019/20 Operational Plan (Full version)	45	Water & Wastewater	24
Draft 2019/20 Fees & Charges Revenue Policy	72	Community & Industrial Buildings	25
Community Development	18	Recreational Facilities	38
Library Service	43	JM Robson Aquatic Centre	51
Youth Services	25	Cemeteries	18
Lithgow Animal Shelter	23	Environmental Health	20
Crime Prevention	25	Environment	20
Economic Development	22	Waste	25
Tourism	41	Water	27
Eskbank House Museum	30	Corporate Services	21
Cultural & Heritage Development	20	Community Engagement	22
Transport	23	Employee Services	24
	48	Information Technology	20

Posts to Council Facebook Pages			
Post	People reached	Post Clicks	Reactions, Comments & Shares
2019/20 Special Rate Variation Determination (13 May)	2.4k	346	46
Have your say on the future of the Lithgow LGA (7 May)	814	89	4
Have your say on the future on the Draft 2019/20 Operational Plan and Schedule of Fees & Charges (30 April)	3.5k	406	45

Community Feedback Session

A Community Feedback Session was held on Thursday 14 May 2019 between 11.30am and 2.30pm in Cook Street Plaza to enable members of the community to meet with senior Council Officers and Councillors to discuss the Draft 2019/20 Operational Plan. The Mayor, Councillor Thompson, and Councillor Ring were in attendance along with the General Manager, Directors and senior Officers from Water & Waste Water, Operations, Environment, Economic Development and Corporate divisions. Members of the community from across the local government area took the opportunity to discuss a variety of matters such as the roads and footpath program, CBD Revitalisation, the Special Rate Variation, waste and environmental issues and Council’s economic development program.

Proposed amendment to the Draft 2019/20 Operational Plan – Capital Works Program

At the Ordinary Meeting of Council held on 27 May 2019 (re-convened on 11 June 2019), Council noted the minutes of the Operations Committee meetings held on 20 March 2019 (Min. No. 19-146) and 14 May 2019 (Min. No. 19-151). The Operations Committee meetings recommended changes to the Draft 2019/20 Operational Plan as follows:

Infrastructure Upgrade – Thompson Street and Railway Avenue, Portland

The March 2019 Operations Committee meeting recommended that Council consider improvements to the intersection of Railway Avenue and Thompson Street, Portland. A budget has yet to be determined for the proposed works. The project would need to be funded by the removal of a project from the draft 2019/20 capital works program.

Portland Garden Bed Improvements – Wolgan and Williwa Street

The May 2019 Operations Committee meeting recommended that Council consider the Portland garden beds improvement project. (estimated cost \$30,000 or \$15,000 for concreting works only). The project would need to be funded by the removal of a project from the draft 2019/20 capital works program.

Portland Golf Club Stormwater Drainage Improvements

The May 2019 Operations Committee meeting recommended that Council consider the Portland stormwater drainage improvements project. (estimated cost \$5,000). The project would need to be funded by the removal of a project from the draft 2019/20 capital works program.

Proposed Purchase of Compaction Roller

As resolved by Council (Min. No. 19-151), \$117,000 will be reallocated from the 2019/20 Capital Plant Replacement budget to fund the purchase of two second hand compaction rollers in the 2018/19 year.

Proposed amendment to the Draft 2019/20 Operational Plan – Operational Budget Program

At the Ordinary Meeting of Council held on 27 May 2019 (re-convened on 11 June 2019), Council resolved on the following matters which will require amendments to the 2019/20 Draft Operational Plan:

Policy 9.5 Councillor Expenses and Facilities (Min No. 19-127)

The general Councillor travel expenses budget will be supplemented by \$5,000 to cover Councillor travel costs to unforeseen meetings and / or events. The matter of Cr Coleman's expenses to attend ALGWA activities is the subject of a separate June 2019 report. The \$3,000 estimated cost of Cr Coleman's attendance at ALGWA activities would also be funded from the Councillor travel expenses budget. The total additional cost of \$8,000 would be funded by a reduction in the 2019/20 Governance advertising budget.

2019/20 Emergency Services Levy Increase (Min No. 19-139)

The operational project Hassans Walls Reserve Mine Subsidence Audit will be deferred from the 2019/20 Operational Plan to cover the \$72K Emergency Services Levy budget shortfall pending any action by the State Government to rescind the levy increase.

Drought Communities Programme - Extension - Submissions & Recommendations (Min. No. 19-122)

An application was submitted to the Department of Industry, Innovation and Science on 5 June 2019 for \$1M of funding under the Drought Communities Programme. The 2019/20 draft Operational Plan will be amended to add \$1M of capital grant income and \$1M of drought communities projects expense as per the 27 May 2019 Council resolution.

Smart Water Meters Project - Report to June Meeting

Council approved a 2018/19 budget variation to add \$1M to the 2018/19 budget for the commencement of the smart water meters program. The project implementation has proceeded at a faster pace than expected and it is recommended that an extra \$470,000 be allocated to the 2018/19 budget (funded from the water reserve). The draft 2019/20 smart water meters budget would be reduced by the same amount. This matter is the subject of a separate report to the June 2019 meeting.

Special Rate Variation

On 13 May 2019, IPART announced that it had decided to approve the proposed SRV in part for an increase of 9.0%. The rate increase may be retained in the Council’s general income base permanently.

At the re-convened May Council meeting on 11 June 2019, Council endorsed and approved the the IPART determination on the Council’s application for a special variation to rates for implementation from the 2019/20 year (Min. No. 19-136).

The draft Operational Plan will be amended to remove \$343K in rates income. To ensure that Council maintains a balanced operating result (before capital) budget for 2019/20, the SRV maintenance program will be reduced by \$343K. Most of the reduction in expenditure will be in transport and building maintenance works. There will be no change to the proposed SRV asset renewal program.

Proposed amendment to the Draft 2019/20 Operational Plan – Revenue Policy

Upon adoption by Council, the 2019/20 Operational Plan – Revenue Policy tables will be updated to reflect 2019/20 budget changes approved by Council.

The following amendments are proposed to the 2019/20 Operational Plan - Revenue Policy:

- Ordinary Rates: the rates base amount and ad valorem amount will be amended for each rating category to reflect IPART’s partial approval of the Special Rate Variation.
- Waste Charges: for 2019/20, the ‘special waste charge’ has been reviewed and the charge has been reduced from \$28.00 per service to \$22.00 per service.
- Increase the residential water usage tier 1 from 0-250kl to 0-400kl for the period 1 July 2019 to 30 June 2020 in the 2019/20 Operational Plan. The residential water usage tiers would return to tier 1 being 0-250kl and tier 2 250kl+ from 1 July 2020. This matter is the subject of a separate report to the June 2019 meeting.

Community Submissions

The following table provides a summary of the submissions received which are relevant to the Draft Operational Plan 2018/19 and require the consideration of Council. Matters raised in submissions which can be dealt with through the Customer Request System are not identified in the table below.

Developing our Built Environment			
BE 1 – Our built environment blends with the natural and cultural environment.			
Delivery Program Action (2017-2021)	Operational Plan Action (2019-2020)	Summary of Community Submission	Officers Response
BE1.4 – Match infrastructure development with	BE1.4.2 – Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.	Re-sheeting of the section of the Glen Davis road that starts at the top of the hill leading down to Coco creek and up the other side and is now starting to break up.	Coco Creek bridge is the first bridge on Glen Davis Road from the Castlereagh Highway intersection. This asset was recently inspected and has been determined to be condition 3 within

			<p>Council's asset database. In terms of priority, condition 4 assets should be afforded priority in the first instance. Similarly, in terms of equitable dispersion of funds throughout the LGA, the Capertee Valley currently has \$350,000 which has been allocated to the seal of unsealed sections for a length of 2.5 kilometres in 2019/20. It is not suggested to renew any additional roads within Glen Alice or Glen Davis until those that are condition 4 are completed and existing sealing projects are also completed</p>
		<p>An upgrade for Pikes Lane and Old Western Rd would be appreciated. They need resurfacing at least as they are becoming very dangerous.</p>	<p>Pikes Lane has been inspected and does not represent a priority at this time. The asset itself represents a condition 3. However, Old Western Road has also been inspected and certainly represents a priority asset for renewal from Pikes Lane through to Plain Street. At 3,253m long and 6m wide and rated as a condition 5, it is expected that this asset would cost approximately \$380,000 - \$400,000 to renew. This project will be placed into the draft Operational Plan for 2020/21.</p>
		<p>A re-sheet of up to 1km of Hampton Rydal Rd from Jenolan Caves Rd to the Biddy Pinch Rd intersection including fixing the intersection to Jenolan Caves Rd is urgently required</p>	<p>This submission is appreciated and acknowledged, however, Hampton Road is currently within the proposed draft Operational Plan for 2019/20, with an associated budget of \$362,440 for the reseal of select sections from</p>

			Magpie Hollow Road to Jenolan Caves Road totalling over 3.25km in length. This includes the section adjacent to Biddys Pinch Road and Jenolan Caves Road.
		The section of the Hampton Rydal Rd approx. 12 km north of the Jenolan Caves Road intersection, just before Cheethams Flat - approx. 500m that is in a very poor and dangerous state that also requires re-sheeting with urgent attention.	This submission is appreciated and acknowledged, however, Hampton Road is currently within the proposed draft Operational Plan for 2019/20, with an associated budget of \$362,440 for the reseal of select sections from Magpie Hollow Road to Jenolan Caves Road totalling over 3.25km in length. This includes the section adjacent to Cheethams Flat Road.
		There are locations on the Hampton Rd with large potholes requiring urgent repair, some in very unsafe locations on bends. Please reconsider your plan as a matter of urgency to rectify the above sections of the Hampton Rd as a priority above the Cut Hill Road.	This submission is appreciated and acknowledged, however, Hampton Road is currently within the proposed draft Operational Plan for 2019/20, with an associated budget of \$362,440 for the reseal of select sections from Magpie Hollow Road to Jenolan Caves Road totalling over 3.25km in length. This includes the section adjacent to Cuthill Road.
		Sealing of High Street Lane between Lidsdale Street and Roxburgh Street Lane. Stormwater has eroded parts of the lane and washed gravel into the properties of landowners on the lower side	Currently, with a significant backlog of asset renewals, the focus of Council's efforts are the resealing and reconstruction of existing assets that have reached the end of their useful life. Such dilapidated assets are of concern to the community as a whole and require urgent repair. Unfortunately, sealing an unsealed road is technically classified as

			<p>creating a new asset and therefore reduces the resources available to renewing failed assets and as such, may not be considered for the 2019/20 financial year. However, it is noted that sealing some unsealed roads reduced the cost of ongoing maintenance to Council and therefore such asset improvements are sound decisions. Hence, we will note this project for consideration in coming financial years.</p>
		<p>Widening of Mutton Falls Rd. Between the village & the Fish River bridge.</p>	<p>The upgrade of Mutton Falls Road will be listed for consideration in the 2020/21 Draft Operational Plan subject to assessment of regional priorities such as renewal of condition 5 assets. Mutton Falls Road is currently rated as condition 3.</p>
		<p>Upgrade Scheidel Lane (between Wolgan & Cullen Streets, Portland).</p>	<p>Inspection has determined that Scheidel Lane is currently a condition 5 within Council's asset register. It is proposed that this asset be considered as part of the 2020/21 draft Operational Plan.</p>
		<p>Upgrade the both access points to the Portland Landfill.</p>	<p>Currently included as a project in the 2019/20 draft Operational Plan at an estimated project value of \$60,000.</p>
		<p>Upgrade the footpath from Long Street to Railway Avenue, East Portland.</p>	<p>Overgrown grass and a lack of maintenance has caused the footpath to fall into a state of disrepair. As the footpath is currently bitumen to High Street, renewing the asset would require the poisoning of the grass and a seal laid over the path. At 1.8m wide and approximately 400m long, project cost would approximate \$15,000.</p>

			Proposed for consideration as part of the 2020/21 draft Operational Plan.
BE1.1 We provide a respectful cemetery service	BE1.1.2 Undertake improvements at Lithgow Cemetery.	Eradicate noxious weeds, rabbit infestation and install suitable access to all rows and allotments of the Catholic No. 1 Portion of Portland Cemetery.	Weed and pest removal are maintenance matters and can be completed from operational funding in 2019/20 if required. With ongoing works required at Lithgow Cemetery to ensure adequate vehicular access as well as reduce occurrences of theft, improvements to the Portland Cemetery will be considered as part of the 2020/21 draft Operational Plan.

Developing our Built Environment

BE 1 – Our built environment blends with the natural and cultural environment.

Delivery Program Action (2017-2021)	Operational Plan Action (2019-2020)	Summary of Community Submission	Officers Response
SE2.2 A strong tourism Industry that maximises benefits from visitors to the Lithgow LGA.	SE2.2.5 Refresh gateway and tourism signage in LGA.	Suggest that Portland is included in the Tourism Signposting Program.	Portland will be assessed for new tourist signposting as the program is further developed and rolled out across the LGA.

Draft 2019/20 Fees and Charges

- The 2019/20 Fees and Charges have been amended following advice from the Office of Local Government as follows:
 - In accordance with section 566(3) of the Act, it has been determined that the maximum rate of interest payable on overdue rates and charges for 2019/20 rating year will be 7.5%.
- The annual CPI increase in Companion Animal Registration Fees for the 2019/2020 year has been published by way of the Companion Animals (Adjustable Fee Amounts) Amendment Notice 2019 and relevant fees have been updated.

Application for Gate or Grid Over Public Road

Revised Policy 10.7 Public Gates and Grids on Public Roads states “a fee may apply for the assessment of an application for a gate or grid.” The revised Policy 10.7 will be considered in a separate report to the June 2019 meeting. It is proposed that the application fee for a gate or grid over a public road be set at \$95 (no GST applies).

Waste Fees and Charges

It was proposed in the draft 2019/20 Fees & Charges to increase the Fees & Charges for disposal of waste at the Lithgow Solid Waste Facility by 23%. The increase was proposed to offset operational costs at the facility and provide a price driver to reduce commercial waste at the facility.

However, following recent discussions with Henry Plant & Equipment Hire, the Contract Operator at the facility, it has become clear that Council cannot proceed with the proposed increases to the Fees & Charges at the Lithgow Solid Waste Facility beyond CPI (1.3%). The table below details the revised Fees & Charges for 2019/20.

Fee Name	2018/19	2019/20 (on exhibition)	2019/20 (revised)
Asbestos (or other supervised burial)	\$177.00	\$217.70	\$179.00
Mixed waste (commercial/building waste)	\$95.70	\$117.70	\$97.00
Soil	\$48.50	\$59.60	\$49.00
Cover Material with ENM/VENM Report	Free	Free	Free
Mattresses – Commercial (each)	New fee	\$27.50	\$27.50
Mattresses – Non-commercial (each)	\$10.00	\$12.30	\$10.00
Car/Motorcycle Tyre (each)	\$5.00	\$6.20	\$5.00
Truck/tractor tyre (each)	\$25.00	\$30.80	\$25.00
Greenwaste	\$74.00	\$91.00	\$75.00

Submission – Aquatic Centre Fees & Charges

A submission has been received from a commercial learn to swim instructor regarding the proposed changes to fees & charges for the Aquatic Centre.

It is Council's intention to provide the best possible service to the community. Our Aquatic centre requires a business focus, to offset operational costs in running such a facility. Learn to Swim is an integral service that assists in achieving this.

Since commencing, the Learn to Swim Program numbers have increased from 70 participants three years ago to 320 in winter and 380 in the summer season. Allocating pool space between all user groups is challenging particularly in winter with just the indoor facility available.

The fees and charges have been set following a comparative analysis of "like" facilities. Other councils do not allow independent commercial Learn to Swim Operators in their facilities.

Currently allowing commercial Learn to Swim Operators to undertake lessons in our facility has caused issues with lane space and forced Council to disadvantage its own learn to swim program. The Learn to Swim Operator who has made this submission is currently not teaching this term which has allowed Council to recruit another Learn to Swim Teacher to extend the program on Wednesday and take at least 15 children off our wait list.

Next term when the Operator returns this will take a teacher away from Council's Learn to Swim again causing issues with pool space.

This submission has been received regarding the proposed changes to the following fees:

Fee Name	2018/19	2019/20 (on exhibition)
Entry Fee - Commercial Learn to Swim Participant	New Fee	\$5.00
Entry Fee – Spectator (Non-Swimming)	\$2.50	\$2.50
Private Lane Hire – Commercial Hire – Private Learn to Swim Contractor	\$16.00	\$17.50
Commercial Hire (Excluding entry)	\$23.00	\$25.00

The following response is provided to the matters raised in the submission:

Point 1. *"On Page 70 there is a proposed new entrance fee for a participant attending a commercial learn to swim class, whilst swimmers attending councils learn to swim classes can enter the pool for free. This is discriminatory, and has the council attempting to run a learn to swim business utilising the rate payer facility to subsidise its classes to gain an unfair commercial advantage".*

Currently Learn to Swim Commercial Operators are paying the facility \$16 per half an hour for lane hire. This fee was not increased in 2018/19. The current lane hire fee stands at \$23 per half hour, for any other user, thereby providing a substantial reduction to Learn to Swim Operators to run classes.

The respondent currently runs herself and another teacher in a lane enabling her to conduct classes for approximately 8 children. The rate charged per child by the Operator is \$15 per half hour.

8 Students x \$15.00 = \$120.00 (per half hour)
Less Lane Hire \$ 16.00 (per half hour)
\$104.00 (profit per half hour)

Learn to Swim Students participating in Council run Learn to Swim Classes pay \$15.50 per class which specifically includes pool entry.

Point 2 *"On page 77 - Private Lane Hire - The proposed fees for Commercial Hire - Private Learn to Swim Contractor and Commercial Hire (excluding entry), are proposed to increase by almost 10%, whereas all other increases in charges will only be rising by a maximum of 3.5%. I proposed that any increase in the fees is consistent and justifiable with any other increases in fees at the centre".*

When reviewing the fees and charges, Council has undertaken market research of facilities in the region and nationally it is noted that no other aquatic centre allows the use of their lanes for private learn to swim in competition to their own learn to swim programs.

Furthermore, the general lane hire for other similar facilities ranges from \$25 per half an hour to \$35 per half an hour and requires participants of any user group to continue to pay entry fees.

Point 3 *"On Page 77 under proposed fees for Commercial Hire - Private Learn to swim Contractor, it states that a supervisor/parent needs to pay the entry fee, however if attending councils program, a supervisor/parent is admitted free of charge, once again as in point 1, this is discriminatory and has the council attempting to run a learn to swim business utilising the rate payer facility to subsidise its classes to gain an unfair commercial advantage".*

It is recommended that the wording for Entry Fee - Commercial Learn to Swim Participant is updated with the addition of *"Includes Pool entry fee for child (under 12 years) plus 1 supervising parent or guardian"*.

Request for exemption for Walk N Talk for Lithgow hire costs of Council Facilities

Council has received a submission from Lithgow Walk N Talk for Life – Lithgow to *"consider an exemption for Walk n Talk for Lithgow – Lithgow hire costs of all Lithgow Council walking areas"*. The organisation is a not for profit organisation which *"commenced in April 2017 in response to the increasing suicide rate and mental health stigma in the community"*. It is a free event which relies on fundraising and sponsorship to continue its activities throughout the LGA. Since inception, 8 Walk n Talk events have been held with 1400 members of the community participating in the events.

The Mayors Mental Health Task Force is supportive of this initiative and its volunteers have recently been inducted by Council “to ensure that the walk is conducted in a safe and inclusive manner whilst maintaining the cleanliness of the areas”.

In response it is proposed that:

1. Blast Furnace Park Hire Fees for not-for-profit groups be amended to “hire of the facility by Not for Profit Groups is negotiable up to 50% of the commercial hire fees listed”.
2. The General Manager may negotiate an exemption with Walk N Talk for Life – Lithgow for all hire costs at Council facilities upon application by the organisation.

Parking permits, Traffic Control Plan and Cemetery – New/Revised Fees

Following a further review of the proposed 2019/20 Fees and Charges is considered appropriate that the following fees and charges be increased or included:

Fee Name	2018/19	2019/20 (on exhibition)	2019/20 (Proposed)
Parking			
Application for parking during construction in commercial areas (per vehicle, per week , registration details to be provided, min. 2 weeks' notice)	\$70.00	\$72.00	(as advertised)
Application for parking during construction in residential areas (per square metre, per week , details to be provided, min. 2 weeks' notice)	Nil		\$7
Prepare, Review or Approve Traffic Control Plan	Nil		At cost + 20%
Cemeteries			
Cemetery flower attachment / vase for columbarium (per unit)	Nil		\$85.00

It is considered appropriate that the changes to the abovementioned fees and charges be adopted for exhibition and reported to Council in August 2019.

Rates and Annual Charges

As per Section 535 of the Local Government Act 1993, Council, once it considers the Draft Operational Plan and Delivery Program, should resolve to make the rates and annual charges as adopted in the Operational Plan 2019-2020.

Policy Implications

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

Financial Implications

The financial implications of the combined Delivery Program 2017/18 – 2020/21 and Operational Plan 2019/20 are detailed in the financial plans.

Legal and Risk Management Implications

- Council is required to review and prepare an Integrated Planning and Reporting Framework by 30 June every four years.
- Council is required to prepare a Delivery Program by 30 June every four years.
- Council is required to prepare an Operations Program by 30 June every year.

Attachments

1. Community Submissions Draft 2019 20 Operational Plan **[8.5.1.1 - 12 pages]**

Recommendation

THAT

1. Council notes the receipt of 10 submissions received prior to the closing date of the 27 May 2019.
2. Council notes that operational issues or general queries from the submissions have been responded to or referred to staff to action.
3. Council respond to the community members advising them of action taken.
4. Council make the rates and annual charges for the 2019-2020 rating year as detailed in the 2019-2020 Operational Plan.
5. Council notes the officer's responses to community submissions and adopts the Lithgow City Council combined Delivery Program 2017-2021 and Operational Plan 2019-2020 with the following amendments where appropriate:
 - a. The following programs be considered in the development of the 2020/21 Draft Operational Plan capital works programs:
 - i. Renewal of Old Western Road from Pikes Lane through to Plain Street.
 - ii. Upgrade of Mutton Falls Road subject to assessment of regional priorities such as renewal of condition 5 assets.
 - iii. Renewal of Scheidel Lane (between Wolgan & Cullen Streets, Portland).
 - iv. Renewal of the footpath from Long Street to Railway Avenue, East Portland.
 - v. Access improvements at Portland Cemetery
 - b. Sealing of High Street Lane between Lidsdale Street and Roxburgh Street Lane be considered in Council's 10 Year Roads Renewal Program.
 - c. Council notes the proposed amendments to the Draft 2019/20 Operational Plan – Operational Budget Program which were resolved at the Council meeting held on 27 May 2019 (reconvened on 17 June 2019).
 - d. Council notes the proposed amendments to the Draft 2019/20 Operational Plan related to the Special Rate Variation which were resolved at the Council meeting held on 27 May 2019 (reconvened on 17 June 2019).
 - e. Council endorses the proposed amendments to the Draft 2019/20 Operational Plan – Revenue Policy as detailed in this report.
6. Council determine whether projects will be removed from the draft 2019/20 Capital Works Program to add any of the following projects which have been considered at meetings of the Operations Committee:
 - a. Improvements to the intersection of Railway Avenue and Thompson Street, Portland (budget to be determined).
 - b. Portland garden bed improvements – Wolgan and Williwa Streets (estimated cost \$30,000 or \$15,000 for concreting works only).
 - c. Portland Golf Club stormwater drainage improvements (estimated cost \$5,000).If the above projects are not included in the 2019/20 program, the projects will be considered in the development of the 2020/21 Draft Operational Plan capital works program.
7. Council notes the officer's responses to community submissions and adopts the Lithgow City Council Fees and Charges 2019-2020 with the following amendments where appropriate:
 - a. The amendments in the Fees and Charges in relation to the following fees and charges be noted:
 - i. Interest payable on overdue rates & charges;
 - ii. Annual CPI increase in Companion Animal Registration Fees
 - lii. Addition of an application fee for gate or grid over public road (Policy 10.7) - \$95.00 (no GST)

- b. The revised fees and charges for Waste & Recycling be adopted as per the table below.

Fee Name	2019/20 (revised)
Asbestos (or other supervised burial)	\$179.00
Mixed waste (commercial/building waste)	\$97.00
Soil	\$49.00
Cover Material with ENM/VENM Report	Free
Mattresses – Commercial (each)	\$27.50
Mattresses – Non-commercial (each)	\$10.00
Car/Motorcycle Tyre (each)	\$5.00
Truck/tractor tyre (each)	\$25.00
Greenwaste	\$75.00

- c. The proposed fees and charges for Parking and Cemeteries be placed on exhibition for a minimum of 28 days:

Fee Name	2019/20 (Proposed)
Parking	
Application for parking during construction in residential areas (per square metre, per week , details to be provided, min. 2 weeks' notice)	\$7
Prepare, Review or Approve Traffic Control Plan	At cost + 20%
Cemeteries	
Cemetery flower attachment / vase for columbarium (per unit)	\$85.00

- d. The wording for Entry Fee - Commercial Learn to Swim Participant is updated with the addition of *“Includes Pool entry fee for child (under 12 years) plus 1 supervising parent or guardian”*
- e. Blast Furnace Park Hire Fees for not-for-profit groups be amended to “hire of the facility by Not for Profit Groups is negotiable up to 50% of the commercial hire fees listed”.
- f. The General Manager will negotiate an exemption with Walk N Talk for Life – Lithgow for all hire costs at Council facilities upon application.
- g. The Fees and Charges listed in the table below be placed on exhibition for a period of 28 days.

8.5.2. PS - 24/06/19 - Financial Assistance Recommendations

Report by Director of People & Services

Reference

Min 18-199 - Ordinary Meeting of Council 23 July 2018
 Min 18-263 - Ordinary Meeting of Council 24 September 2018

Summary

This report presents the recommendations from the Community Development Committee on projects to receive 2019/20 Round 1 Non-Recurrent Financial Assistance in accordance with Policy 4.2. This report further advises Council of fee waivers approved in 2018/19 by the General Manager under delegation.

Commentary

1. ROUND 1 2019/20 NON-RECURRENT FINANCIAL ASSISTANCE

Council has allocated a total of \$48,000 in Financial Assistance in the 2019/20 Operational Plan, \$58,500 less than the \$106,500 allocated in 2018/19.

Normally \$10,000 of this allocation would be set aside for four (4) Tony Luchetti/Civic Ballroom Event fee waiver packages of up to \$2,500 each; \$1,000 for the approval by the General Manager of small fee waiver requests up to \$500 each, and; \$2,500 is set aside for Sporting Related Financial Assistance. Council also normally allocates \$750 to schools in the Lithgow Local Government Area for end of year academic prizes of \$50 per school

This would leave \$33,750 Non-Recurrent Financial Assistance in 2019/20 for allocation in Rounds 1 and 2.

In view of the reduced available funds in 2019/20, it is recommended that Council reduce the allocation to Tony Luchetti/Civic Ballroom fee waiver packages to two (2) packages of \$2,500 each. This will increase the available funds for Rounds 1 and 2 Non-Recurrent Financial Assistance by \$5,000 to \$38,750.

In the six (6) years since Council resolved in 2013/14 to allocate \$10,000 annually for four (4) Tony Luchetti/Civic Ballroom fee waiver packages, a total of only six (6) packages have been requested, one (1) in 2014/15, four (4) in 2015/16 and one (1) in 2018/19.

Council called for submissions during April 2019 from not-for-profit community organisations for Round 1 Non-Recurrent Financial Assistance with twenty four (24) applications to the value of \$87,076 received. These were considered by the Community Development Committee on 11 June 2019 which recommends that sixteen (16) projects to the value of \$38,704 be approved as follows.

	Organisation and Project	Amount requested	Amount Recommended	Comment
1.	Rydal Village Association Daffodils at Rydal 2019	\$1,500	\$1,500	
2.	Lithgow Tidy Towns Install Emu Sculpture in Cook Street Plaza	\$6,000	\$0	Council to seek more information and defer to later funding round if funds available
3.	Lithgow Branch of Red Cross			To be referred to Council's

	Paint and restore external walls of heritage listed Lithgow Red Cross Hall	\$6,000	\$0	Infrastructure Directorate for possible inclusion in building maintenance program
4.	Lithgow Theatre Group Transport and materials to attend One Act Play Festival in Port Macquarie	\$2,000	\$1,000	
5.	Rydal AH & P Society Sponsorship for heavy horse section and yard dog section of 2020 Rydal Show.	\$1,000	\$1,000	
6.	Arts OutWest Arts OutWest core services. Providing support for arts and cultural development, and promotion of Lithgow events	\$10,000	\$4,000	
7.	Lithgow High School Vivo Miles online rewards system - Monetary donations for school's online shop in return for publicity on Vivo website	Not specified	\$0	Did not use application form nor provide budget
8.	NSW Rural Doctors Network 2019 Bush Bursary/Country Women's Association (NSW) Scholarship Program	\$3,000	\$0	Out of area program, with only short term visit from visiting student Doctor. Has not completed application form information.
9.	Aftercare Lithgow Weaving for Mindfulness - One day workshop learning weaving as a mindfulness activity.	\$1,268	\$1,000	
10.	Lithgow Legacy Assistance to widows and dependents of deceased veterans	\$3,000	\$0	No single project has been identified but seeks support for existing activities and running costs.
11.	Lithgow Information and Neighbourhood Centre	\$10,250	\$7,500	

	Rent Assistance			
12.	Jack & Jill Preschool Assoc Water/Sewer Rates Waiver	\$3,016	\$0	Financial Assistance policy prohibits reimbursement for water/sewer rates
13.	Lithgow District Car Club Yvonne Martyn Memorial Motor Sport Park Rate reimbursement	\$1047.92	\$800	
14.	Lithgow City Band Refurbish and modernize the existing band uniforms and music stand banners	\$3,000	\$0	No quotes provided - for consideration in future funding round.
15.	Tarana Tanker Trailers Inc. Annual registration of 13 trailers, used for fighting fires.	\$1,350	\$1,000	
16.	Lithgow Community Projects Lithgow Cares Family and Community Fun Day and Information Sessions	\$4,740	\$3,000	
17.	Western Region Academy of Sport Inc. Annual operation of the Western Region Academy of Sport.	\$1,244	\$1,244	
18.	Mingaan Wiradjuri Aboriginal Corporation Lithgow NAIDOC Week Celebrations on 19 and 20 October 2019	\$3,000	\$3,000	
19.	Wallerawang Lidsdale Progress Association New Year's Eve Fireworks and Community Fun Day	\$3,000	\$3,000	
20.	Cullen Bullen Tidy Towns Purchase and install	\$1,050	\$1,050	

	carport/weather cover over existing table & seating at Skip Line Memorial			
21.	Cullen Bullen Progress Association General Rate reimbursement	\$610	\$610	
22.	Greater City of Lithgow Arts Council Arts Council Awards	\$3,000 to \$5,000	\$1,500	
23.	Wallerawang Men's Shed Landscaping	\$2,000	\$0	These works could be considered in conjunction with upcoming skatepark works
24	Lithgow Show Society 2020 Lithgow Show	\$16,000	\$7,500	
	TOTAL	\$87,076	\$38,704	

It is further recommended that the following amounts be set aside:

\$5,000 for two (2) Tony Luchetti/Civic Ballroom Event fee waiver packages of up to \$2,500 each; \$1,000 for the approval by the General Manager of small fee waiver requests up to \$500 each, \$2,500 for Sporting Related Financial Assistance, and; \$750 for schools in the Lithgow Local Government Area for end of year academic prizes of \$50 per school.

This brings the total allocation to \$47,954.

2. FEE WAIVERS APPROVED IN 2018/19 BY THE GENERAL MANAGER UNDER DELEGATION

Under Policy 4.2, \$1,000 is allocated each year for the approval by the General Manager of small fee waiver requests up to \$500 each with these approvals to be reported to Council twice annually.

Two fee waiver requests were approved by the General Manager in the current year totalling \$843 as follows:

1. Old Time New Vogue Dance Club: The club had booked the Union Theatre for their annual ball on 6 April 2019 but have had to relocate to the Civic Ballroom as the Union Theatre is unavailable during construction works.

A Civic Ballroom fee reduction of \$343 was approved bringing the amount payable by the Club to the same amount they would have paid if the Union Theatre was available.

2. Haktari Taekwondo Academy: A \$500 fee reduction was approved for an event at the Civic Ballroom on 16 June 2019. The normal hire fee of \$1,340.50 was reduced by \$500 to \$840.50 as all canteen proceeds from the event are to be donated to a Cancer Support charity.

Policy Implications

NIL

Financial Implications

- Budget approved - \$48,000 in 2019/20 Operational Plan
- Cost centre - 600059-1000-63150
- Expended to date – nil.
- Future potential impact – \$47,954 – with no remaining funds for Round 2.

Legal and Risk Management Implications

Council provides financial assistance under Section 356 of the Local Government Act, 1993.

Attachments

Nil

Recommendation

THAT Council

1. Note the two (2) small fee waiver requests approved by the General Manager in 2018/19 under delegation.
2. Approve the following Financial Assistance allocations in 2019/20:
 - \$1,000 for the approval by the General Manager of small fee waiver requests up to \$500 each
 - \$5,000 for two (2) Tony Luchetti/Civic Ballroom Event fee waiver packages of up to \$2,500 each
 - \$2,500 for Sporting Related Financial Assistance
 - \$750 to schools in the Lithgow Local Government Area for end of year academic prizes of \$50 per school
 - \$38,704 Round 1 Non-Recurrent Financial Assistance to the following sixteen (16) projects.

Organisation and Project	Amount Recommended
Rydal Village Association	
Daffodils at Rydal 2019	\$1,500
Lithgow Theatre Group	
Transport and materials to attend One Act Play Festival in Port Macquarie	\$1,000
Rydal AH & P Society	
Sponsorship for heavy horse section and yard dog section of 2020 Rydal Show.	\$1,000
Arts OutWest	
Arts OutWest core services. Providing support for arts and cultural development, and promotion of Lithgow events	\$4,000
Aftercare Lithgow	
Weaving for Mindfulness - One day workshop learning weaving as a mindfulness activity.	\$1,000
Lithgow Information and Neighbourhood Centre	
Rent Assistance	\$7,500
Lithgow District Car Club	

Yvonne Martyn Memorial Motor Sport Park Rate reimbursement	\$800
Tarana Tanker Trailers Inc.	
Annual registration of 13 trailers, used for fighting fires.	\$1,000
Lithgow Community Projects Lithgow Cares	
Family and Community Fun Day and Information Sessions	\$3,000
Western Region Academy of Sport Inc.	
Annual operation of the Western Region Academy of Sport.	\$1,244
Mingaan Wiradjuri Aboriginal Corporation	
Lithgow NAIDOC Week Celebrations on 19 and 20 October 2019	\$3,000
Wallerawang Lidsdale Progress Association	
New Year's Eve Fireworks and Community Fun Day	\$3,000
Cullen Bullen Tidy Towns	
Purchase and install carport/weather cover over existing table & seating at Skip Line Memorial	\$1,050
Cullen Bullen Progress Association	
General Rate reimbursement	\$610
Greater City of Lithgow Arts Council	
Arts Council Awards	\$1,500
Lithgow Show Society	
2020 Lithgow Show	\$7,500
TOTAL	\$38,704

3. Note that there will be no remaining Financial Assistance funds for Round 2 in 2019/20.

9. Council Committee Reports

9.1. PS - 24/06/19 - Community Development Committee Minutes

Report by Director of People & Services

Reference

Min No 18-361: Ordinary Meeting of Council held on 26 November 2018

Min No 19-81: Ordinary Meeting of Council held on 25 March 2019

Min No 19-147: Ordinary Meeting of Council held on 11 June 2019

Summary

This report presents the minutes of the Community Development Committee meeting held 11 June 2019.

Commentary

The main item of business discussed at the Community Development Committee meeting held 11 June 2019 was 2019/20 Financial Assistance allocations. This matter is reported to Council in a separate report.

Policy Implications

NIL

Financial Implications

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

Legal and Risk Management Implications

NIL

Attachments

1. CDC Minutes 11 June 2019 [**9.1.1 - 7 pages**]

Recommendation

THAT Council note the minutes of the Community Development Committee meeting held 11 June 2019.

10. Notices of Motion

Nil

10.1. NOTICE OF MOTION - 24/06/19 - Plastic Free Morning Tea

Report by Councillor Cassandra Coleman

Commentary

In July 2018, China decided it would no longer take what it called "foreign garbage" - a lot of which came from Australia. It banned the import of 24 categories of solid waste in order to protect China's environment and public health.

This was a wake-up call for Australia, and it served as a trigger for us to take responsibility for our own waste and to transition to a cleaner economy.

The Plastic Free Foundation's mission is to build a global movement that dramatically reduces plastic use and improves recycling. To this end it is calling for all global citizens to collectively address one of the world's greatest environmental challenges - plastic waste. Further information is available at www.plasticfreejuly.org/contact.html

The theme of 2019's Plastic Free July challenge is 'Your Challenge, Your Way'. People and organisations are invited to choose a challenge that suits their lifestyle, whether that is switching to a reusable coffee cup for the month or choosing to avoid fresh produce which is wrapped in plastic. The intended message of Plastic Free July is that we must be prepared and plan alternatives. For example, in the workplace you may be able to purchase hand-washing liquid in refillable containers. At home, you might prefer to buy milk in glass bottles and toilet paper wrapped in paper. Instead of plastic wrap in the kitchen try reusable containers or aluminium foil (which can be recycled)

While these individual actions may seem small-scale and, perhaps, tokenistic, they can go a long way to raising awareness of the problem and to changing consumers' behavior in the long term.

Attachments

Nil

Recommendation

THAT Lithgow City Council:

1. Host a Plastic Free Morning Tea during the month of July which would be a fun way to encourage, not only Council, but the wider community to sign up, or to give up one of the 'Top 4' offending plastic products - plastic shopping bags, plastic straws, disposable plastic water bottles and disposable coffee cups.
2. Conduct an internal "bin audit", for educational purposes, to discover how much plastic is disposed of in Council's offices.

11. Business of Great Urgency

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

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

12. Closed Council

Recommendation

THAT Council Resolve to move into Closed Council to consider the confidential reports as listed in the Agenda