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2018 NGA PROGRAM

Sunday 17 June 2018

8.00am Registration Opens

5.00pm **Service NSW Welcome Reception**



(<https://www.service.nsw.gov.au/>)

Monday 18 June 2018

8.00am Registration Opens

9.00am **Opening Ceremony**

9.20am ALGA President's Opening

9.30am **Government Address**

The Hon Malcolm Turnbull MP, Prime Minister (invited)

10.00am **MORNING TEA**

10.30am **Keynote Address: The Australian Political Landscape**

David Speers, Political Editor, SKY NEWS

11.00am **Keynote Address: The Case of Gender Diversity in Local Government**

Virginia Haussegger, Australian Journalist, Media Commentator and Television Presenter

11.30am **Panel Session - Changing Political Culture**

12.30pm **LUNCH - Sponsored by JLT**

Tuesday 19 June 2018

8.00am Registration Opens

9.00am **Keynote Address: Population and the Policy Imperative**

Bernard Salt, Author and Columnist

9.45am **Panel Session - Building Tomorrow's Communities: Livability**

10.30am **MORNING TEA**

11.00am Debate on Motions

12.30pm **LUNCH - Sponsored by BMW**



(<https://www.bmw.com.au/>)

1.30pm **Concurrent Sessions**

Energy and climate Change

Arts and Culture

Digital Technology

Recycling and Waste

3.00pm **AFTERNOON TEA**

3.30pm The Hon Bill Shorten MP, Leader of the Opposition

4.00pm Debate on Motions

5.00pm Close Day 2

7.00pm **NGA DINNER, Australian Institute of Sport**



(<http://www.au.jlt.com/>)

1.30pm **Panel Session - Balancing Innovation and the Public Interest**

3.00pm AFTERNOON TEA

3.30pm Debate on Motions

4.30pm Stephen Jones MP, Shadow Minister for Shadow Minister for Regional Services, Territories and Local Government (invited)

5.00pm Close Day 1

7.00pm NETWORKING DINNER, National Arboretum



INNOVATIVE LIGHTING SOLUTIONS

(<https://greenfrogssystems.com.au/>)

Wednesday 20 June 2018

9.00am **Setting ALGA's Election Priorities**

9.30am Panel of Mayors - Local Government and the Federal Election

10.30am MORNING TEA

11.00am Panel Session - How to Create Resilient Local Communities

12.30pm ALGA President's Close

LUNCH

About ALGA

The Australian Local Government Association is the national voice of local government, representing 560 councils across the country. In structure, ALGA is a federation of state and territory local government associations.

[more](#)

(<http://alga.asn.au/?ID=42&Menu=41,81>)

Registration, accommodation and exhibition contact

Conference Secretariat: Conference Co-ordinators



Postal address: PO Box 4994, CHISHOLM ACT 2905



Phone: 02 6292 9000
02 6292 9002



Email: NGA@confco.com.au (<mailto:NGA@confco.com.au>)

Sponsorship contact

Limited sponsorship opportunities for the conference are still available. For more information, please contact Jill Brown, Director of Government Relations and National Events, ALGA



Phone: 02 6122 9436



Email: jill.brown@alga.asn.au (mailto:jill.brown@alga.asn.au)



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- 3 APR 2018

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GA Ref

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OUR REFERENCE: A578998

YOUR REFERENCE:

CONTACT:

Helen Pearce

(02) 4428 4131

helen.pearce@olg.nsw.gov.au



Local Government Grants Commission

NSW Local Government Grants Commission
5 O'Keefe Avenue NOWRA NSW 2541
Locked Bag 3015 NOWRA NSW 2541

Clr Stephen Lesslie
Mayor
City of Lithgow Council
PO Box 19
LITHGOW NSW 2790

Dear Clr Lesslie

Thank you for your letter of 11 January 2018, to Ms Jenny Gardiner, Chair of the NSW Local Government Grants Commission, about a resolution to reduce the minimum grant at the NSW annual Local Government Association Conference in Sydney in December 2017. The Commission has asked me to respond on its behalf. The Commission was aware of the resolution.

At the last Commonwealth review of general purpose grants under the provisions of the *Local Government (Financial Assistance) Act 1995* (Cwlth) in 2011, the Commission expressed its preferred position for the removal of the minimum grant principle, or if the minimum grant principle were to be retained to do so at a lower level. This was based on the Commission's experience of the skew in the grant allocations caused by the faster rate of population growth in metropolitan councils on the minimum grant compared to the state average growth and also from the population decline in many smaller more remote councils. To date the Commission is not aware of any other agency to make such a submission. It is therefore gratifying that the Conference saw fit to resolve as it did.

The Commonwealth Grants Commission reported its findings from the review to the Federal Treasurer in December 2013. The Treasurer's response was to refer the Commonwealth Grants Commission's report to the Commonwealth's *Reform of Federation* process which was overseeing the financial relationship between the Commonwealth and the States and Territories. Following consideration of federation reform at the Council of Australian Governments meeting in April 2016, work to improve federal financial relations and the transparency of government spending was to be progressed by the Council on Federal Financial Relations, and Commonwealth, State and Territory Treasuries.

As the Financial Assistance Grants fall under Federal legislation and the grants are determined by the Federal Government, it would seem appropriate that NSW local councils that support the intent of the resolution individually or collectively now approach Local Government NSW to ask it to advocate to the Federal Government for the position reflected in the resolution.

T 02 4428 4131 F 02 4428 4199 TTY 02 4428 4209

E grants@olg.nsw.gov.au

W <http://www.olg.nsw.gov.au>

(follow the "Commissions & Tribunals" links)



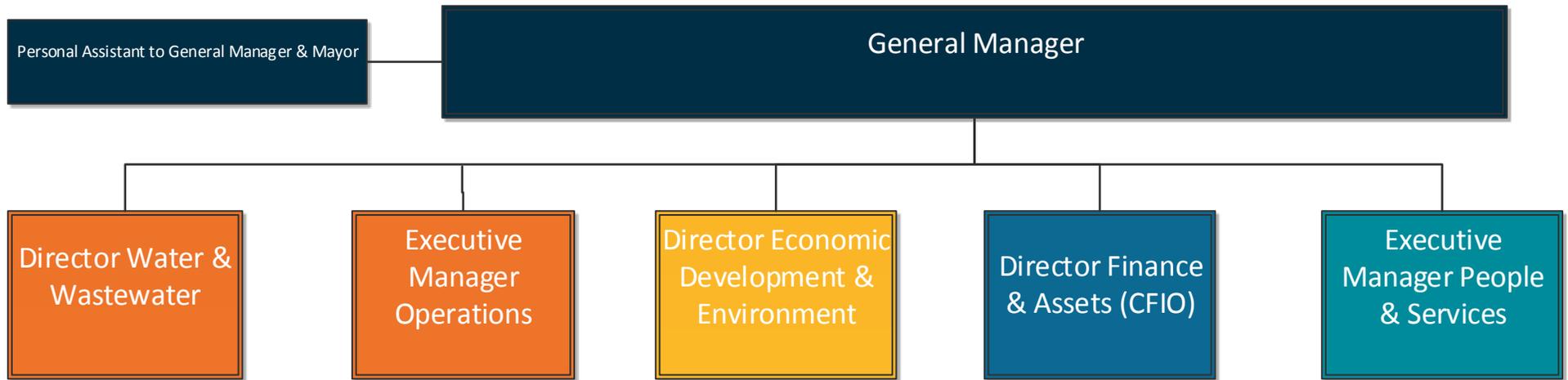
The Commission continues to monitor the effect of minimum grants and to attempt to shift grants to councils of greater relative need within the limits of the national principles.

I trust this information is of assistance.

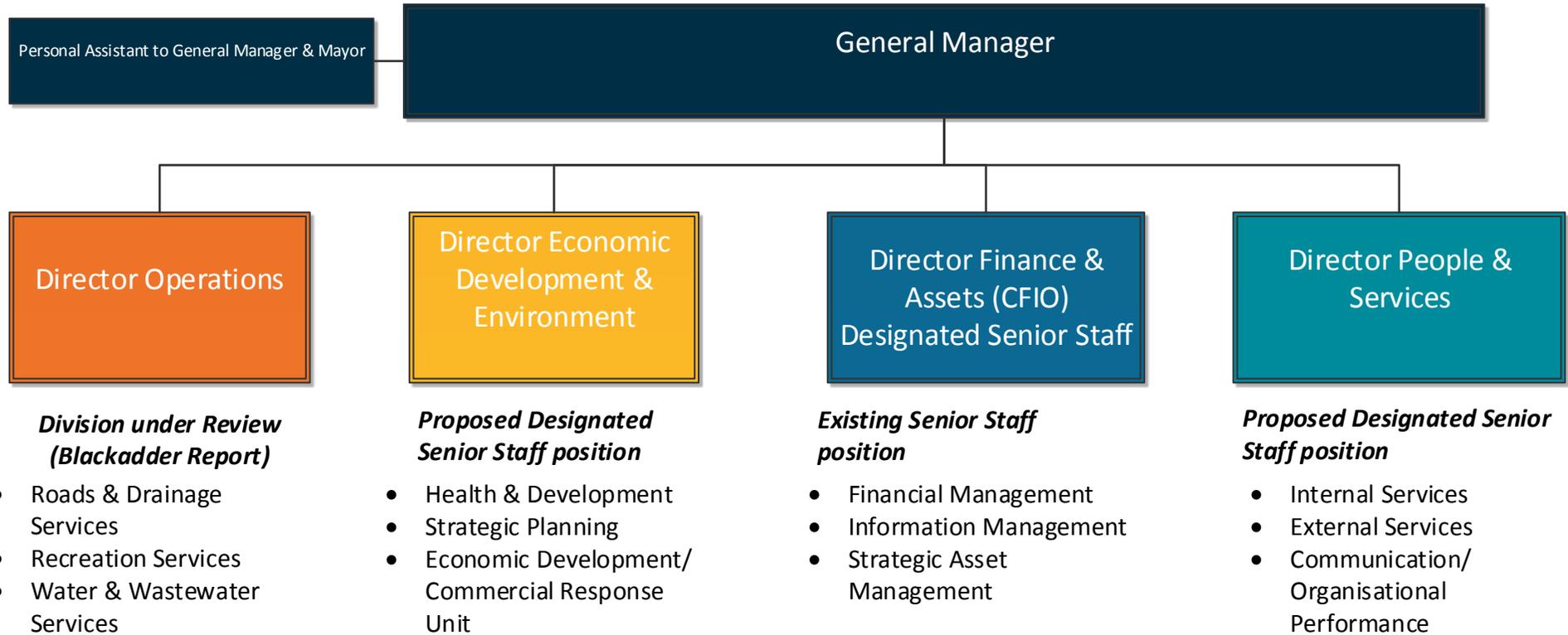
Yours sincerely



Helen Pearce
Executive Officer



Current Structure April 2018



Proposed Structure

GENERAL MANAGERS REPORTS

ITEM-2 GM - 17/07/17 - 2017 REVIEW OF ORGANISATION STRUCTURE

17 – 210 RESOLVED

THAT Council:

1. Adopt the revised Organisation Structure as recommended by Management in this paper.
2. Note that proposed changes to the Organisation Structure are subject to a managed evolution over the next 12 months in order to:
 - Facilitate change and where possible retrain/reallocate existing staff into new functions.
 - Minimise cost and using concepts of natural attrition and budgeted vacant positions to fund the process.
 - Conduct efficiency reviews in area that lend themselves to a potential for the development of customer service performance measurement.
3. Establish a position “Chief Financial and Information Officer” on a fixed term three year contract funded predominantly by the budgeted and currently vacant position of Group Manager Corporate and Community Services.
4. Establish the “” Finance and Assets department “in lieu of the Corporate and Community Services Department and transfer the Community Services function to the responsibility of the Manager Organisational Development pending further review in the medium Term.
5. Establish the Economic Development and Environment Department (EDE) in lieu of the Department of Environment and Development, bringing the functions of strategic Land Planning and Economic Development together, and merging Tourism and Economic development operations into one unit designated the “Commercial Response Unit in the EDE department. This action recognises that tourism is one part of an important and diversified economic development portfolio and should not be relied upon in its entirety as the panacea for economic development within the LGA.
6. Retain the Operations Department name with no proposed changes at this time pending an efficiency review of all activities to be undertaken by an Independent Consultant and reported back to Council. The GMO position to be renamed Director Operations in the interim.
7. Authorise funding up to \$60,000 for the conduct of an efficiency reviews in the existing Operations Department and other areas to be funded through savings already incurred in the 2017/18 Budget for Insurance Renewal.
8. Establish the position of Director Economic Development and Environment with the position filled internally through secondment by the Group Manager Environment and Development for a period up to 12 months.

MOVED: Councillor W McAndrew

SECONDED: Councillor M Statham.

CARRIED

From: [Graeme Faulkner](#)
To: [Clr Cassandra Coleman](#); [Clr Darryl Goodwin](#); [Clr Deanna Goodsell](#); [Clr Joe Smith](#); [Clr Maree Statham](#); [Clr Ray Thompson](#); [Clr Stephen Lesslie](#); [Clr Steve Ring](#); [Clr Wayne McAndrew](#)
Cc: [Trinity Newton](#)
Subject: Evolution of Organisation Structure
Date: Wednesday, 21 February 2018 9:26:26 AM

Dear Mayor and Councillors

Further to Council's agreement in July 2017 to evolve our Organisation structure over a 12 month period I wish to advise of some changes that are about to occur in the Operations Division and the Community Services Division. You will recall that we were to target Finance and Assets Division, and the Economic Development and Environment Division in the last six months of 2017 and this has been done, with Ross Gurney heading up Finance and Assets and Andy Muir heading up Economic Development and Environment.

We are now turning our attention to the Operations Division and to the Community Services Division with all changes to be achieved by June 2018 but much earlier I hope.

Operations Division.

I wish to address concerns in the Water and Sewer area based on reports I have seen regarding water loss, metering and residential v's commercial charges aligned to pipes sizes etc, so I have determined this aspect to be the highest priority.

I have requested Iain Stewart be seconded (and he has agreed) into Water and Sewer for a period not exceeding 12 months to assist Rhys Brownlow to achieve key targets that are currently being developed by the water /sewer consultant assisting Blackadder and associates who have commenced a review of the entire operations area.

Jonathon Edgecombe will take charge of the remaining operations area and act as Executive Manager Operations for the period of secondment.

I do not envisage that it will take 12 months to complete the changes, as Blackadder and Associates have been requested to complete their review of the Operations Division by April 2018 (two Months) and there will be I suspect, numerous changes to occur based on their report.

Community Services Division.

Because of Budget restrictions and the need to ensure there is an effective employee management system in place, we have had to become slightly creative in this area, partly in response to recurring issues raised by Aquatic Centre staff that have required my attendance at that venue on a number of occasions. In order to put in place effective management oversight, I have developed the following construct with the assistance of some members of the executive team.

1. We will rename Community Services to "People and Services" Division headed up for a period of up to 12 months by Michael McGrath.
2. There will be two departments within that division
 - i. Internal Services (HR, Org Dev, WHS etc)
 - ii. External Services (Community Services, Aquatic Centre,)

iii.

This construct permits me to bring an external service (Aquatic Centre) into this Division with solid employee oversight, thereby addressing the previous concerns raised in that area.

The changes thus far result in a shift in responsibilities and focus of existing employees without the introduction of new award employees. There may be some requirement for short term assistance as the changes are effected, but the substantial changes would I expect only follow after receipt of the Blackadder report at which time I would consult Council.

Any questions please contact me.

Submitted for information

Regards

Graeme

Graeme Faulkner | General Manager

Executive | [Lithgow City Council](#)

Phone: (02) 6354 9999 | Fax: (02) 6351 4259



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Lithgow City Council



Memorandum

To: All Staff

From: Graeme Faulkner – General Manager

Date: 21 February 2018

Subject: Organisational Changes continue to evolve

Dear Staff

You may recall that Council agreed to let us evolve our organisation structure over a period of 12 months from July 2017, with

- Finance and Assets and Economic Development to be addressed in the period to December 2017 and
- Operations and Community Services to be examined in the first six months of 2018.

We are now progressing to make changes in the Operations and Community Services areas and the following initiatives have been taken as part of the evolution in our structure.

OPERATIONS DIVISION:

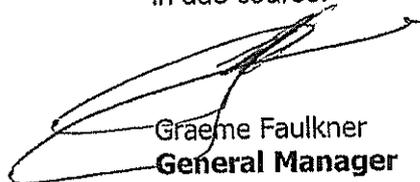
1. Water and Sewer services and infrastructure are to be a priority for Lithgow Council in 2018/19 with Council requiring revenue policy reviews and substantial work to be undertaken on data capture of water users including Council. Cullen Bullen is a major project and substantial modelling work will be required to identify the funding mechanism for that project which no doubt will be subject to stringent State milestones.
2. I have requested Iain Stewart to work with Rhys Brownlow on Water and Sewer specifically but for a period of up to 12 months and no longer so that we can achieve the outcomes desired in a fixed time frame. This change will become effective 26th February 2018.
3. Jonathon Edgecombe will, during the time of Iain's secondment, act as Executive Manager Operations, with Iain agreeing to provide his expertise when required. Short term support may be provided in the Operations area if needed. This will also be effective 26th February 2018.
4. Council has commenced its review of the Operations Division which was resolved on in July 2017. Through this review, we will develop some key targets for the Water Sewer and Operations area for the immediate short term and the longer term as well. Blackadder and Associates are the consultants appointed and they are continuing to talk to all staff to glean ideas as to the appropriate measures, strategies and ideas for change where necessary.

COMMUNITY SERVICES DIVISION:

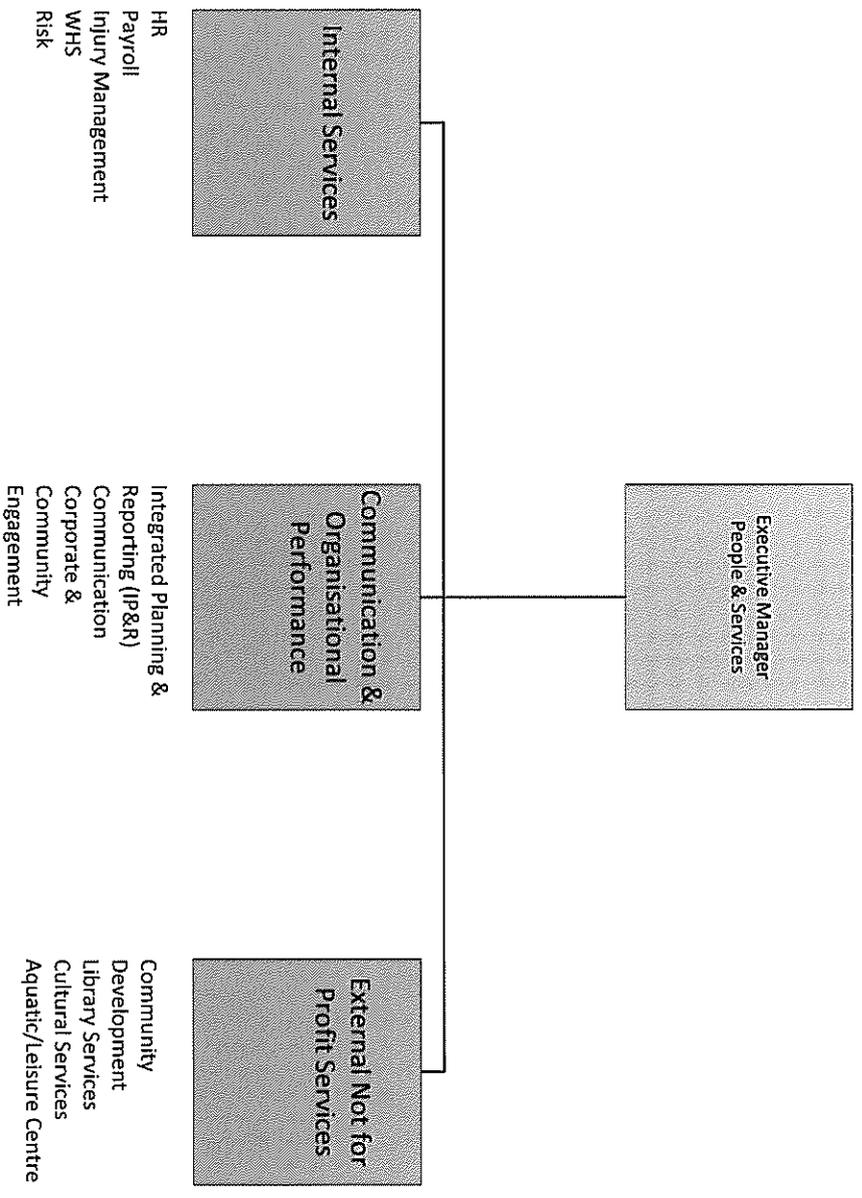
1. Michael McGrath will continue to head up Organisational Development and Community Services for a period up to 12 months, though for simplicity we will effect a name change to "People and Services" and Organisational Development will be known as "Internal Services" and Community Services will become known as "External Services". (See Org. Chart Below)

This then permits us to reallocate some existing service functions from one area to another. Effective 26 February 2018, the Aquatic Centre operations will transfer to the External Services portfolio and come under Michael McGraths Management jurisdiction.

There may be further changes in the near future following the operations review and feedback in the Community Services area, and these changes will be communicated in due course.



Graeme Faulkner
General Manager





**AUSTRALIAN LOCAL
GOVERNMENT WOMEN'S
ASSOCIATION
NEW SOUTH WALES BRANCH**

General Manager
Lithgow City Council
PO Box 19
Lithgow NSW 2790

11 April 2018

Dear Mr Faulkner

Election of Councillor Cassandra Coleman as an Executive Member of the Australian Local Government Women's Association NSW Branch

I write to inform you that the elections of the ALGWA NSW Branch Executive were held at our Annual Conference in Cootamundra-Gundagai Regional Council on Saturday 17 March 2018. The Conference endorsed Councillor Cassandra Coleman as an executive member of the Australian Local Government Women's Association NSW Branch. This will be for a period of 12 months.

ALGWA is an organization for women in local government and was established in 1951. ALGWA's objectives are:

- To assist in furthering women's knowledge and understanding of the function of local government
- To protect and enhance the interests and rights of women in local government
- To take action in relation to any subject or activity of particular interest to women affecting local governing bodies and/or local government legislation
- To act in an advisory capacity to intending women candidates for local government elections
- To encourage women into professional careers in local government.

All Executive members of ALGWA work towards promoting ALGWA objectives by attending various boards and committees as well as the ALGWA Executive meetings which are held throughout NSW.

This will be an exciting year for ALGWA as we are reviewing our strategic plan and strengthening our objectives to meet the increasing demands in areas of importance for women in local government.

ALGWA would appreciate your Council's support for Councillor Coleman in assisting her to undertake her duties in this elected position not only in her attendance at Conference but also to fulfill her role at the executive and board meetings.

Yours sincerely



Marianne Saliba

Councillor Marianne Saliba
President ALGWA (NSW Branch)



DATE AND TIME

Thu., 05/04/2018, 9:00 am –
Thu., 14/06/2018, 5:30 pm AEST

[Add to Calendar](#)



LOCATION

Sydney
CBD
Sydney, NSW 2000

[View Map](#)



DESCRIPTION

Earlybird offer \$1190 + GST for the full three month program, saving \$200 per person ends 7th March 2018.

Sydney Program | Thursday's | 3 Months | 4 Workshops

Workshop 1 - 5th April 2018

Workshop 2 - 3rd May 2018

Workshop 3 - 24th May 2018

Workshop 4 - 14th June 2018

Download the full brochure for the program here:
www.flyconsulting.com.au

For women in non-management through to first line management, workshops are over four full days, spread over three weekly intervals to minimise time out of the office. Inspiring Guest Speakers at each workshop from a diverse range of women. Incorporating a self-guided workbook and support groups in between each workshop.

This Women's Development Program embarks on a voyage of self discovery. You will learn a lifetime of strategies to understand your values, take ownership and be accountable for your life. Start living the life you were meant too.

This self development program is tailored for both your personal and professional life as we believe the best comes through when we look at the wholistic side person.

Here is what Nermaine from Westpac said:

'Springboard for Women is an inspiring 3 month development program that can be adapted in various facets of your life. Deb Elliott

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Thu., 05/04/2018, 9:00 am – Thu., 14/06/2018, 5:30 pm AEST

Sales Ended

the Program Facilitator, delivered the program with such enthusiasm and charisma adapting examples from her personal life experiences that bring the text to life while imbedding the main principles in your mind. A program highly recommended to challenge who you are, what you are doing and what you want, giving you the tools to embrace a change in your mind set, step out of routine, examine and re-focus energy to accomplish a harmonious balance in personal and business life without limitations. A very engaging and memorable experience.'

Nermaine, Westpac.

Don't miss your chance to be a part of this world renowned program. Any women, any age, any skills, any trade. There is something in it for everyone. For mazimum growth, this would be your first self development program you would have attend.

Please e-mail deb@flyconsulting.com.au if you prefer an invoice or want to know more about what is covered in this program. Or check it our here: www.flyconsulting.com.au

Reinstill passion and find out what drives you and learn how to create the steps to get there. Creating the space and energy for you to THINK and BE!



TAGS

Things To Do In Sydney Class Health



SHARE WITH FRIENDS

DATE AND TIME

Thu., 05/04/2018, 9:00 am –

Thu., 14/06/2018, 5:30 pm AEST

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LOCATION

Sydney

CBD

Sydney, NSW 2000

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Fly Consulting

Organiser of Springboard Women's Development 'Open' Program Sydney CBD

 [springboardwomensdevelopmentprogram](#)

Fly Consulting is a results-focused learning and development company.

Deb Elliott, the facilitator, is a licensed and accredited Springboard Trainer in Australia.

More details www.flyconsulting.com.au

Uncomfortable booking online? Call **0431 535 040** or SMS your name and we'll call you back.

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[CONTACT](#)

[VIEW MAP](#)

Other Events You May Like



MON, 1 OCT 9:00 AM

Mindful Self-Compassion Workshop for professionals Part 2-Sydney

The Centre, Sydney

#Health #Class



SAT, 29 SEP 9:00 AM

Mindful Self-Compassion Workshop (5days) for professionals-Sydney

The Centre, Sydney

#Health #Class



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Make a difference to performance in your organisation by developing:

- A more optimistic outlook
- Greater confidence
- Better equipt to deal with change
- Stronger problem solving skills
- Were more willing to take on responsibility

Springboard achieves that. And we have the stats to prove it.

The benefits

Springboard gets results and gives your organisation confidence in the value of the program.

After doing the program:

93% of women have taken on more responsibility

84% open to change

83% participants have a more positive attitude

80% increase in confidence

79% better at dealing with change

75% better problem solving skills

Springboard Women's Development Program

is a tried and tested 3 month intensive development course that gets results.

Springboard is a blended learning program that challenges existing paradigms, develops the whole person and reenergizes participants. The 4 workshops will push boundaries to encourage participants take small practical realistic steps to gain more control over thoughts, emotions, beliefs and future.

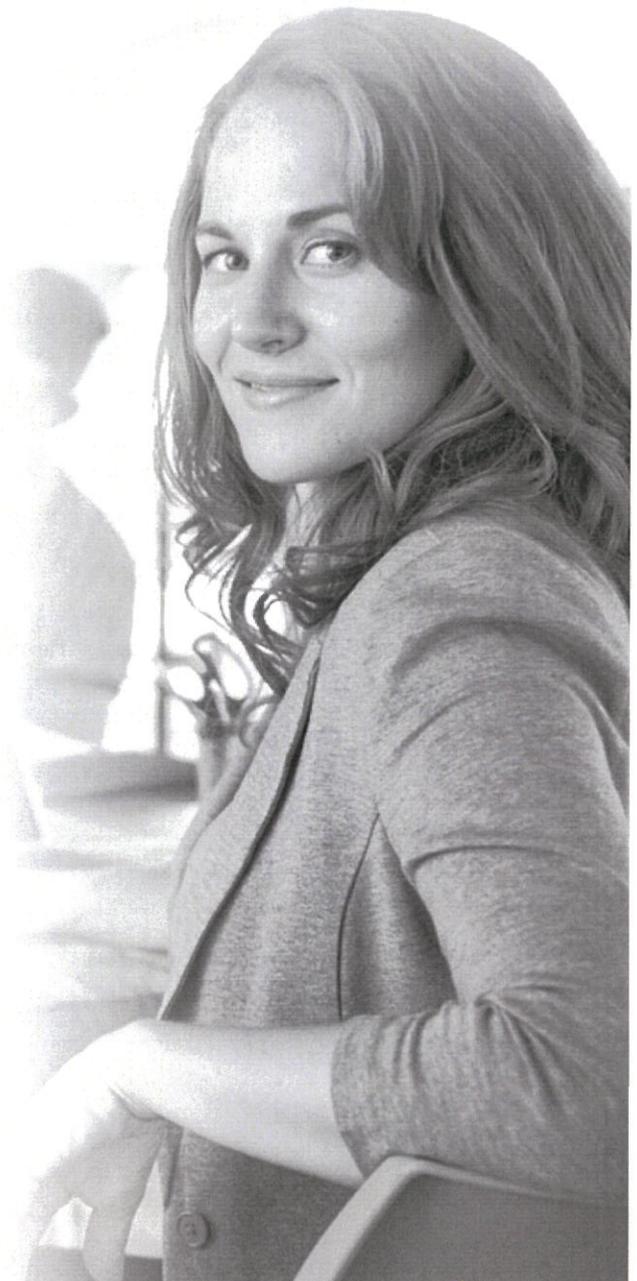
With the right tools and strategies gained from the interactive workshops, self-study and support sessions, they will set fresh goals and start to make actionable plans.

Women walk away from each workshop feeling more empowered. They attract more positive outcomes, are less plagued by stress and self-doubt and more focused on balance, opportunities and achieving fulfilment in their career and life.

Springboard[®]

WOMEN'S DEVELOPMENT PROGRAM

Be Accountable Seek Ownership Take Action



FLY CONSULTING 

Women Supporting Women

Springboard is the leading women's development program internationally, it has been conducted for over 27 years and currently offered in more than 44 countries.

Designed by women to support women in their personal and professional lives, Springboard understands the unique challenges that women face.

The Program is relevant to women of all ages from entry level through to first line management.

Embarking on a journey of emotional intelligence, growth and acceptance. Participants will be joining a community of women around the globe that have taken action to unlock their potential.

Opportunities for networking with like-minded women enrich career growth.

A Program That Gets Results

The Springboard Women's Development Program enables the individual to set their own change agenda to maximise their potential.

Results shared from previous Springboard participants:

- Realistic self-assessment, empowering you to challenge your thoughts
- A boost of self-confidence and belief in yourself
- The ability to deal with change with optimism
- Establishing your identity through core values
- Having the time to gain direction relevant to you
- More focused, productive and clarity on key priorities
- Assertiveness skills to speak up, be heard and respected
- Setting practical yet stretching goals
- Doing! Making things happen
- Stress management and calming the mind
- Presenting a positive image
- Improved communication skills
- Building stronger relationships at work and home
- Building positive networks and connections
- Better balance between work and home
- Improved all round health in your mind, body and spirit

"Springboard truly was the spring board I needed to unlock the potential & put 'me' first for a change. I now have a mentor! I had the confidence to ask there and then and she accepted. I built on those competencies I needed, sought the opportunity and went for the next job...& got it!"

Nidhi
Westpac Retail & Business Banking - 2015



How it works

- Four highly interactive full day workshops spread over three months.
- A detailed workbook accompanies the workshops. This comprehensive book comprises all the material participants need for the entire program and guides independent study between workshops.
- Each workshop provides an opportunity to hear from influential women speakers real, relevant and inspiring role models who impart their challenges, triumphs and strategies to overcome obstacles and succeed.
- Development of effective support systems and networks within the group for continuous growth. A mentoring component is an optional extra which organisations find extends the value of the program investment.

Being Accountable

" I feel so much more confident in myself and focussed on what I want to do. Your positivity, inspiration and motivation has given me a push that I needed to come out of my comfort zone. "

Yousra
Reserve Bank of Australia - 2015

"Springboard has created a wonderful platform to grow and develop the women in our organisations. We often hear of the personal and professional transformation in the workplace and beyond. The tools and skills women gain are carried forward, strengthened by the relationships and networks they build throughout the program."

Spokeswomen's Committee
Office of Environment and
Heritage - 2016

Developed by women for women

Springboard Women's Development Program has been consistently chosen by Australia's leading employers because it delivers performance results.



RESERVE BANK OF AUSTRALIA



Office of Environment & Heritage



TAFE NSW



Education



Institute of Public Administration Australia



Office of Local Government



ABC Australian Broadcasting Corporation



LOCAL GOVERNMENT NSW



Campbelltown city council



Lake Macquarie City Council

"I just wanted to thank you for being such and inspiration and fantastic motivator. Since completing the Springboard program I have gained a huge amount of confidence and I am not afraid to have a go. I just ask now rather than wonder.

You are an amazing presenter and speaker and I am so glad that I had the opportunity to participate in this program. Thank you for sharing your stories and experiences."

Vanessa
Office of Environment and Heritage -- 2015



Deb Elliott, Director of Fly Consulting, is a registered Springboard Consultant. She has an authenticity that enables her to bring out the best in people. Deb is known for her infectious energy and facilitation style. She is passionate about motivating women to create change and she brings outstanding corporate and life experience to all her programs with extensive training experience in both the private and public sector.

www.flyconsulting.com.au
grow@flyconsulting.com.au
Deb Elliott 0431 535 040

FLY CONSULTING

[REDACTED]

HARTLEY 2790
6th March 2018
Paul Toole MP
Dear Paul,

Enclosed is a letter I had sent to the Management of HARTLEY QUARRY, and to the Head office of HY-TEC QUARRY at Silverwater.

We are absolutely appalled at the proposal of HY-TEC to start loading at 4.00 am and to increase truck movements by 33 $\frac{1}{3}$ %.

This is a prime rural area producing some of the best beef in the country. Not only that but it is a beautiful bird area, aesthetically pleasing to tourists, visitors and residents.

The other two quarries start at 7.00 am in the Lithgow Area. Jendaw Caves Road was not built for heavy lorries to such an extent as proposed by Hy-Tec.

The bridge and approaches to 'Glensay Bridge' are not designed for fast moving traffic. The bridge needs surface

to be 'skimmed off' and returned correctly to minimise noise from empty quarry trucks.

Please support us rural and hospitality people. 'Glenroy' camping area is the oldest one west of the mountains,

On another pressing issue is the prevalence and spread of African Lovegrass on River Lett Hill and throughout the Hartley District. THIS IS A NOXIOUS WEED. The weed is spreading into grazing land and beautiful remnant bush areas.

Urgent action is required by the RMS to get this noxious weed under control. Please help us to put pressure on the RMS to eradicate all noxious African lovegrass and blackberries.

Your action is desperately needed.

Please help us. Please reply. There has got to be a win for farmers and the environment.

Yours Sincerely



[REDACTED]
HARTLEY 2790

23rd January, 2018

Management Hy-Tec Austen Quarry,
Dear Sir,

We are more than disgusted and alarmed at your statement that you value the relationship you have with your closest neighbour and other residents in the Hartley area.

We are appalled at the suggestion you would like to commence loading at 4.00 am, and increase the truck movements.

The crashing, rattling, thundering noises we hear on 'Glensay Bridge' from 4.35 am wakes us up, and the guests and other permanent residents we have at 'Glensay' Cottages and long established camping area.

We are so angry^{at} upset, seething, loathing the management now. We are functioning

on 5 and 6 or less than hours of sleep now, ~~the~~ ^{without} being reduced by another hour.

This quarry should be loading from 7am till 10 pm, or at least 6am not 4am. Your suggestion of 4am is ludicrous, unfair, and shows your total disrespect for us, our guests, the environment, and everyone who lives along the highway where there is already excessive noise.

You ARE HIGHLY DISGUSTING, UNFAIR, INSULTING, etc. etc. DISPECTFUL, 100% inconsiderate.

We suggest you have/do:-

- 1) a stockpile at your Sydney plants,
- 2) load up to 10 pm at night
- 3) ask contractors to upgrade 'truck+dog' to carry more material to meet requirements,
- 4) Do ~~to~~ kmph over the bridge and no more!!!
- 5) Certainly do NOT increase number of truck movements or hours of loading.

What Appalling people and management you are!!

This is a Rural and Hospitality Area which has the highest respect for people and our beautiful outstanding natural heritage place.

You show virtually NO RESPECT, YOU ARE ENVIRONMENTAL VANDALS 100% Disgusting people!

DEVELOPMENT ASSESSMENT REPORT – DA041/18DA - DWELLING 2 MAYVIEW DRIVE LITHGOW NSW 2790

1. PROPOSAL

Council is in receipt of a Development Application DA041/18 for a proposed dwelling at Lot 10 DP 1223585 No. 2 Mayview Drive Lithgow NSW 2790.

The vacant property is 1027m² and was created under previously approved subdivision DA002/07. The proposal consists of a clad single storey four bedroom dwelling with colourbond roof, constructed on a timber floor with a total floor area of 343.4m².



View to the south west and dwelling site

2. SUMMARY

To assess and recommend determination of DA041/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description : Lot 10 DP 1223585
Property Address : 2 MAYVIEW DRIVE LITHGOW NSW 2790

4. ZONING: The land is zoned R1 General Residential in accordance with Lithgow Local Environmental Plan 2014.

5. PERMISSIBILITY: The development being a dwelling house (defined below) is considered permissible under Lithgow Local Environmental Plan 2014 Zone R1 General Residential, subject to development consent.

dwelling means a room or suite of rooms occupied or used or so constructed or adapted as to be capable of being occupied or used as a separate domicile.

dwelling house means a building containing only one dwelling.

Note. Dwelling houses are a type of **residential accommodation**—see the definition of that term in this Dictionary.

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 7.6 Development Applications By Councillors And Staff Or On Council Owned Land

This policy applies to the development. The Development Application was lodged by Councillor Ray Thompson and the Policy requires the application must be referred to the Council for consideration and determination. It further provides that no aspect of the application be dealt with under delegated authority.

5.2 FINANCIAL IMPLICATIONS (eg Section 94)

Section 94A (Section 7.12) Development Contributions Plan 2015

The Section 94A (Section 7.12) plan applies to this development given it is for a dwelling at an estimated cost of \$419570.00, using the levies listed below:

Estimated cost of development	Levy applicable
\$0 to \$100,000	0%
\$100,001 to \$200,000	0.5%
\$200,001 and over	1%

Therefore the following condition is listed at the end of the report:

It is noted that the applicant has paid to Council a Section 94A contribution of \$4175.70 in accordance with the Lithgow City Council Section 94A Development Contribution Plan 2015. This payment was made on the 23 February 2018 and therefore satisfies the provisions of the Lithgow City Council Section 94A Development Contribution Plan 2015.

5.3 LEGAL IMPLICATIONS

Conveyancing Act 1919

There are 88B Restrictive Covenants including covenants imposed by Water NSW that relate to the property. It is considered that the development will comply. Private covenants imposed by the developer are not enforced by Council. The following advice is listed at the end of the report:

Please note: it should be understood that this consent in no way relieves the owner or applicant from any obligation under any covenant affecting the land.

Environmental Protection and Biodiversity Conservation Act 1991

No federally listed Threatened Species or Endangered Ecological Community is required to be cleared as a result of this application. Accordingly, there are no legal implications of this Act on the proposed development.

Local Government Act 1993

A Section 68 Approval has been granted for the drawing of water from Council's water supply and to connect to Council's sewer.

Mine Subsidence Compensation Act 1961

The property is located in a mine subsidence area. The property is identified on the Mine Subsidence Guideline map as being subject to Guideline 8. Guideline 8 is applied to properties assessed as not being at risk from subsidence. Under Guideline 8 there are no restrictions on development on this property.

Environmental Planning and Assessment Act 1979

In determining a development application, a consent authority is required to take into consideration the matters of relevance under Section 79C of the *Environmental Planning and Assessment Act 1979*. These matters for consideration are as follows:

5.3.1 Any Environmental Planning Instruments

Lithgow Local Environmental Plan 2014

LEP 2014 – Compliance Check		
Clause		Compliance
Land Use table	R1 General Residential	Yes
7.1	Earthworks	Yes
7.5	Groundwater vulnerability	Yes

Comment:

The property is zoned R1 General Residential and the proposed dwelling is permissible and the lot was created through DA002/07. It is considered that the dwelling will meet the objectives of the zone by providing housing for the community. The proposed dwelling is compatible with the surrounding residential development.

The subject site is identified as 'Groundwater vulnerable' on Environmentally Sensitive Areas – Water Overlay Map. The property is connected to town water and sewer. It is considered that there would be minimal impact of the development on groundwater dependent ecosystems. The dwelling has been designed to be site responsive with minimal cut and fill (for the garage) with the majority of the dwelling being constructed on a timber floor. Therefore the development is designed, sited and will be managed to avoid any significant adverse environmental impact.

The land is deemed suitable for the proposal and is considered to comply with Council's LEP 2014.

State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004

SEPP (Building Sustainability Index: BASIX) 2004 applies to the proposed dwelling. A BASIX Certificate was provided with the application and a condition of approval referencing the BASIX certificate number and date has been included at the end of the report.

State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011

SEPP (Sydney Drinking Water Catchment) 2011 – Compliance Check		
Clause		Compliance
10	Development consent cannot be granted unless neutral or beneficial effect on water quality	Yes
11	Development that needs concurrence of the Chief	N/A

Comment: The application was required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. The NORBE assessment was determined as having a Neutral or Beneficial Effect on Water Quality Assessment Tool and therefore satisfies this assessment. The development complies with the SEPP.

5.3.2 Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority

Nil.

5.3.3 Any Development Control Plan

Nil.

5.3.4 Any planning agreement that has been entered into under Section 7.4, or any draft planning agreement that a developer has offered to enter into under Section 7.4?

No.

5.3.5 Any matters prescribed by the regulations that apply to the land

It is considered that as a result of this assessment the development will comply with the provisions of the regulations subject to conditions of consent.

5.3.6 The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

Adjoining Landuse: The surrounding area is generally for residential pursuits with the proposal to be consistent with the surrounding land uses. The proposal will not cause any land use conflicts and the development is permissible within the zone.

Services: The development will have connections to Council's reticulated water and reticulated sewer services. Additionally, there is access to electricity and telecommunication services nearby. Therefore, it is considered that the proposal will be adequately serviced.

Context and Setting: The proposed development will be located within an established residential area and will have no major impact on the context and setting of the area. The development has been designed to complement existing features of similar development in the area.

Access: The proposal will gain access from Hassans Walls Road and it is considered that subject to conditions of consent that the access will be adequate for the development.

Flora and Fauna: No proposed clearing is required and the development will have no impact on flora or fauna.

Social and Economic Impact: As the proposed development will be generally in keeping with the provisions of the planning instrument and is reasonably compatible with other similar development in the locality, it is expected to have minimal social and economic impact.

Soils: The proposed construction involves minimal cut and fill with the majority of the dwelling being constructed on a timber floor. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. Conditions of consent will be imposed to control erosion and sedimentation impacts on the site and therefore it is considered there will be minimal impacts on soils.

Water: The proposed development has been assessed using the NorBE tool as required by the *State Environmental Planning Policy (Sydney Catchment Drinking Water) 2011* with a result of satisfied. Therefore with appropriate conditions of consent it is considered that the development will have minimal impact on water.

Air and Microclimate: There will be no significant impact on air or microclimate. However, a condition of consent will be imposed requiring that dust suppression be used during construction works to minimise impacts on the surrounding area.

Waste: Waste during construction will be to a licenced facility as per conditions of consent if approved. Given the development is for residential use, once an Occupation certificate has been provided a garbage service will be available for domestic use.

Natural Hazards: The land is mapped as bushfire prone and was referred to the Rural Fire Service for assessment and determination. The conditions are listed at the end of the report.

Noise and Vibration: There are no nearby sources of noise or vibration that would impact detrimentally on residents of the proposed dwelling. The residential proposal is not expected to cause any noise issues to the surrounding area.

Other Land Resources: The development will not impact on the value of the land in terms of agricultural potential or mining as it is zoned for residential use and adjacent to an established residential area.

5.3.7 The Suitability of the site for the development

The surrounding land uses are for residential pursuits with the size and nature of the development consistent with those in the surrounding area. The development will have minimal impact to the surrounding amenity. The proposed development complies with the objectives of the zone and the site is considered to be suitable for the proposal.

5.3.8 Any submissions made in accordance with this Act or the Regulations

The proposal was sent to surrounding landowners for a period of 14 days. No submissions were received. The proposal was also referred to the Rural Fire Service for assessment and determination. The conditions are listed at the end of the report.

5.3.9 The public interest

There have been no issues raised from the public regarding planning issues.

6. DISCUSSION AND CONCLUSIONS

The proposal is considered to generally comply with the relevant provisions of the applicable Environmental Planning Instruments. The proposal is not considered likely to have any significant negative impacts upon the environment or upon the amenity of the locality. As such it is recommended that development consent is issued subject to the conditions outlined below.

7. ATTACHMENTS

Schedule A- Conditions of consent.

8. RECOMMENDATION

THAT development application DA041/18 is approved subject to conditions set out in Schedule A.

Report prepared by: Rebecca Nichols

Supervisor: Jim Nichols

Signed:.....

Signed:.....

Dated:.....

Dated:.....

REASONS FOR CONDITIONS

The conditions in Schedule A have been imposed for the following reasons:

- To ensure compliance with the terms of the relevant Planning Instruments
- To ensure no injury is caused to the existing and likely future amenity of the neighbourhood
- Due to the circumstances of the case and the public interest.
- To ensure that adequate road and drainage works are provided.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensure the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- To protect the environment.
- To prevent, minimise, and/or offset adverse environmental impacts.
- To ensure lots are adequately serviced.
- To ensure there is no unacceptable impact on the water quality.
- To ensure compliance with the requirements of the Rural Fire Services.
- To ensure adequate soil conservation and protect against movement of soil and sediments.

Schedule A

Please Note: it should be understood that this consent in no way relieves the owner or applicant from any obligation under any covenant affecting the land.

General Requirements

1. That the development be carried out in accordance with the application, Statement of Environmental Effects, accompanying information, plans listed in the approval and any further information provided during the process unless otherwise amended by the following conditions.

2. All building work must be carried out in accordance with the provisions of the Building Code of Australia.

3. Prior to the commencement of any works on site, the applicant shall advise Council of any damage to property controlled by Council which adjoins the site including kerbs, gutters, footpaths, walkways, reserves and the like. Failure to identify existing damage will result in all damage detected after completion of the building work being repaired at the applicant's expense.

4. It is noted that the applicant has paid to Council a Section 94A contribution of \$4175.70 in accordance with the Lithgow City Council Section 94A Development Contribution Plan 2015. This payment was made on the 23 February 2018 and therefore satisfies the provisions of the Lithgow City Council Section 94A Development Contribution Plan 2015.

5. Approval is for a single dwelling (and not a dual occupancy). The dwelling shall be located wholly within the confines of the property boundaries in accordance with the approved site plan.

Access entry and internal driveway

6. The concrete access and driveway (including the gradient) is to be constructed in accordance with Lithgow City Council's "Specification for the construction of Driveways, Footpath/Gutter Crossings and Footpaving".

Water, Sewer, stormwater and surface water

7. The development shall be connected to the existing water meter and sewer junction/riser in accordance with S68021/18.

8. That all plumbing and drainage work be carried out by a licensed plumber and drainer and inspected by Council officers.

9. Prior to issuing the Certificate of Compliance for all sanitary plumbing and drainage, the plumbing and drainage works are to be inspected and approved by Council as the delegated regulatory authority for plumbing and drainage work within the Lithgow City Council area.

10. That the rainwater drains are connected into a water tank (as per BASIX report) with a minimum total capacity of 10,000 litres plumbed to toilets, laundry and external tap. The overflow from the water tank shall be connected into the drainage easement to Council's satisfaction.

11. That seepage and surface waters are collected and diverted clear of the dwelling site by a drainage system to the satisfaction of Council. Care is to be taken to ensure that no nuisance is created to adjoining properties.

Site works

12. That minimal disturbance is caused to the site during construction works and any disturbed areas including embankments are to be generally made good and revegetated in accordance with the approved landscaping plan, prior to the issue of the Occupation Certificate. Any excavated and filled areas are

graded and drained and all constructed batters are to be topsoiled, and turfed. Batters exceeding a ratio of 3 horizontal to 1 vertical must be retained with retaining walls, stoneflagging or terracing prior to occupation. **(Note retaining walls outside the scope of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 require Development Consent.**

13. Alterations to the natural surface contours must not impede or divert natural surface water runoff, so as to cause a nuisance to adjoining property owners.

14. Fill material used must be virgin excavated natural material within the meaning of the Protection of Environmental Operations Act 1997 (POEO) or any other waste-derived material the subject of a resource recovery exemption under cl.51A of the Protection of the Environment Operations (Waste) Regulation 2005 that is permitted to be used as fill material.

Note: Any waste-derived material the subject of resource recovery exemption received at the development site must be accompanied by documentation as to the material's compliance with the exemption conditions and must be provided to the Principal Certifying Authority.

15. All excavations and backfilling associated with the approved works must be executed safely and in accordance with appropriate professional standards. All excavations must be properly guarded and protected to prevent them from being dangerous to life or property.

If an excavation associated with the approved works extends below the level of the base of the footings of a building on an adjoining allotment of land or boundary fencing, the person causing the excavation to be made:

- Must preserve and protect the building/fencing from damage; and
- If necessary, must underpin and support the building/fencing in an approved manner, and footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

Bushfire Protection

• Asset Protection Zone

16. At the commencement of building works and in perpetuity the entire property shall be managed as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of "*Planning for Bush Fire Protection 2006*" and the NSW Rural Fire Services Document "*Planning for Bush Fire Protection 2006*" and the NSW Rural Fire Services Document "*Standards for asset protection zones*".

• Water and Utilities

17. Water, electricity and gas are to comply with section 4.1.3 of *Planning for Bush Fire Protection 2006*.

• Access

18. To aid in fire fighting activities, unobstructed pedestrian access to the rear of the property shall be provided and is to be maintained at all times.

• Design and Construction

19. New construction shall comply with sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2009 "Construction of buildings in bush fire prone areas" of NASH Standard (1.7.4 updated) "National Standard Steel Framed Construction in Bushfire Areas – 2014" as appropriate and section A3.7 Addendum Appendix 3 of "Planning for Bush Fire Protection".

20. Roofing shall be gutterless or guttering and valleys are to be screened to prevent the build up of flammable material. Any materials used shall have a Flammability Index no greater than 5 when tested in accordance with Australian Standard AS1530.2-1993 "Methods for Fire Tests on Building Materials, Components and Structures – Tests for Flammability of Materials".

21. Roller doors, tilt-a-doors and other such doors shall be sealed to prevent the entry of embers into the building.

- **Landscaping**

22. Landscaping to the site is to comply with the principles of Appendix 5 of Planning for Bush Fire Protection 2006.

- **General Advice**

23. Every home should have a Bush Fire Survival Plan encompassing decisions to "Leave Early" or to "Stay and Defend" to ensure that you are prepared and know what to do in the event of bush fire events. The RFS recommends that the applicants obtain a copy from the RFS website and complete the Plan.

Survey report

24. That the dwelling shall be set out by a Registered Surveyor. The set out survey and survey of completed dwelling showing compliance of the setback of the walls and eaves from the allotment boundaries complying with Part 3.7 Building Code of Australia, Volume 2 shall be submitted to the Principal certifying authority prior to the footing/slab inspection and final inspection respectively.

Requirements Prior to Commencement of Work

Construction certificate – Building

25. A construction certificate is required prior to commencement of any site or building works. Note: Council as your Principal Certifying Authority has issued this certificate concurrently with the development consent. Therefore this requirement is fulfilled.

Notification of commencement of Building Work

26. Prior to commencing any construction works, Council is to be notified at least two days prior of the intention to commence building works, in accordance with Section 81A(2)(c) of the Act in Form 7 of Schedule 1 of the Regulations.

27. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:

- a. In the case of work to be done by a Licensee under the Act:
 - i) has been informed in writing of the licensee's name and contractor Licensee Number, and
 - ii) it is satisfied that the Licensee has complied with the requirements of Part 6 of the Act, or
- b. In the case of work to be done by any other person:
 - i) has been informed in writing of persons name and Owner-Builder Permit Number, or
 - ii) has been given a declaration signed by the owner of the land that states that the reasonable market cost of the labour and materials involved in work is less than the amount prescribed for the purposes of the definition of Owner-Builder Work in Section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a

manner as to render out of dated any information or declaration previously given under either of those paragraphs.

28. To contain soil and sediment on the property, controls are to be implemented prior to clearing of the site vegetation and the commencement of site works. This will include:

- a) The installation of a sediment fence with returned ends across the low side of the site so that all water flows through. These shall be maintained at no less than 70% capacity at all times. Drains, gutters, roadways etc., shall be kept clean and free of sediment.
- b) To prevent the movement of soil off site, a single entry/exit point to the property shall be constructed of 40mm blue metal aggregate or recycled concrete to a depth of 150mm. The length must be at least 5 metres with the width at least 3 metres.

Soil erosion fences shall remain and must be maintained until all disturbed areas are restored by turfing, paving, revegetation.

29. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person can be contacted outside working hours.
- b. Stating that unauthorised entry to the work site is prohibited and
- c. Showing the name, address and telephone number of the principle certifying authority for the work.

The sign/s are to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

30. A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.

31. Before work starts, toilet facilities must be provided for construction personnel on the site on the basis of 1 toilet for every 20 workers. Amenities are to be installed and operated in an environmentally responsible and sanitary manner. Toilets cannot remain on site for any longer than 12 months, without the further approval of Council.

32. Prior to any building works commencing a suitable Waste Container for the deposit of all building rubbish and litter must be provided and emptied as soon as full. Building rubbish and litter must be contained on the building site.

Requirements during construction

33. The new works shall be constructed in accordance with, and comply with the undertakings given on BASIX Certificate Number 849703S_02 as obtained on 25 October 2017 from the Department of Infrastructure, Planning and Natural Resources.

Appropriate certification is to be submitted to Council prior to issue of the occupation certificate indicating that all BASIX requirements have been undertaken.

34. All work on site shall only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday and public holidays	No work

35. Measures shall be implemented to minimise wind erosion and dust nuisance in accordance with the requirements of the manual – "Soils and Construction" (2004) (Bluebook).

36. All excavations and backfilling associated with the approved works must be executed safely and in accordance with appropriate professional standards. All excavations must be properly guarded and protected to prevent them from being dangerous to life or property.

If an excavation associated with the approved works extends below the level of the base of the footings of a building on an adjoining allotment of land, the person causing the excavation to be made:

- Must preserve and protect the building from damage; and
- If necessary, must underpin and support the building in an approved manner, and footings of a building on an adjoining allotment of land, give notice of intention to do so to the owner of the adjoining allotment of land and furnish particulars of the excavation to the owner of the building being erected or demolished.

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out, whether carried out on the allotment of land being excavated or on the adjoining allotment of land.

Prior to the issue of an Occupation Certificate

37. The conditions of consent must be complied with prior to the issue of an Occupation Certificate either by Lithgow Council or an accredited principal certifying authority. All necessary information to comply with the conditions of consent must be submitted prior to the occupation of the building.

Advisory Notes

Information to be submitted to Council for approval prior to commencement

1. Prior to commencement of works the following plans, specifications and certification from an approved Practising Structural Engineer shall be submitted to Council for approval for the following:

- a. Glass balustrade and compliance with the Building Code of Australia and relevant Australian Standards including AS1288, AS2047 and AS1170.
- b. Timber floor construction for the dwelling, alfresco and deck including tie downs and connections and tie downs and bracing to the wall/roof frame for the site specific wind and snow load.

Building Inspection schedule

2. To ensure structural integrity, the maintenance of minimum health standards, the management of the buildings surrounds and the protection of the environment, compliance certificates are to be issued at significant stages throughout the construction period. These stages are:

- a) Pier holes/pad footings before filling with concrete.
- b) Internal drainage carried out by licensed plumber prior to covering
- c) Floor frame, dampcourse, antcapping, foundation walls before floor material is laid.
- d) Reinforcing steel in position and before concrete is poured (slabs, footings, lintels, concrete block wall construction, beams to concrete block construction, columns, floors, walls and the like).
- e) Framing when external wall and roof cladding is in place and prior to internal linings.
- f) External drainage (including onsite waste disposal system) installed by a licensed plumber and prior to covering.
- g) Wet area flashing prior to tiling or covering.
- h) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
- i) Completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

At each inspection, erosion and sediment control measures and site management will be inspected.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections.

Scyon Cladding

3. Certification from the licensed builder for the installation of the fibre cement Scyon cladding in accordance with the Part 3.5, BCA 2016, AS2908.2 or AS1859.4 Technical Data and Installation Manual shall be submitted to Council at frame inspection stage.

Requirements during Construction

4. Any filling carried out in accordance with this consent shall maintain a minimum requirement of 98% standard compaction.

Any lot filling operations carried out in accordance with this consent shall be tested to establish the field dry density every 300mm rise in vertical height. Test sites shall be located randomly across the fill site with 1 test per 500m² (minimum 1 test per 300mm layer) certified by a qualified geotechnical engineer. Alternatively, all footings/piers are to be taken through filled ground to foundation material of uniform adequate bearing pressure in accordance with Structural Engineers requirements.

5. That the building (including the area between the concrete slab and timber floor) shall be protected from the attack of subterranean termites by employing construction methods conforming with Australian Standard 3660.1. A durable notice must be permanently fixed to the building in a prominent location (such as the meter box) indicating:

- (i) the method of protection and
- (ii) the date of installation of the system and
- (iii) the installer's or manufacturers recommendations for the scope and frequency of future inspections for termite activity.

Note: Certification is to be provided for the installed termite management systems.

6. That truss validation details supplied by the truss manufacturer shall be provided to Council or the accredited certifier at or prior to the time of frame inspection (**alternatively, full design details are to be submitted prior to commencement of construction**).

Details shall include:

- (i) job address and builder's name;
- (ii) **design wind velocity and ground snow load**
- (iii) terrain category;
- (iv) truss spacing;
- (v) roof pitch;
- (vi) material of roof;
- (vii) roof batten/purlin spacing;
- (viii) material of ceiling;
- (ix) job number

This includes design wind speed of the site incorporating tie-down details and bracing details in accordance with the requirements of the Practising Structural Engineer.

7. The property is located in an area subject to snow falls and manufactured frames and trusses are to be designed to withstand the site specific wind load and ground snow loading. Manufacturer's frame and truss details are to be provided prior to the frame inspection being undertaken by Council. Details shall also include bracing and tie details and treatment certificate for termites.

8. That glazing comply with the provisions of Part 3.6, Building Code of Australia, Housing Provisions. The serviceability design wind pressure and the ultimate strength test pressure of the glazing must be suitable for the wind load for the site. Certification is to be provided to Council at frame stage.

9. The installation of **interconnected** hard wired smoke alarm/s is required to be carried out in accordance with AS3786 and the Building Code of Australia. The licensed electrical contractor is required

to submit to the Principal certifying authority a certificate certifying compliance with AS 3000 and AS 3786.

10. Masonry walls, piers, associated tie downs and connections are to comply with AS3700 – 2011.

11. That a minimum clearance of 400 mm shall be provided between the underside of bearer level and the finished ground level.

12. That subfloor ventilation incorporating cross ventilation shall be provided to the sub-floor space in accordance with Part 3.4.1 Building Code of Australia, Housing Provisions.

13. Ant capping is to be provided and installed in accordance with AS 1694 and AS 3660.1.

Stairs, landings and balustrades

14. That stairways and balustrades comply with the following requirements:

- That the stairway and construction (including flight, landings, goings, risers and the like) shall comply with the requirements of Part 3.9.1 of the Building Code of Australia, Housing Provisions.
- That the balustrades to balconies, more than one metre above the ground, are to comply with the requirements of Part 3.9.2, Building Code of Australia, Housing Provisions. The space between balusters or the width of any opening in the balustrade or the width of any opening in the balustrade is not more than 125 mm except where the space between rails or the height of the opening is not more than 125 mm. Where wire balustrades are used, certification indicating compliance with the Building Code of Australia is required prior to inspection.
- That the height of balustrades to stairways, must comply with the requirements of Part 3.9.2, Building Code of Australia, Housing Provisions following. The balustrade has a height of not less than 865 mm above the nosing of the stair treads and the floor of the landing, access bridge or the like; and the space between the balusters or the width of any opening in balustrades (including any openable window or panel) is not more than 125mm. Where wire balustrades are used, certification indicating compliance with the Building Code of Australia is required prior to inspection.

15. Stairway treads must have a surface or nosing strip with a slip resistance classification not less than listed in Table 3.9.1.1. Certification/details are to be submitted to the Principle Certifying Authority prior to installation.

16. Window openings to upper storey bedrooms must be provided with protection in accordance with Clause 3.9.2.5, Building Code of Australia, (Volume 2).

17. Doors to sanitary compartments must either open outwards, slide, be readily removable from the outside of the compartment or provide a minimum 1,200 mm distance between the closet pan and the nearest part of the doorway.

Requirements prior to Occupation

18. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority.

19. A house number must be displayed in a position clearly visible from the street with numbers having a height of not less than 75mm. **(Note; letter boxes, garden beds and the like are to be established within the confines of the property boundaries and not on Council's footpath).**

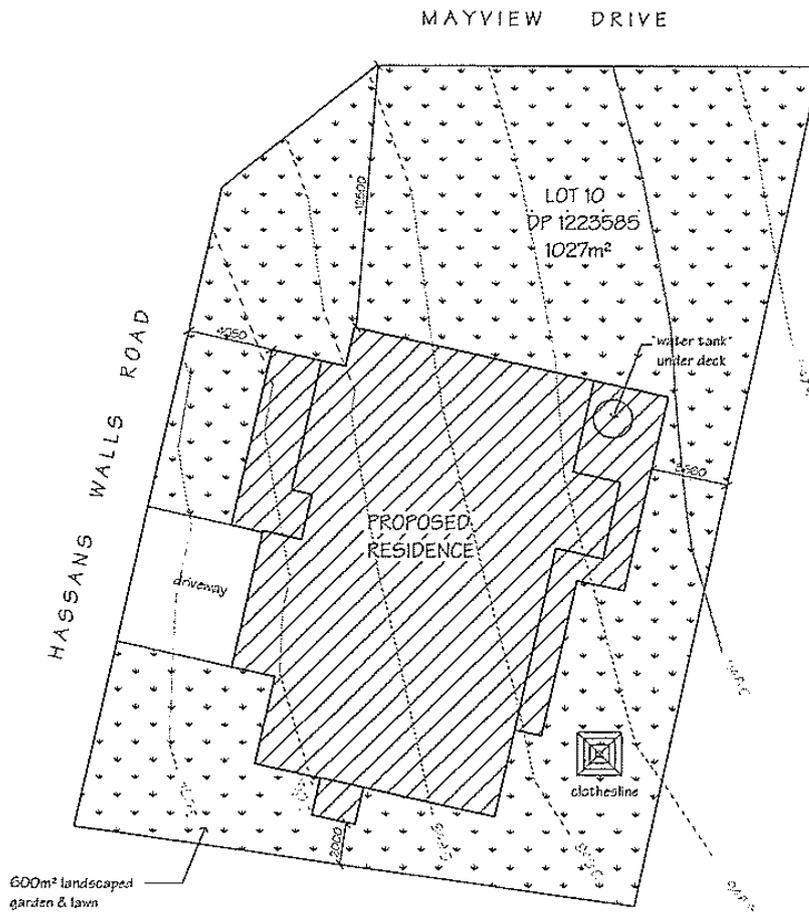
20. Prior to issuing the Certificate of Compliance for all sanitary plumbing and drainage, the plumbing and drainage works are to be inspected and approved by Council as the delegated regulatory authority for plumbing and drainage work within the Lithgow City Council area.

Reference to Building Code of Australia

21. A reference to the *Building Code of Australia* is a reference to that Code as in force on the date the

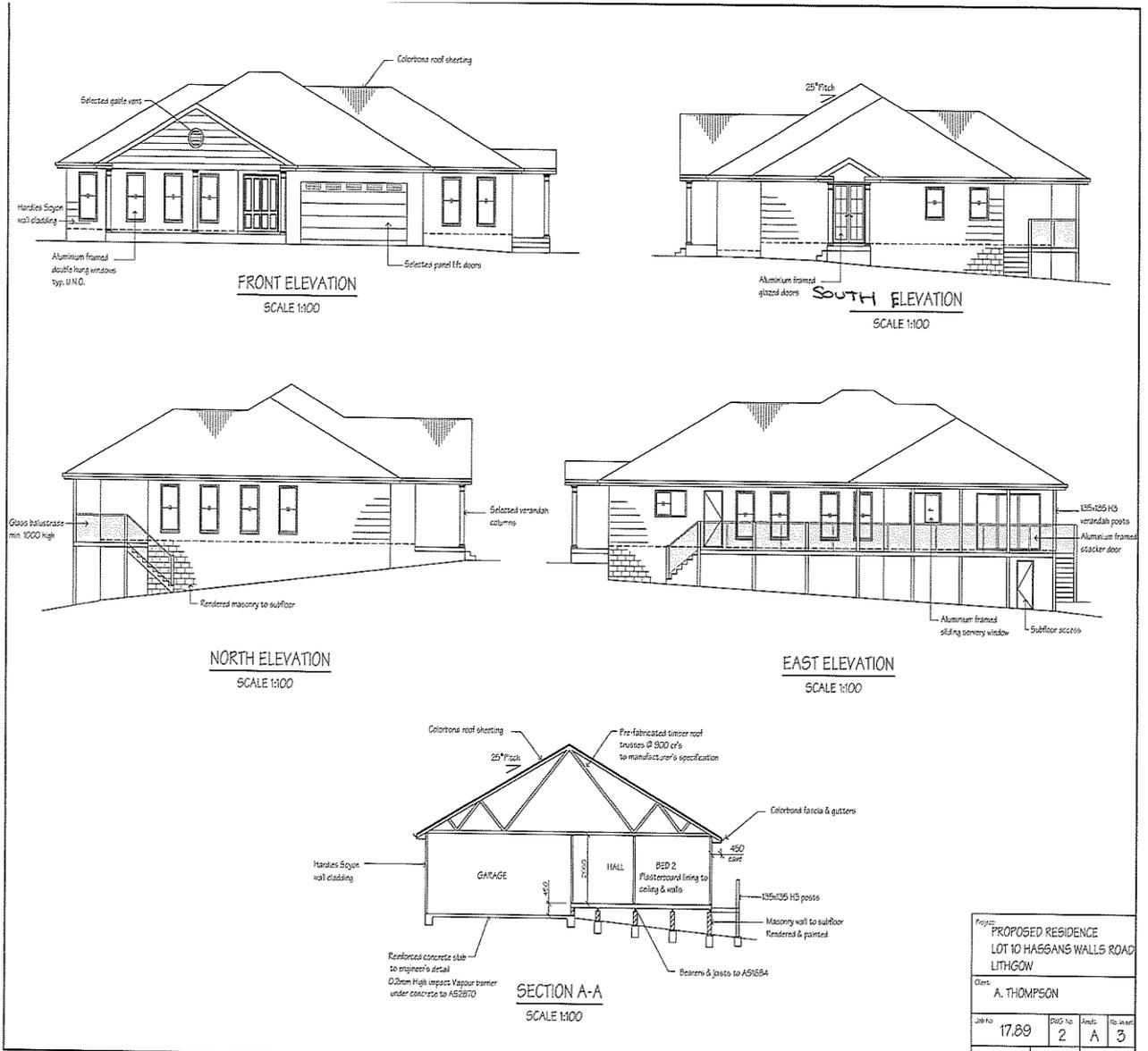
application for the relevant construction certificate is made.

ATTACHMENT - SITE PLAN - DA041/18- PROPOSED DWELING, LOT 10 IN DP1223585, 2 MAYVIEW DRIVE LITHGOW



SITE PLAN
SCALE 1:200

**ATTACHMENT - ELEVATIONS - DA041/18- PROPOSED DWELING, LOT 10 IN DP1223585, 2
MAYVIEW DRIVE LITHGOW**



Proposed PROPOSED RESIDENCE LOT 10 HASSANS WALLS ROAD LITHGOW			
Client: A. THOMPSON			
Job No 17.89	Draw No 2	Sheet A	No. of sets 3
Scale: AS 1600	Date: 25-10-17	File: 1789.dwg	

DEVELOPMENT ASSESSMENT REPORT – DA058/18DA - PROPOSED PATIO AT 445 SUNNY CORNER ROAD PORTLAND LITHGOW NSW 2847

1. PROPOSAL

Council is in receipt of a Development Application DA058/18 for a proposed patio at Lot 2 DP 634789 No. 445 Sunny Corner Road Portland NSW 2847.

This rural lot has an approximate area of 150 hectares. The proposal provides for the construction of a metal framed patio with pitched metal roof over having external dimensions of 8m x 8m and attached to the rear wall of the existing dwelling.

2. SUMMARY

To assess and recommend determination of DA058/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description : Lot 2 DP 634789
Property Address : 445 Sunny Corner Road Portland NSW 2847

4. ZONING: The land is zoned RU1 Primary Production in accordance with Lithgow Local Environmental Plan 2014.

5. PERMISSIBILITY: The development being an attached patio is considered permissible as ancillary development to an existing dwelling under Lithgow Local Environmental Plan 2014 Zone RU1 Primary Production, subject to development consent.

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 7.6 Development Applications By Councillors And Staff Or On Council Owned Land

This policy applies to the development. The Development Application was lodged by Councillor Maree Statham and the Policy requires the application must be referred to the Council for consideration and determination. It further provides that no aspect of the application be dealt with under delegated authority.

5.2 FINANCIAL IMPLICATIONS (eg Section 94)

Section 94A (Section 7.12) Development Contributions Plan 2015

As the estimated total construction cost of \$22,000 is less than \$100,000, Council's Section 94A Contributions are not applicable to this development, as outlined below:

Estimated cost of development	Levy applicable
\$0 to \$100,000	0%
\$100,001 to \$200,000	0.5%
\$200,001 and over	1%

5.3 LEGAL IMPLICATIONS

Conveyancing Act 1919

There are no Restrictive Covenants that affect this development.

Environmental Protection and Biodiversity Conservation Act 1991

No federally listed Threatened Species or Endangered Ecological Communities are required to be cleared as a result of this application. Accordingly, there are no legal implications under this Act in respect to the proposed development.

Local Government Act 1993

No approvals are required under this Act in respect to the proposed development.

Environmental Planning and Assessment Act 1979

In determining a development application, a consent authority is required to take into consideration the matters of relevance under Section 79C of the *Environmental Planning and Assessment Act 1979*. These matters for consideration are as follows:

5.3.1 Any Environmental Planning Instruments

Lithgow Local Environmental Plan 2014

LEP 2014 – Compliance Check		
Clause		Compliance
Land Use table	RU1 Primary production	Yes
7.1	Earthworks	Yes
7.5	Groundwater vulnerability	Yes
7.7	Sensitive lands	Yes

Comment:

The property is zoned RU1 Primary Production and the proposed patio is permissible as ancillary development to a dwelling. The proposed patio is compatible with the surrounding development and meets the objectives of the zone.

The subject site is identified as 'Groundwater vulnerable' on Environmentally Sensitive Areas – Water Overlay Map. The property is not connected to town water or sewer. The existing dwelling is served by an approved onsite wastewater management system and has a roof catchment water supply. Roof water from the proposed patio will be connected to the existing rainwater harvesting system serving the dwelling.

It is considered that there would be negligible impact from the proposed patio development on groundwater dependent ecosystems and environmentally sensitive land. The patio is to be located in an existing retained area / courtyard and is site responsive with no additional earthworks required. Therefore the development is

designed, sited and will be managed to avoid any significant adverse environmental impact.

The land is deemed suitable for the proposal and is considered to comply with Council's LEP 2014.

State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011

SEPP (Sydney Drinking Water Catchment) 2011 – Compliance Check		
	Clause	Compliance
10	Development consent cannot be granted unless neutral or beneficial effect on water quality	Yes
11	Development that needs concurrence of the Chief Executive	N/A

Comment: The application was required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. The NORBE assessment was determined as having a Neutral or Beneficial Effect on Water Quality Assessment Tool and therefore satisfies this assessment. The development complies with the SEPP.

5.3.2 Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority

Nil.

5.3.3 Any Development Control Plan

Nil.

5.3.4 Any planning agreement that has been entered into under Section 7.4, or any draft planning agreement that a developer has offered to enter into under Section 7.4?

No.

5.3.5 Any matters prescribed by the regulations that apply to the land

It is considered that as a result of this assessment the development will comply with the provisions of the regulations subject to conditions of consent.

5.3.6 The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

Adjoining Landuse: The surrounding area comprises of similar rural land uses and the proposal is consistent with such. The proposal will not cause any land use conflicts and the development is permissible within the zone.

Services: The development will not affect existing electricity and telecommunication service connections serving the dwelling and is sited clear of the existing onsite wastewater management system. Therefore, it is considered that the proposal will be adequately serviced.

Context and Setting: The proposed development will have no adverse impact on the context and setting of the area. The development has been designed to complement existing development.

Access: Provided in respect to the existing dwelling from Sunny Corner Road. Access is considered adequate for the development.

Flora and Fauna: No clearing is required and the development will have no impact on flora or fauna.

Social and Economic Impact: The proposed development is compatible with surrounding development, will have no minimal social or economic impact and is generally in keeping with the provisions of the planning instrument.

Soils: The proposed construction involves minimal cut and fill. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. Conditions of consent will be imposed to control erosion and sedimentation impacts on the site and therefore it is considered there will be minimal impacts on soils.

Water: The proposed development has been assessed using the NorBE tool as required by the *State Environmental Planning Policy (Sydney Catchment Drinking Water) 2011* with a result of satisfied. Therefore with appropriate conditions of consent it is considered that the development will have minimal impact on water.

Air and Microclimate: There will be no significant impact on air or microclimate.

Waste: Any waste generated by the proposed development will be disposed of at a licenced facility.

Natural Hazards: The lot is not affected by bushfire prone mapping. Therefore no bushfire protection requirements apply to this development.

Noise and Vibration: The proposal is not expected to cause any noise issues to the surrounding area.

Other Land Resources: This ancillary development will not impact on the value of the land in terms of agricultural potential or mining.

5.3.7 The Suitability of the site for the development

The development will have minimal impact to the surrounding amenity. The proposed development complies with the objectives of the zone and the site is considered to be suitable for the proposal.

5.3.8 Any submissions made in accordance with this Act or the Regulations

Nil.

5.3.9 The public interest

There are no public interest issues arising from the proposed development.

6. DISCUSSION AND CONCLUSIONS

The proposal is considered to generally comply with the relevant provisions of the applicable Environmental Planning Instrument and will not adversely impact upon the environment or upon the amenity of the locality. As such it is recommended that development consent be issued subject to the conditions outlined below.

7. ATTACHMENTS

Schedule A- Conditions of consent.

8. RECOMMENDATION

THAT development application DA058/18 is approved subject to conditions set out in Schedule A.

Report prepared by: Jim Sheehan

Supervisor: Jim Nichols

Signed:.....

Signed:.....

Dated:.....

Dated:.....

REASONS FOR CONDITIONS

The conditions in Schedule A have been imposed for the following reasons:

- To ensure compliance with the terms of the relevant Planning Instruments
- To ensure no injury is caused to the existing and likely future amenity of the neighbourhood
- Due to the circumstances of the case and the public interest.
- To ensure that adequate road and drainage works are provided.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensure the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- To protect the environment.
- To prevent, minimise, and/or offset adverse environmental impacts.
- To ensure lots are adequately serviced.
- To ensure there is no unacceptable impact on the water quality.
- To ensure compliance with the requirements of the Rural Fire Services.
- To ensure adequate soil conservation and protect against movement of soil and sediments.

Schedule A

Conditions of Consent (Consent Authority)

Please Note: It should be understood that this consent in no way relieves the owner or applicant from any obligation under any covenant affecting the land.

ADMINISTRATIVE CONDITIONS

1. That the development be carried out in accordance with the application, Statement of Environmental Effects, accompanying information, plans listed on the approval and any further information provided during the process unless otherwise amended by the following conditions.
2. All building work must be carried out in accordance with the provisions of the Building Code of Australia.
3. A construction certificate is required prior to the commencement of any site or building works. This certificate can be issued either by Council as the consent authority or by an accredited certifier.
4. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:
 - a) in the case of work to be done by a Licensee under that Act:
 - i) has been informed in writing of the licensee's name and contractor Licence Number, and
 - ii) it is satisfied that the Licensee has complied with the requirements of Part 6 of that Act, or
 - b) in the case of work to be done by any other person:
 - i) has been informed in writing of the persons name and Owner-Builder Permit Number, or
 - ii) has been given a declaration signed by the owner of the land that states that the reasonable market cost of the labour and materials involved in work is less than the amount prescribed for the purposes of the definition of Owner-Builder Work in Section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.
5. Prior to commencing any construction works, Council is to be notified at least two days prior of the intention to commence building works, in accordance with Section 81A(2)(c) of the Act in Form 7 of Schedule 1 of the Regulations.
6. All exposed earthworks and disturbed areas shall have suitable sediment control measures in place **prior** to the commencement of construction to prevent soil erosion and the transport of sediment off the site during rainfall and runoff. The sediment control measures shall be continually monitored and maintained for the duration of construction and for six months after completion. All disturbed areas shall be revegetated with native vegetation endemic to the area.
7. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person can be contacted outside working hours.
- b. Stating that unauthorised entry to the work site is prohibited and
- c. Showing the name, address and telephone number of the principle certifying authority for the work.

The sign/s are to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

- 8. A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.
- 9. To ensure structural integrity, the maintenance of minimum health standards, the management of the buildings surrounds and the protection of the environment, compliance certificates are to be issued at significant stages throughout the construction period. These stages are:
 - a) Pier holes/pad footings before filling with concrete.
 - b) Framing when external wall and / or roof cladding is in place and prior to internal linings.
 - c) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
 - d) Completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

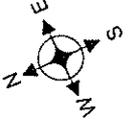
At each inspection, erosion and sediment control measures and site management will be inspected.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections.

- 10. All work on site shall only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday and public holidays	No work

- 11. That seepage and surface waters are collected and diverted clear of the dwelling site by a drainage system to the satisfaction of Council. Care is to be taken to ensure that no nuisance is created to adjoining properties.
- 12. That the proposed rainwater drains are connected to the existing rainwater disposal system.
- 13. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority (PCA). In this regard an application must be lodged with the PCA in conjunction with any request to carry out a final inspection.



SUNNY CORNER ROAD

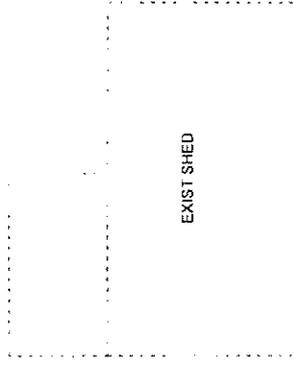
OVER 100 METERS TO BOUNDARY

OVER 100 METERS TO BOUNDARY

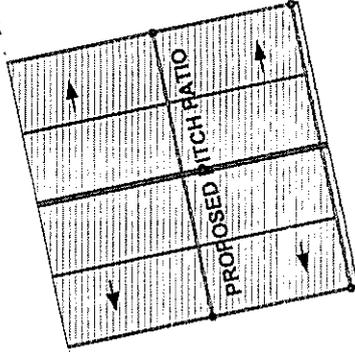
EXIST DWELLING

OVER 100 METERS TO BOUNDARY

OVER 100 METERS TO BOUNDARY



EXIST SHED



PROPOSED PITCH PATIO

**PICTON BROS
IMPROVEMENTS**
PH) 68840899
LIC # 83737C

Site Plan

CUSTOMER: MAREE STATHAM
PANELSPAN PROJECT : PITCH PATIO COVER
SITE ADDRESS:
455 SUNNY CORNER ROAD PORTLAND 2847

CONTRACT No
OR2847

SCALE
1:200

DESCRIPTION OF PROPOSED WORKS
PITCH PATIO COVER

GRAHAM
CHAPMAN

SHEET #
2 of 2

Drawing Plan Schedule
Date Created
Preliminary Drawing
Contract Plan

CUSTOMERS APPROVAL

Signature

Date

DATE
22-Feb-18

PROPOSED PITCH PATIO COVER TO ATTACH TO DWELLING

JOB AREA = 63.96m²

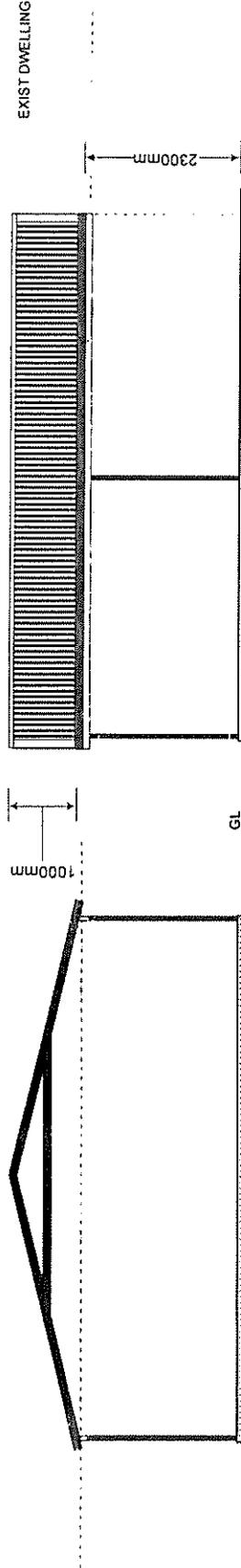
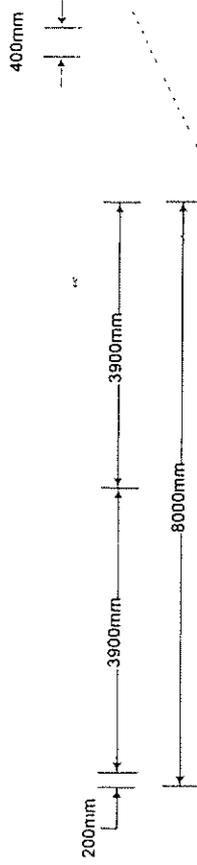
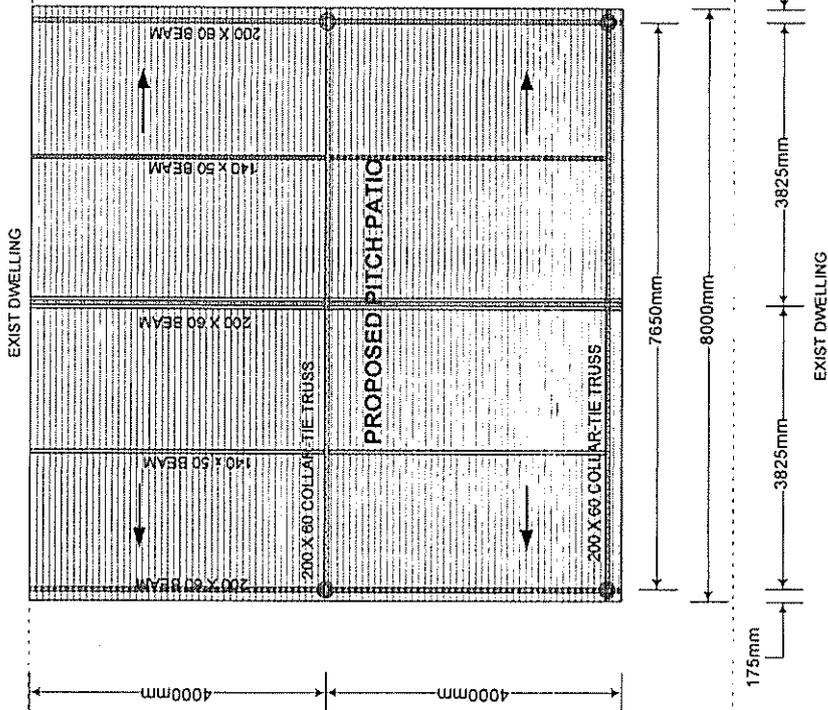
JOB HEIGHT = 2300mm

PITCH HEIGHT = 1000mm

POSTS = 90 X 90 ALUMINIUM TO ATTACH TO PROPOSED SLAB WHICH IS TO BE ARRANGED BY OWNER

BEAMS = 200 X 60 STEEL AND 140 X 50 BEAM AND 200 X 60 STEEL COLLAR - TIE TRUSSES

LAND AREA = 218246m²



SOUTH WEST ELEVATION SOUTH EAST ELEVATION

PICTON BROS IMPROVEMENTS PH) 68840899 LIC # 83737C Architectural Plan	CUSTOMER: MAREE STATHAM PANELSPAN PROJECT: PITCH PATIO COVER SITE ADDRESS: 455 SUNNY CORNER ROAD PORTLAND 2847	DESCRIPTION OF PROPOSED WORKS PITCH PATIO COVER	Drawing Plan Schedule Date Created Preliminary Drawing Contract Plan	DATE 22-Feb-18
	CONTRACT No OR2843	SCALE A4 1:100	GRAHAME CHAPMAN	Signature CUSTOMERS APPROVAL

DEVELOPMENT ASSESSMENT REPORT – DA058/18DA - PROPOSED PATIO AT 445 SUNNY CORNER ROAD PORTLAND LITHGOW NSW 2847

1. PROPOSAL

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This rural lot has an approximate area of 150 hectares. The proposal provides for the construction of a metal framed patio with pitched metal roof over having external dimensions of 8m x 8m and attached to the rear wall of the existing dwelling.

2. SUMMARY

To assess and recommend determination of DA058/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description : Lot 2 DP 634789
Property Address : 445 Sunny Corner Road Portland NSW 2847

4. ZONING: The land is zoned RU1 Primary Production in accordance with Lithgow Local Environmental Plan 2014.

5. PERMISSIBILITY: The development being an attached patio is considered permissible as ancillary development to an existing dwelling under Lithgow Local Environmental Plan 2014 Zone RU1 Primary Production, subject to development consent.

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 7.6 Development Applications By Councillors And Staff Or On Council Owned Land

This policy applies to the development. The Development Application was lodged by Councillor Maree Statham and the Policy requires the application must be referred to the Council for consideration and determination. It further provides that no aspect of the application be dealt with under delegated authority.

5.2 FINANCIAL IMPLICATIONS (eg Section 94)

Section 94A (Section 7.12) Development Contributions Plan 2015

As the estimated total construction cost of \$22,000 is less than \$100,000, Council's Section 94A Contributions are not applicable to this development, as outlined below:

Estimated cost of development	Levy applicable
\$0 to \$100,000	0%
\$100,001 to \$200,000	0.5%
\$200,001 and over	1%

5.3 LEGAL IMPLICATIONS

Conveyancing Act 1919

There are no Restrictive Covenants that affect this development.

Environmental Protection and Biodiversity Conservation Act 1991

No federally listed Threatened Species or Endangered Ecological Communities are required to be cleared as a result of this application. Accordingly, there are no legal implications under this Act in respect to the proposed development.

Local Government Act 1993

No approvals are required under this Act in respect to the proposed development.

Environmental Planning and Assessment Act 1979

In determining a development application, a consent authority is required to take into consideration the matters of relevance under Section 79C of the *Environmental Planning and Assessment Act 1979*. These matters for consideration are as follows:

5.3.1 Any Environmental Planning Instruments

Lithgow Local Environmental Plan 2014

LEP 2014 – Compliance Check		
Clause		Compliance
Land Use table	RU1 Primary production	Yes
7.1	Earthworks	Yes
7.5	Groundwater vulnerability	Yes
7.7	Sensitive lands	Yes

Comment:

The property is zoned RU1 Primary Production and the proposed patio is permissible as ancillary development to a dwelling. The proposed patio is compatible with the surrounding development and meets the objectives of the zone.

The subject site is identified as 'Groundwater vulnerable' on Environmentally Sensitive Areas – Water Overlay Map. The property is not connected to town water or sewer. The existing dwelling is served by an approved onsite wastewater management system and has a roof catchment water supply. Roof water from the proposed patio will be connected to the existing rainwater harvesting system serving the dwelling.

It is considered that there would be negligible impact from the proposed patio development on groundwater dependent ecosystems and environmentally sensitive land. The patio is to be located in an existing retained area / courtyard and is site responsive with no additional earthworks required. Therefore the development is

designed, sited and will be managed to avoid any significant adverse environmental impact.

The land is deemed suitable for the proposal and is considered to comply with Council's LEP 2014.

State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011

SEPP (Sydney Drinking Water Catchment) 2011 – Compliance Check		
	Clause	Compliance
10	Development consent cannot be granted unless neutral or beneficial effect on water quality	Yes
11	Development that needs concurrence of the Chief Executive	N/A

Comment: The application was required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. The NORBE assessment was determined as having a Neutral or Beneficial Effect on Water Quality Assessment Tool and therefore satisfies this assessment. The development complies with the SEPP.

5.3.2 Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority

Nil.

5.3.3 Any Development Control Plan

Nil.

5.3.4 Any planning agreement that has been entered into under Section 7.4, or any draft planning agreement that a developer has offered to enter into under Section 7.4?

No.

5.3.5 Any matters prescribed by the regulations that apply to the land

It is considered that as a result of this assessment the development will comply with the provisions of the regulations subject to conditions of consent.

5.3.6 The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

Adjoining Landuse: The surrounding area comprises of similar rural land uses and the proposal is consistent with such. The proposal will not cause any land use conflicts and the development is permissible within the zone.

Services: The development will not affect existing electricity and telecommunication service connections serving the dwelling and is sited clear of the existing onsite wastewater management system. Therefore, it is considered that the proposal will be adequately serviced.

Context and Setting: The proposed development will have no adverse impact on the context and setting of the area. The development has been designed to complement existing development.

Access: Provided in respect to the existing dwelling from Sunny Corner Road. Access is considered adequate for the development.

Flora and Fauna: No clearing is required and the development will have no impact on flora or fauna.

Social and Economic Impact: The proposed development is compatible with surrounding development, will have no minimal social or economic impact and is generally in keeping with the provisions of the planning instrument.

Soils: The proposed construction involves minimal cut and fill. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. Conditions of consent will be imposed to control erosion and sedimentation impacts on the site and therefore it is considered there will be minimal impacts on soils.

Water: The proposed development has been assessed using the NorBE tool as required by the *State Environmental Planning Policy (Sydney Catchment Drinking Water) 2011* with a result of satisfied. Therefore with appropriate conditions of consent it is considered that the development will have minimal impact on water.

Air and Microclimate: There will be no significant impact on air or microclimate.

Waste: Any waste generated by the proposed development will be disposed of at a licenced facility.

Natural Hazards: The lot is not affected by bushfire prone mapping. Therefore no bushfire protection requirements apply to this development.

Noise and Vibration: The proposal is not expected to cause any noise issues to the surrounding area.

Other Land Resources: This ancillary development will not impact on the value of the land in terms of agricultural potential or mining.

5.3.7 The Suitability of the site for the development

The development will have minimal impact to the surrounding amenity. The proposed development complies with the objectives of the zone and the site is considered to be suitable for the proposal.

5.3.8 Any submissions made in accordance with this Act or the Regulations

Nil.

5.3.9 The public interest

There are no public interest issues arising from the proposed development.

6. DISCUSSION AND CONCLUSIONS

The proposal is considered to generally comply with the relevant provisions of the applicable Environmental Planning Instrument and will not adversely impact upon the environment or upon the amenity of the locality. As such it is recommended that development consent be issued subject to the conditions outlined below.

7. ATTACHMENTS

Schedule A- Conditions of consent.

8. RECOMMENDATION

THAT development application DA058/18 is approved subject to conditions set out in Schedule A.

Report prepared by: Jim Sheehan

Supervisor: Jim Nichols

Signed:.....

Signed:.....

Dated:.....

Dated:.....

REASONS FOR CONDITIONS

The conditions in Schedule A have been imposed for the following reasons:

- To ensure compliance with the terms of the relevant Planning Instruments
- To ensure no injury is caused to the existing and likely future amenity of the neighbourhood
- Due to the circumstances of the case and the public interest.
- To ensure that adequate road and drainage works are provided.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensure the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- To protect the environment.
- To prevent, minimise, and/or offset adverse environmental impacts.
- To ensure lots are adequately serviced.
- To ensure there is no unacceptable impact on the water quality.
- To ensure compliance with the requirements of the Rural Fire Services.
- To ensure adequate soil conservation and protect against movement of soil and sediments.

Schedule A

Conditions of Consent (Consent Authority)

Please Note: It should be understood that this consent in no way relieves the owner or applicant from any obligation under any covenant affecting the land.

ADMINISTRATIVE CONDITIONS

1. That the development be carried out in accordance with the application, Statement of Environmental Effects, accompanying information, plans listed on the approval and any further information provided during the process unless otherwise amended by the following conditions.
2. All building work must be carried out in accordance with the provisions of the Building Code of Australia.
3. A construction certificate is required prior to the commencement of any site or building works. This certificate can be issued either by Council as the consent authority or by an accredited certifier.
4. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:
 - a) in the case of work to be done by a Licensee under that Act:
 - i) has been informed in writing of the licensee's name and contractor Licence Number, and
 - ii) it is satisfied that the Licensee has complied with the requirements of Part 6 of that Act, or
 - b) in the case of work to be done by any other person:
 - i) has been informed in writing of the persons name and Owner-Builder Permit Number, or
 - ii) has been given a declaration signed by the owner of the land that states that the reasonable market cost of the labour and materials involved in work is less than the amount prescribed for the purposes of the definition of Owner-Builder Work in Section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.
5. Prior to commencing any construction works, Council is to be notified at least two days prior of the intention to commence building works, in accordance with Section 81A(2)(c) of the Act in Form 7 of Schedule 1 of the Regulations.
6. All exposed earthworks and disturbed areas shall have suitable sediment control measures in place **prior** to the commencement of construction to prevent soil erosion and the transport of sediment off the site during rainfall and runoff. The sediment control measures shall be continually monitored and maintained for the duration of construction and for six months after completion. All disturbed areas shall be revegetated with native vegetation endemic to the area.
7. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person can be contacted outside working hours.
- b. Stating that unauthorised entry to the work site is prohibited and
- c. Showing the name, address and telephone number of the principle certifying authority for the work.

The sign/s are to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

- 8. A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.
- 9. To ensure structural integrity, the maintenance of minimum health standards, the management of the buildings surrounds and the protection of the environment, compliance certificates are to be issued at significant stages throughout the construction period. These stages are:
 - a) Pier holes/pad footings before filling with concrete.
 - b) Framing when external wall and / or roof cladding is in place and prior to internal linings.
 - c) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
 - d) Completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

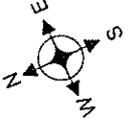
At each inspection, erosion and sediment control measures and site management will be inspected.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections.

- 10. All work on site shall only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday and public holidays	No work

- 11. That seepage and surface waters are collected and diverted clear of the dwelling site by a drainage system to the satisfaction of Council. Care is to be taken to ensure that no nuisance is created to adjoining properties.
- 12. That the proposed rainwater drains are connected to the existing rainwater disposal system.
- 13. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority (PCA). In this regard an application must be lodged with the PCA in conjunction with any request to carry out a final inspection.



SUNNY CORNER ROAD

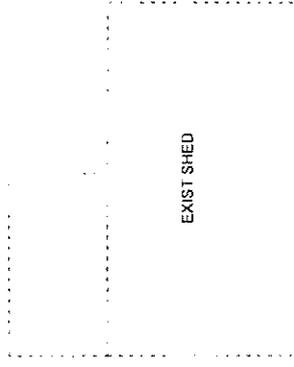
OVER 100 METERS TO BOUNDARY

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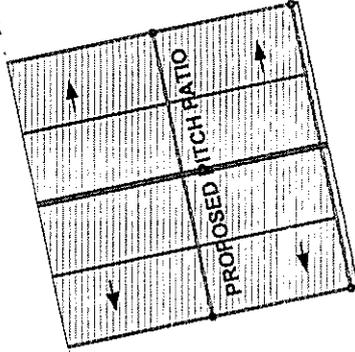
EXIST DWELLING

OVER 100 METERS TO BOUNDARY

OVER 100 METERS TO BOUNDARY



EXIST SHED



PROPOSED PITCH PATIO

**PICOTON BROS
IMPROVEMENTS**
PH) 68840899
LIC # 83737C

Site Plan

CUSTOMER: MAREE STATHAM
PANELSPAN PROJECT : PITCH PATIO COVER
SITE ADDRESS:
455 SUNNY CORNER ROAD PORTLAND 2847

CONTRACT No
OR2847

SCALE
1:200

DESCRIPTION OF PROPOSED WORKS
PITCH PATIO COVER

GRAHAM
CHAPMAN

SHEET #
2 of 2

Drawing Plan Schedule
Date Created
Preliminary Drawing
Contract Plan

CUSTOMERS APPROVAL

Signature

Date

DATE
22-Feb-18

DEVELOPMENT ASSESSMENT REPORT – DA058/18DA - PROPOSED PATIO AT 445 SUNNY CORNER ROAD PORTLAND LITHGOW NSW 2847

1. PROPOSAL

Council is in receipt of a Development Application DA058/18 for a proposed patio at Lot 2 DP 634789 No. 445 Sunny Corner Road Portland NSW 2847.

This rural lot has an approximate area of 150 hectares. The proposal provides for the construction of a metal framed patio with pitched metal roof over having external dimensions of 8m x 8m and attached to the rear wall of the existing dwelling.

2. SUMMARY

To assess and recommend determination of DA058/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description : Lot 2 DP 634789
Property Address : 445 Sunny Corner Road Portland NSW 2847

4. ZONING: The land is zoned RU1 Primary Production in accordance with Lithgow Local Environmental Plan 2014.

5. PERMISSIBILITY: The development being an attached patio is considered permissible as ancillary development to an existing dwelling under Lithgow Local Environmental Plan 2014 Zone RU1 Primary Production, subject to development consent.

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 7.6 Development Applications By Councillors And Staff Or On Council Owned Land

This policy applies to the development. The Development Application was lodged by Councillor Maree Statham and the Policy requires the application must be referred to the Council for consideration and determination. It further provides that no aspect of the application be dealt with under delegated authority.

5.2 FINANCIAL IMPLICATIONS (eg Section 94)

Section 94A (Section 7.12) Development Contributions Plan 2015

As the estimated total construction cost of \$22,000 is less than \$100,000, Council's Section 94A Contributions are not applicable to this development, as outlined below:

Estimated cost of development	Levy applicable
\$0 to \$100,000	0%
\$100,001 to \$200,000	0.5%
\$200,001 and over	1%

5.3 LEGAL IMPLICATIONS

Conveyancing Act 1919

There are no Restrictive Covenants that affect this development.

Environmental Protection and Biodiversity Conservation Act 1991

No federally listed Threatened Species or Endangered Ecological Communities are required to be cleared as a result of this application. Accordingly, there are no legal implications under this Act in respect to the proposed development.

Local Government Act 1993

No approvals are required under this Act in respect to the proposed development.

Environmental Planning and Assessment Act 1979

In determining a development application, a consent authority is required to take into consideration the matters of relevance under Section 79C of the *Environmental Planning and Assessment Act 1979*. These matters for consideration are as follows:

5.3.1 Any Environmental Planning Instruments

Lithgow Local Environmental Plan 2014

LEP 2014 – Compliance Check		
Clause		Compliance
Land Use table	RU1 Primary production	Yes
7.1	Earthworks	Yes
7.5	Groundwater vulnerability	Yes
7.7	Sensitive lands	Yes

Comment:

The property is zoned RU1 Primary Production and the proposed patio is permissible as ancillary development to a dwelling. The proposed patio is compatible with the surrounding development and meets the objectives of the zone.

The subject site is identified as 'Groundwater vulnerable' on Environmentally Sensitive Areas – Water Overlay Map. The property is not connected to town water or sewer. The existing dwelling is served by an approved onsite wastewater management system and has a roof catchment water supply. Roof water from the proposed patio will be connected to the existing rainwater harvesting system serving the dwelling.

It is considered that there would be negligible impact from the proposed patio development on groundwater dependent ecosystems and environmentally sensitive land. The patio is to be located in an existing retained area / courtyard and is site responsive with no additional earthworks required. Therefore the development is

designed, sited and will be managed to avoid any significant adverse environmental impact.

The land is deemed suitable for the proposal and is considered to comply with Council's LEP 2014.

State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011

SEPP (Sydney Drinking Water Catchment) 2011 – Compliance Check		
	Clause	Compliance
10	Development consent cannot be granted unless neutral or beneficial effect on water quality	Yes
11	Development that needs concurrence of the Chief Executive	N/A

Comment: The application was required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. The NORBE assessment was determined as having a Neutral or Beneficial Effect on Water Quality Assessment Tool and therefore satisfies this assessment. The development complies with the SEPP.

5.3.2 Any draft environmental planning instrument that is or has been placed on public exhibition and details of which have been notified to the consent authority

Nil.

5.3.3 Any Development Control Plan

Nil.

5.3.4 Any planning agreement that has been entered into under Section 7.4, or any draft planning agreement that a developer has offered to enter into under Section 7.4?

No.

5.3.5 Any matters prescribed by the regulations that apply to the land

It is considered that as a result of this assessment the development will comply with the provisions of the regulations subject to conditions of consent.

5.3.6 The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality

Adjoining Landuse: The surrounding area comprises of similar rural land uses and the proposal is consistent with such. The proposal will not cause any land use conflicts and the development is permissible within the zone.

Services: The development will not affect existing electricity and telecommunication service connections serving the dwelling and is sited clear of the existing onsite wastewater management system. Therefore, it is considered that the proposal will be adequately serviced.

Context and Setting: The proposed development will have no adverse impact on the context and setting of the area. The development has been designed to complement existing development.

Access: Provided in respect to the existing dwelling from Sunny Corner Road. Access is considered adequate for the development.

Flora and Fauna: No clearing is required and the development will have no impact on flora or fauna.

Social and Economic Impact: The proposed development is compatible with surrounding development, will have no minimal social or economic impact and is generally in keeping with the provisions of the planning instrument.

Soils: The proposed construction involves minimal cut and fill. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. Conditions of consent will be imposed to control erosion and sedimentation impacts on the site and therefore it is considered there will be minimal impacts on soils.

Water: The proposed development has been assessed using the NorBE tool as required by the *State Environmental Planning Policy (Sydney Catchment Drinking Water) 2011* with a result of satisfied. Therefore with appropriate conditions of consent it is considered that the development will have minimal impact on water.

Air and Microclimate: There will be no significant impact on air or microclimate.

Waste: Any waste generated by the proposed development will be disposed of at a licenced facility.

Natural Hazards: The lot is not affected by bushfire prone mapping. Therefore no bushfire protection requirements apply to this development.

Noise and Vibration: The proposal is not expected to cause any noise issues to the surrounding area.

Other Land Resources: This ancillary development will not impact on the value of the land in terms of agricultural potential or mining.

5.3.7 The Suitability of the site for the development

The development will have minimal impact to the surrounding amenity. The proposed development complies with the objectives of the zone and the site is considered to be suitable for the proposal.

5.3.8 Any submissions made in accordance with this Act or the Regulations

Nil.

5.3.9 The public interest

There are no public interest issues arising from the proposed development.

6. DISCUSSION AND CONCLUSIONS

The proposal is considered to generally comply with the relevant provisions of the applicable Environmental Planning Instrument and will not adversely impact upon the environment or upon the amenity of the locality. As such it is recommended that development consent be issued subject to the conditions outlined below.

7. ATTACHMENTS

Schedule A- Conditions of consent.

8. RECOMMENDATION

THAT development application DA058/18 is approved subject to conditions set out in Schedule A.

Report prepared by: Jim Sheehan

Supervisor: Jim Nichols

Signed:.....

Signed:.....

Dated:.....

Dated:.....

REASONS FOR CONDITIONS

The conditions in Schedule A have been imposed for the following reasons:

- To ensure compliance with the terms of the relevant Planning Instruments
- To ensure no injury is caused to the existing and likely future amenity of the neighbourhood
- Due to the circumstances of the case and the public interest.
- To ensure that adequate road and drainage works are provided.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities.
- To ensure that satisfactory arrangements are made to satisfy the increased demand for public recreation facilities
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensure the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- To protect the environment.
- To prevent, minimise, and/or offset adverse environmental impacts.
- To ensure lots are adequately serviced.
- To ensure there is no unacceptable impact on the water quality.
- To ensure compliance with the requirements of the Rural Fire Services.
- To ensure adequate soil conservation and protect against movement of soil and sediments.

Schedule A

Conditions of Consent (Consent Authority)

Please Note: It should be understood that this consent in no way relieves the owner or applicant from any obligation under any covenant affecting the land.

ADMINISTRATIVE CONDITIONS

1. That the development be carried out in accordance with the application, Statement of Environmental Effects, accompanying information, plans listed on the approval and any further information provided during the process unless otherwise amended by the following conditions.
2. All building work must be carried out in accordance with the provisions of the Building Code of Australia.
3. A construction certificate is required prior to the commencement of any site or building works. This certificate can be issued either by Council as the consent authority or by an accredited certifier.
4. Building work that involves residential building work (within the meaning of the Home Building Act 1989) must not be carried out unless the Principal Certifying Authority for the development to which the work relates:
 - a) in the case of work to be done by a Licensee under that Act:
 - i) has been informed in writing of the licensee's name and contractor Licence Number, and
 - ii) it is satisfied that the Licensee has complied with the requirements of Part 6 of that Act, or
 - b) in the case of work to be done by any other person:
 - i) has been informed in writing of the persons name and Owner-Builder Permit Number, or
 - ii) has been given a declaration signed by the owner of the land that states that the reasonable market cost of the labour and materials involved in work is less than the amount prescribed for the purposes of the definition of Owner-Builder Work in Section 29 of that Act, and is given appropriate information and declarations under paragraphs (a) and (b) whenever arrangements for the doing of the work are changed in such a manner as to render out of date any information or declaration previously given under either of those paragraphs.
5. Prior to commencing any construction works, Council is to be notified at least two days prior of the intention to commence building works, in accordance with Section 81A(2)(c) of the Act in Form 7 of Schedule 1 of the Regulations.
6. All exposed earthworks and disturbed areas shall have suitable sediment control measures in place **prior** to the commencement of construction to prevent soil erosion and the transport of sediment off the site during rainfall and runoff. The sediment control measures shall be continually monitored and maintained for the duration of construction and for six months after completion. All disturbed areas shall be revegetated with native vegetation endemic to the area.
7. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:

- a. Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person can be contacted outside working hours.
- b. Stating that unauthorised entry to the work site is prohibited and
- c. Showing the name, address and telephone number of the principle certifying authority for the work.

The sign/s are to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed.

- 8. A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.
- 9. To ensure structural integrity, the maintenance of minimum health standards, the management of the buildings surrounds and the protection of the environment, compliance certificates are to be issued at significant stages throughout the construction period. These stages are:
 - a) Pier holes/pad footings before filling with concrete.
 - b) Framing when external wall and / or roof cladding is in place and prior to internal linings.
 - c) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
 - d) Completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

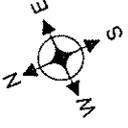
At each inspection, erosion and sediment control measures and site management will be inspected.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections.

- 10. All work on site shall only occur between the following hours:

Monday to Friday	7.00am to 6.00pm
Saturday	8.00am to 1.00pm
Sunday and public holidays	No work

- 11. That seepage and surface waters are collected and diverted clear of the dwelling site by a drainage system to the satisfaction of Council. Care is to be taken to ensure that no nuisance is created to adjoining properties.
- 12. That the proposed rainwater drains are connected to the existing rainwater disposal system.
- 13. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority (PCA). In this regard an application must be lodged with the PCA in conjunction with any request to carry out a final inspection.



SUNNY CORNER ROAD

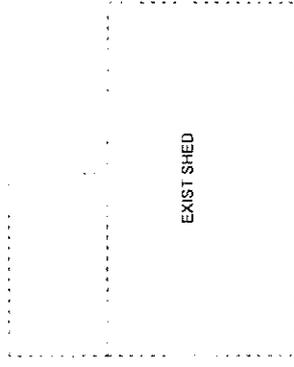
OVER 100 METERS TO BOUNDARY

OVER 100 METERS TO BOUNDARY

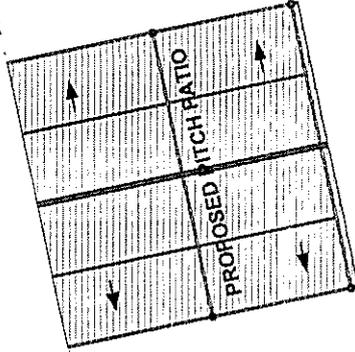
EXIST DWELLING

OVER 100 METERS TO BOUNDARY

OVER 100 METERS TO BOUNDARY



EXIST SHED



PROPOSED PITCH PATIO

**PICTON BROS
IMPROVEMENTS**
PH) 68840899
LIC # 83737C

Site Plan

CUSTOMER: MAREE STATHAM
PANELSPAN PROJECT : PITCH PATIO COVER
SITE ADDRESS:
455 SUNNY CORNER ROAD PORTLAND 2847

CONTRACT No
OR2847

SCALE
1:200

DESCRIPTION OF PROPOSED WORKS
PITCH PATIO COVER

GRAHAM
CHAPMAN

SHEET #
2 of 2

Drawing Plan Schedule
Date Created
Preliminary Drawing
Contract Plan

CUSTOMERS APPROVAL

Signature

Date

DATE
22-Feb-18

PROPOSED PITCH PATIO COVER TO ATTACH TO DWELLING

JOB AREA = 63.96m²

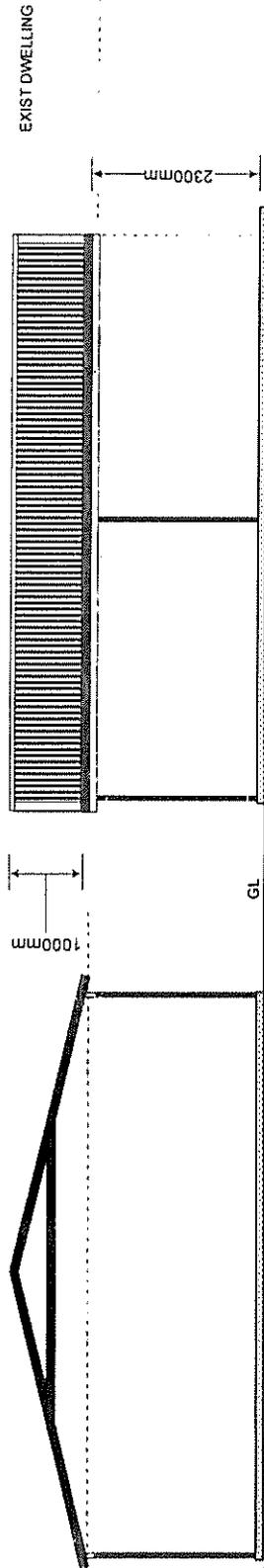
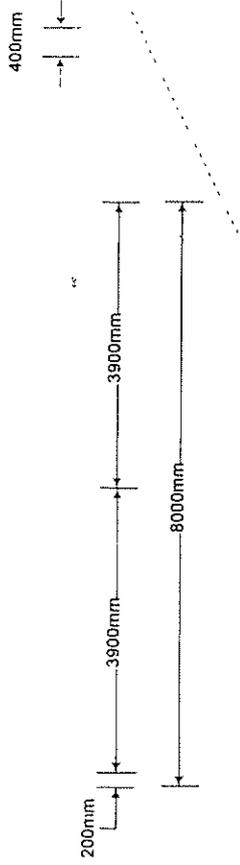
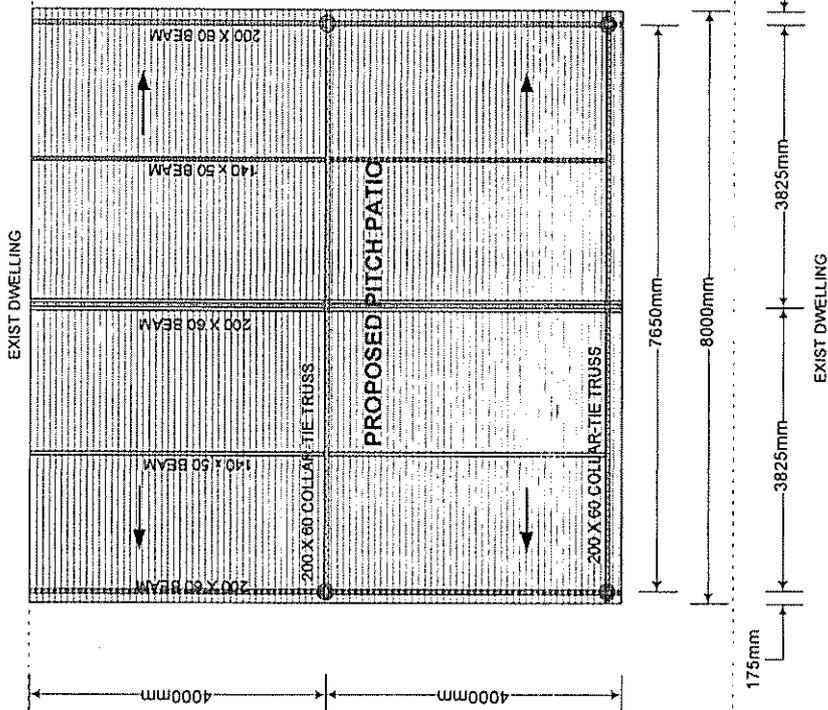
JOB HEIGHT = 2300mm

PITCH HEIGHT = 1000mm

POSTS = 90 X 90 ALUMINIUM TO ATTACH TO PROPOSED SLAB WHICH IS TO BE ARRANGED BY OWNER

BEAMS = 200 X 60 STEEL AND 140 X 50 BEAM AND 200 X 60 STEEL COLLAR - TIE TRUSSES

LAND AREA = 218246m²



SOUTH WEST ELEVATION SOUTH EAST ELEVATION

PICTON BROS IMPROVEMENTS PH) 68840899 LIC # 83737C Architectural Plan	CUSTOMER: MAREE STATHAM PANELSPAN PROJECT: PITCH PATIO COVER SITE ADDRESS: 455 SUNNY CORNER ROAD PORTLAND 2847	DESCRIPTION OF PROPOSED WORKS PITCH PATIO COVER	Drawing Plan Schedule Date Created Preliminary Drawing Contract Plan	DATE 22-Feb-18
	CONTRACT No OR2843	SCALE A4 1:100	GRAHAME CHAPMAN	Signature CUSTOMERS APPROVAL

PROPOSED PITCH PATIO COVER TO ATTACH TO DWELLING

JOB AREA = 63.96m²

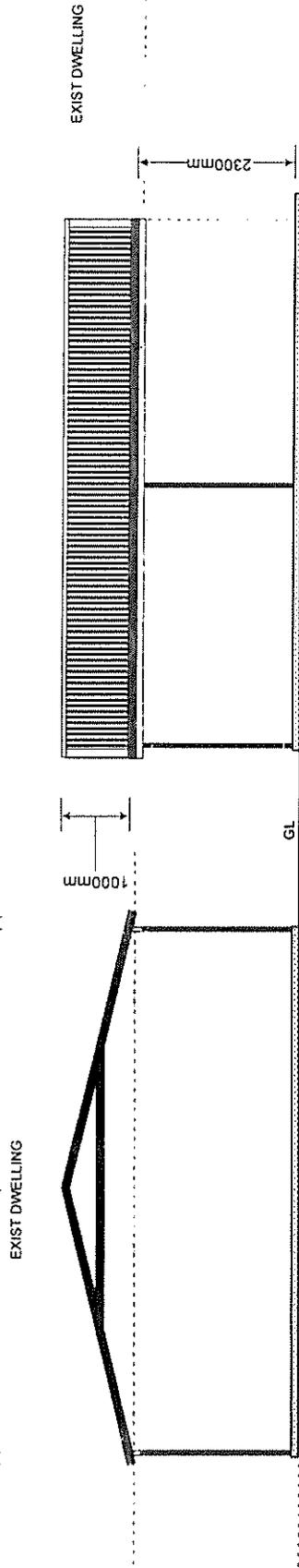
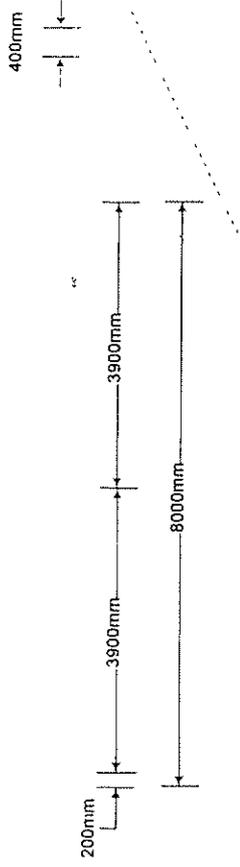
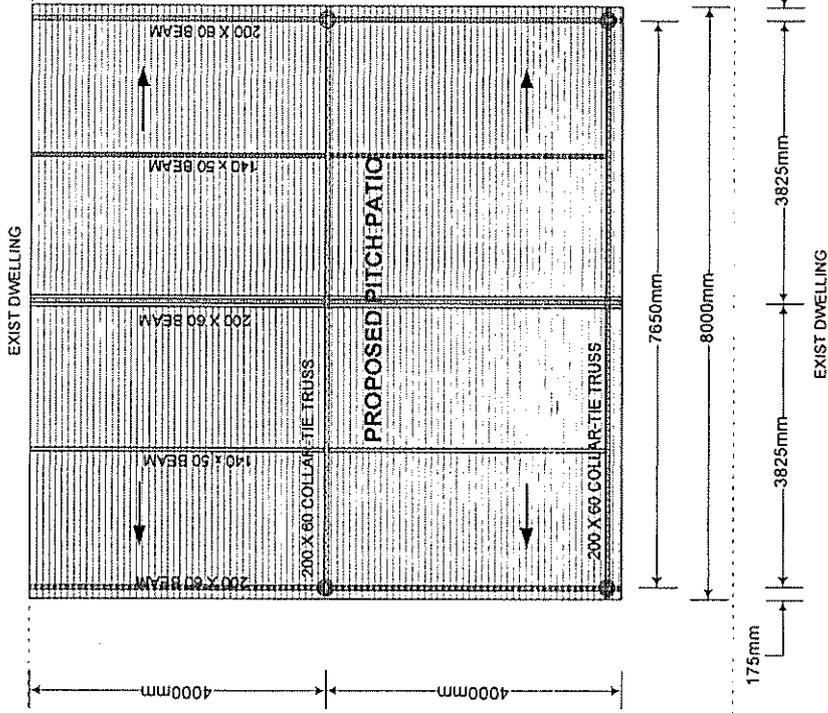
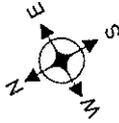
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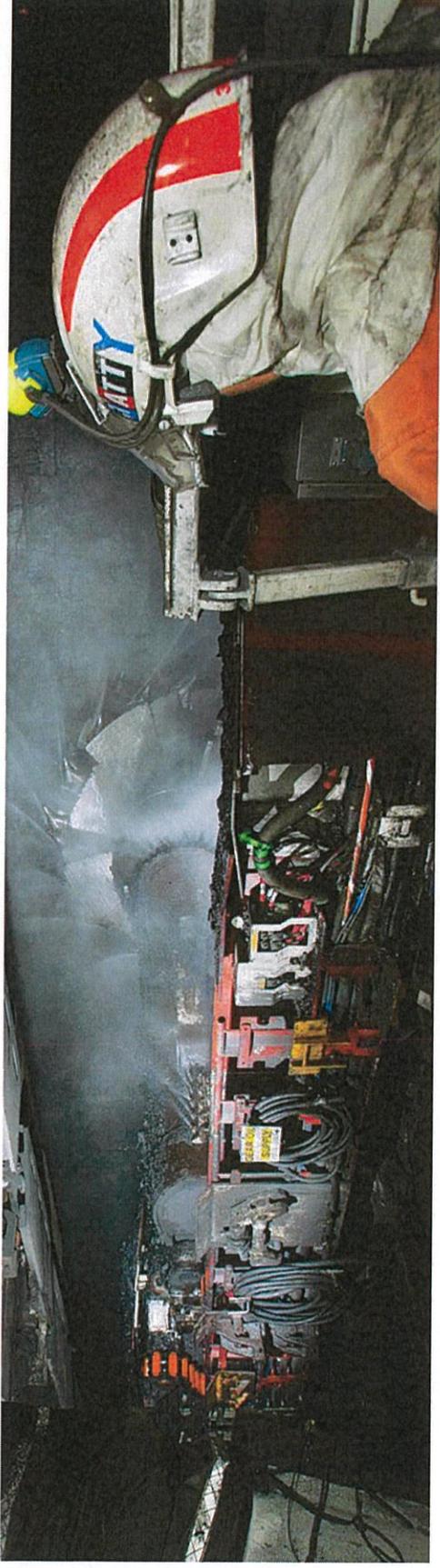


SOUTH WEST ELEVATION SOUTH EAST ELEVATION

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Centennial Coal



Clarence Colliery

Treated water transfer options – Farmers Creek

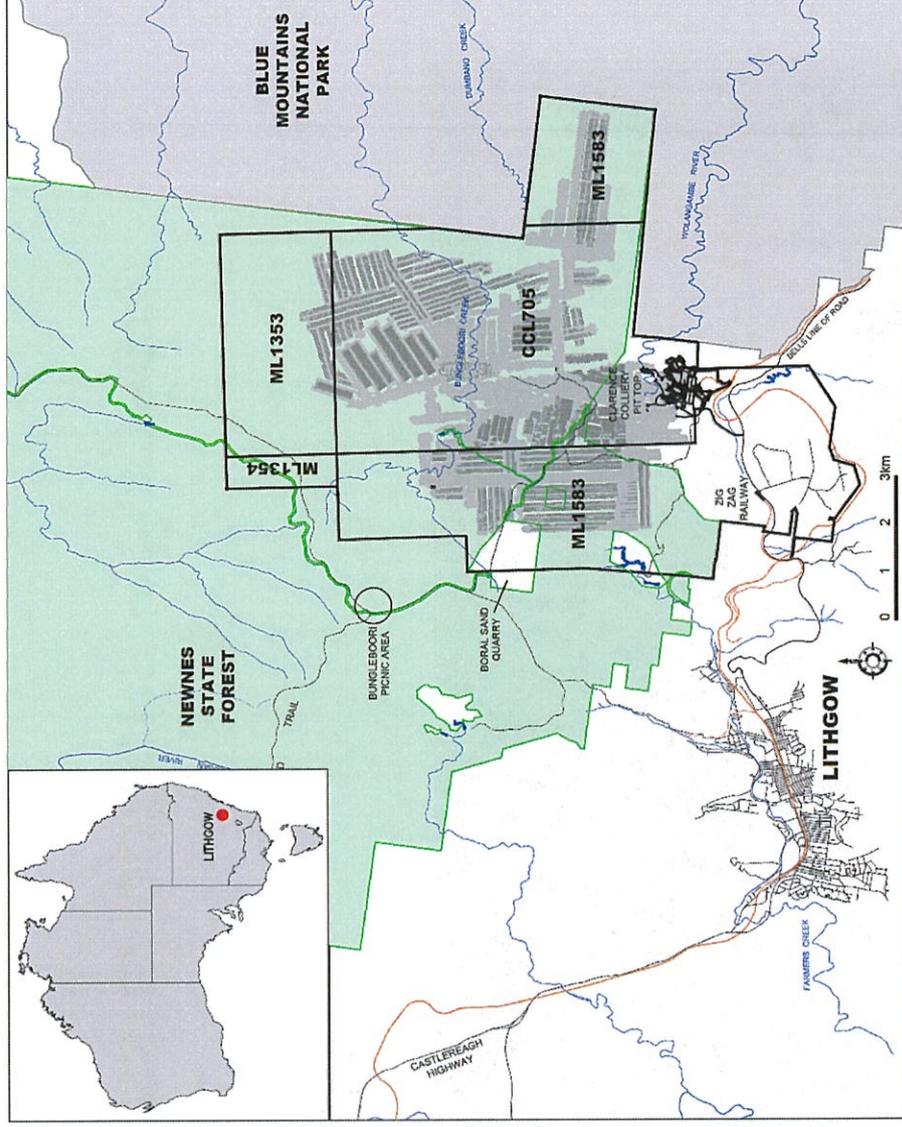
April 2018

File Name:

www.centennialcoal.com.au

Clarence Colliery - Introduction

- 15km NE of Lithgow, next to the BMNP WHA
- Employs ~ 250 + contractors
- Water is treated to a very high standard (strict EPL criteria)
- Water currently released into the Wollangambe River, ~ 7ML/day transferred to Lithgow 2 Dam
- PRP under Clarence EPL -> Assessing alternate water options



Centennial Coal

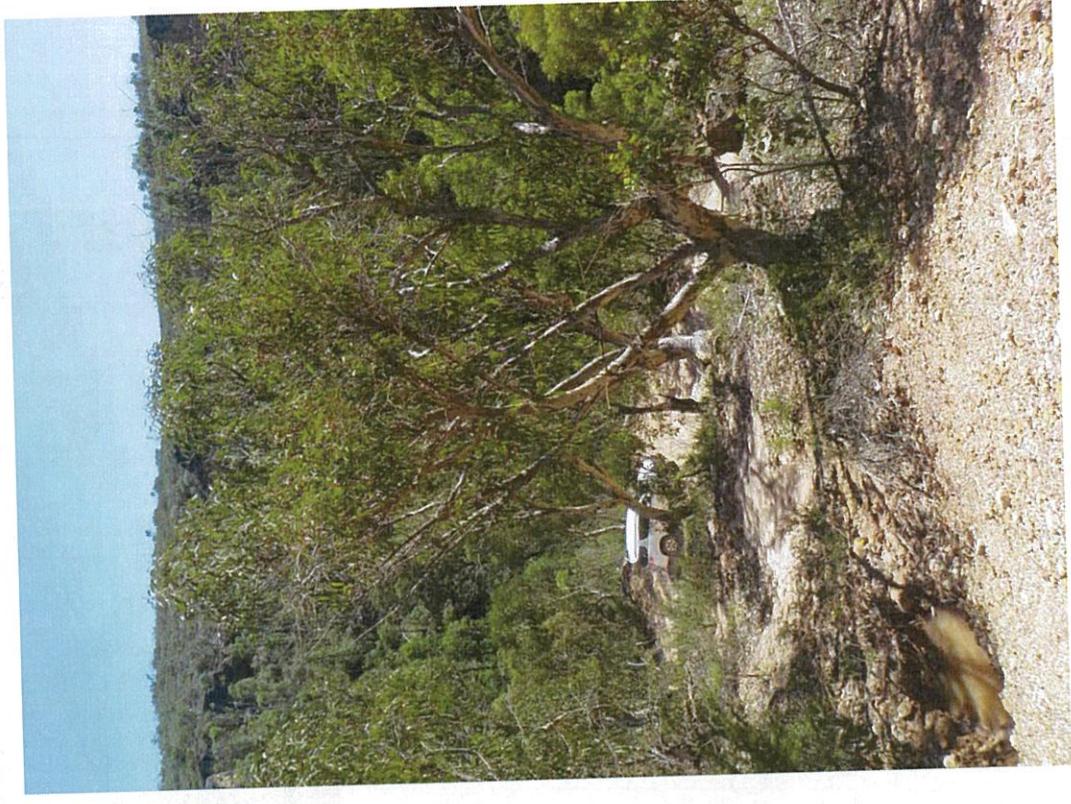
Option of Transfer into Farmers Creek

- Total distance – 5.5km. Start point is the Clarence WTP .
- Pipeline route will mostly follow the existing LCC pipeline route (previously disturbed)
- Clarence currently produces an excess of 14ML/day of treated water which LCC transfers 7ML/day.
- Maximum design capacity up to 25ML/day (290l/s) based on conservative groundwater modelling.



Option of Transfer into Farmers Creek

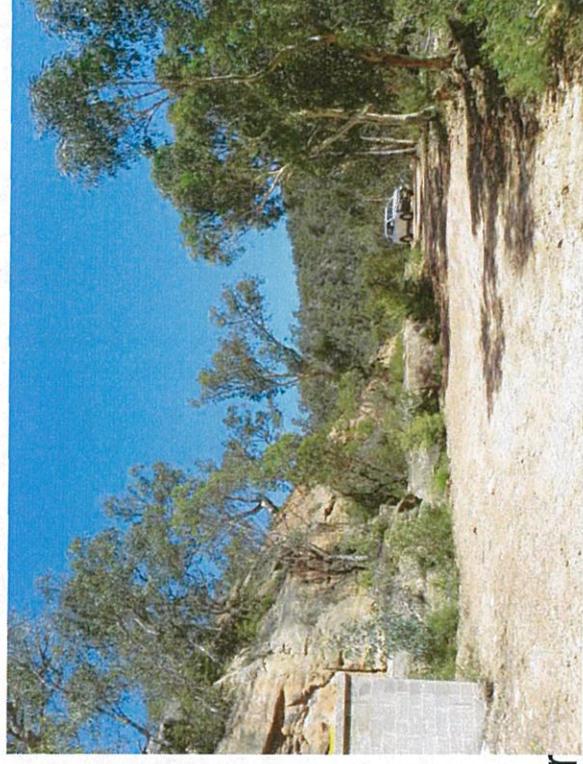
- Suitably rated polyethylene continuously welded pipeline
- Pipeline to be buried to 1m
- One pump station located at the Clarence WTP site.
- A section (approximately 150m) to be directionally drilled through a vertical fall of around 45m.
- Fire hydrant tee at LCC ponds for water access (fire fighting)
- Two air release valves and 2 scour isolation valves



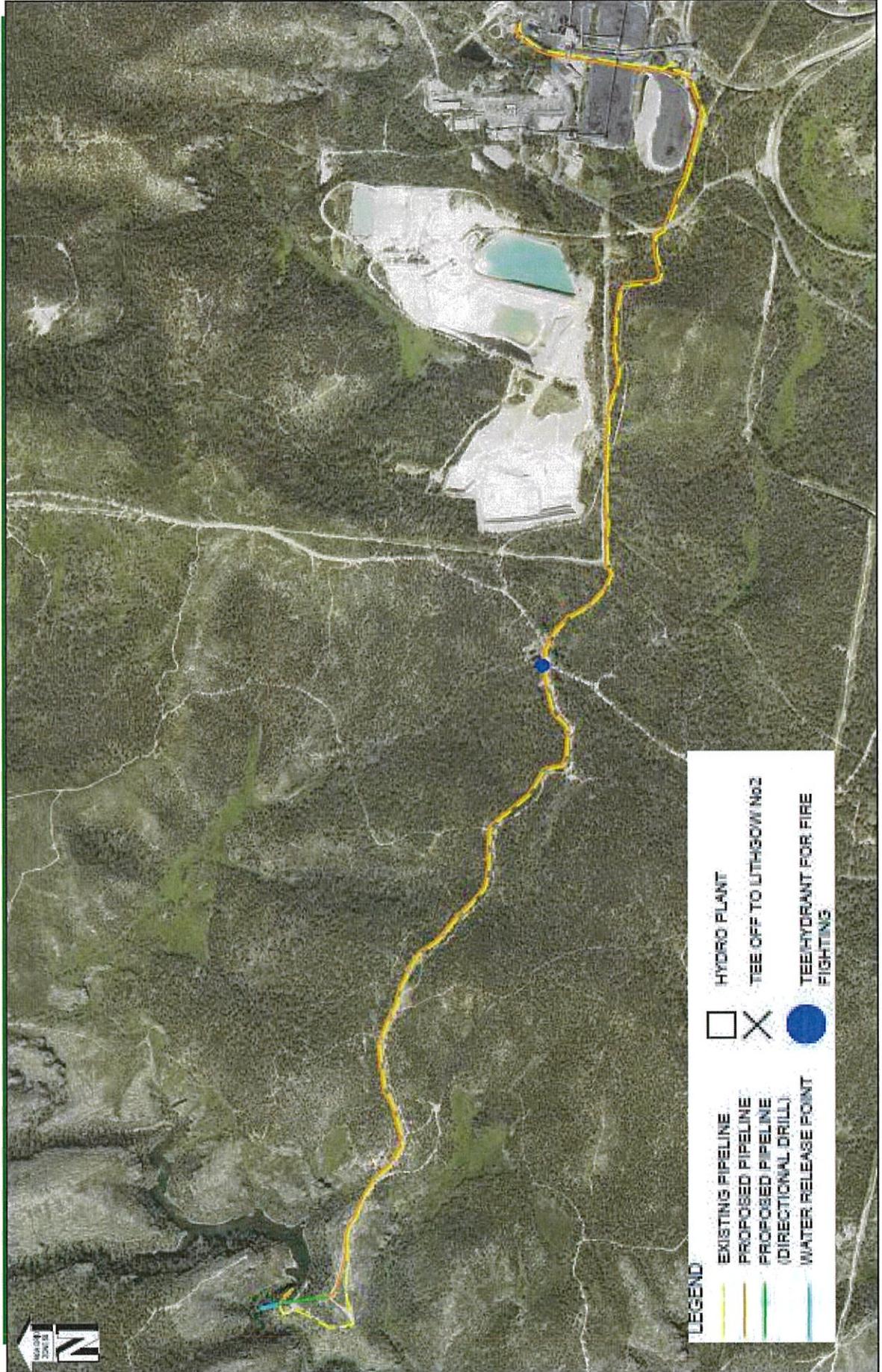
Centennial Coal

Option of Transfer into Farmers Creek

- Opportunity for Mini Hydroelectric power plant ~ 250kW power output (at 25ML/day)
- Tee off just upstream of the Hydro electric plant to enable water to be directed to the Lithgow No.2 Dam when LCC requires.
- Outlet from the Hydro electric for overland flow into Farmers Creek downstream of Lithgow No 2 dam. Benefit of slowing water prior to its release into Farmers Creek
- Construction of formal surface drain to convey water into Farmers Creek
- Further design work required for safe release into Farmers Creek



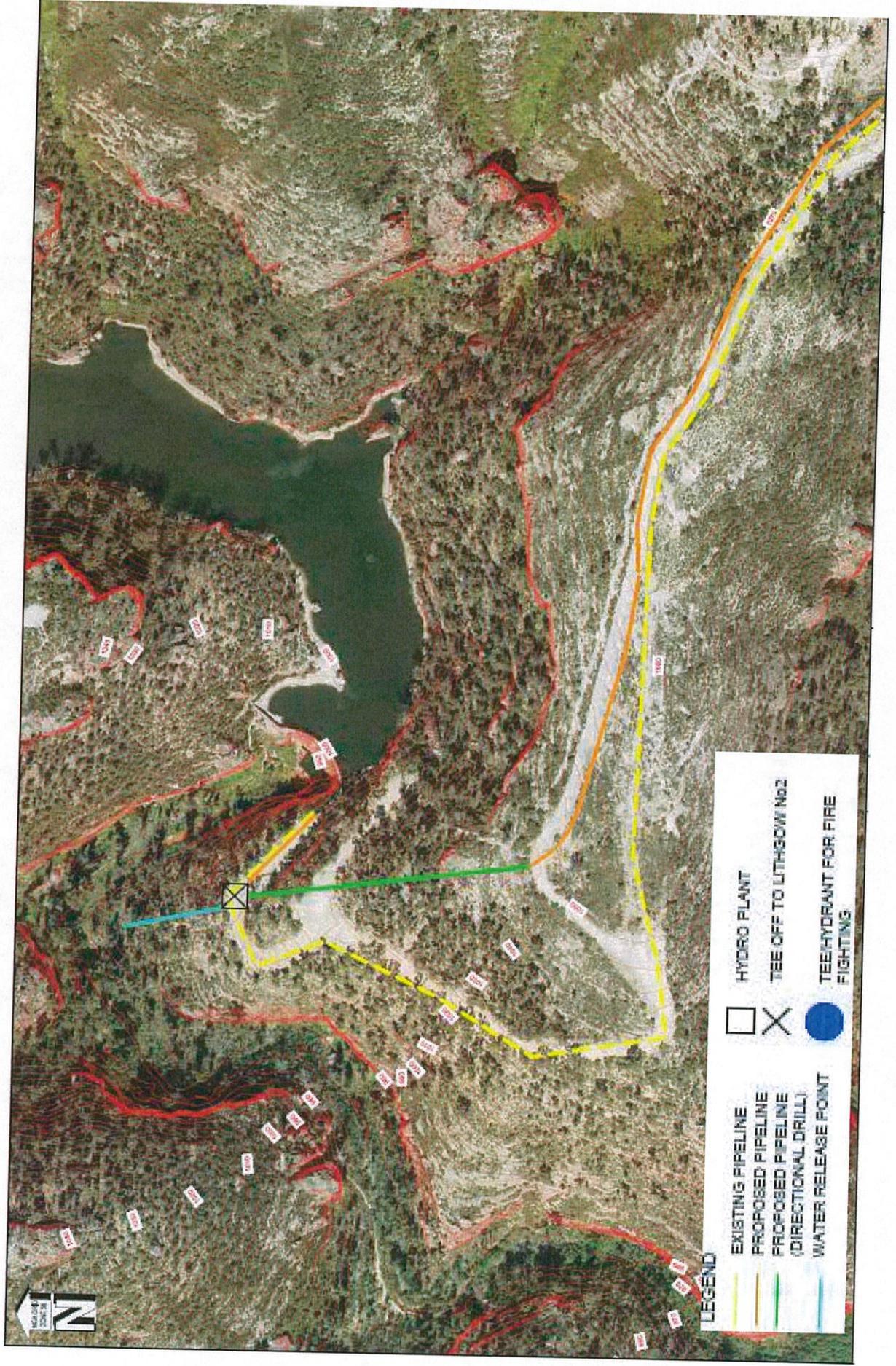
Option of Transfer into Farmers Creek



LEGEND

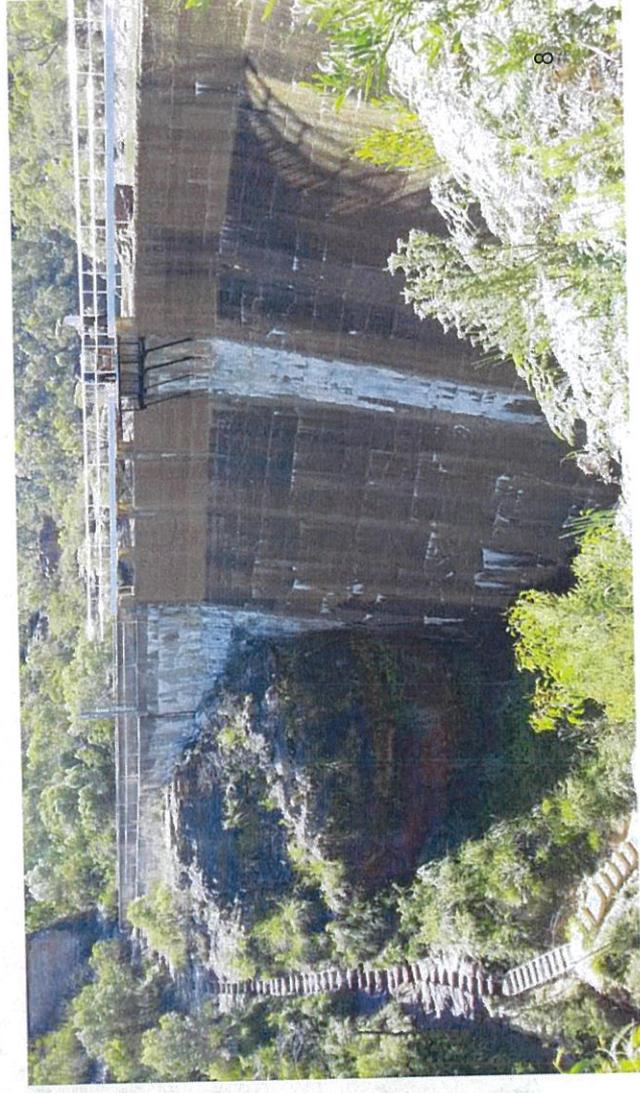
- EXISTING PIPELINE
- PROPOSED PIPELINE
- PROPOSED PIPELINE (DIRECTIONAL DRILL)
- WATER RELEASE POINT
- HYDRO PLANT
- TEE OFF TO LITHGOW No2
- TEE/HYDRANT FOR FIRE FIGHTING

Option of Transfer into Farmers Creek



Transfer into Farmers Creek - Strengths

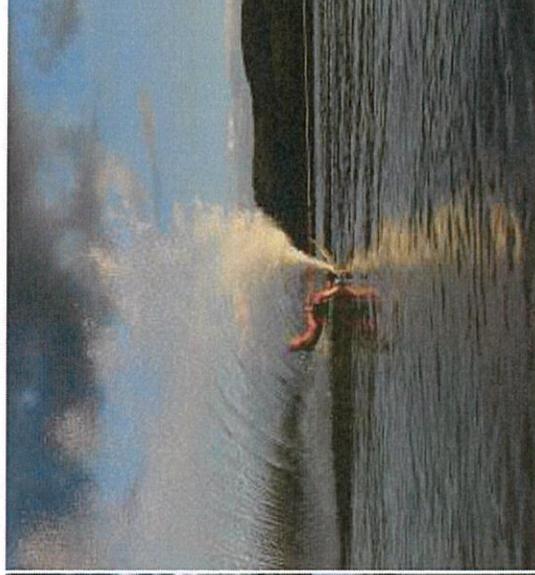
- Further drought proofing of Lithgow (reliability of water supply)
- Clarence has some ability to store water underground (~4 weeks) if flood conditions prevail in Lithgow
- Cost effective means of beneficial water re-use, removing Clarence water out of the Wollangambe, (compliant with the terms of the PRP)
- Opportunity for production of energy/electricity



Centennial Coal

Transfer into Farmers Creek - Strengths

- Economic benefits to LCC for recreational use (ie. Feed into Lake Lyell)
- Cost effective increase to secure water availability/capacity for future growth of Lithgow
- Cost effectively secures the future operations at Clarence
- DSC and EPA supportive of proposed project
- Working with community for mutually beneficial outcomes



Centennial Coal

Transfer into Farmers Creek - Challenges

- Determination of Project funding / Operations / Liabilities
- Third party operational / negotiation constraints -> timing
- Potential geomorphological impacts on increased flows
- Farmers Creek flow and Clarence treated water will flow through the city of Lithgow (consideration of flood conditions)
- Approvals and third party considerations (multiple regulators, conflicting timelines, NGOs, project milestones, etc)



Feasibility, Approvals, Timeline,

- **Indicative and conservative**
- **Construction budget: \$9M**
 - Pump station, connections, install \$1.8M
 - Pipeline supply \$1.0M
 - Pipe and fittings installation \$2.5M
 - Directional drill section \$0.5M
 - Hydro electric plant \$1.5M
 - Site set up and sundry assessments \$0.5M
 - CONTINGENCY \$1.4M
- Operating cost per annum \$0.8M
- Return from Hydro (25ML/day) \$0.26M pa (\$0.15/kWh)



Feasibility, Approvals, Timeline,

- **Approval main considerations**
 - Several approval pathways available
 - LCC Pipeline (same process as that carried out for LCC upgrade)
 - State Significant Development OR State Significant Infrastructure
 - Approval pathway will dictate assessment requirements
 - Defined roles - LCC role and Centennial Coal role (ie. Proponent)

- **Timeline main considerations**
 - Critical element -> Clarence PRP, driven by EPA who need to understand how long it is going to take to remove water from Wollangambe. This will depend upon Approval Pathway.
 - Consultation with Stakeholders essential – multiple regulators
 - Clear responsibilities – confirm LCC / Centennial Coal relationship (regarding funding, approvals, construction and operation)



Project Management

- Clarence / LCC Technical Team
- Centennial / LCC – MoU to establish Relationship, Commitment and third party responsibilities (ie. Proponent, etc)
- Centennial / LCC – negotiation regarding funding, construction and operations
- Appointment of Project Manager







4. COMMUNITY LIAISON

Policy 4.6

Customer Service and Unreasonable Complainants Policy

Version 4

4. COMMUNITY LIAISON

4.6 CUSTOMER SERVICE AND UNREASONABLE COMPLAINANTS POLICY

OBJECTIVES:

- To provide guidance for staff and Councillors in dealing with customers
- To ensure that Council resources are used efficiently and effectively when dealing with customers
- To ensure that all customers are treated fairly and reasonably
- To provide a mechanism for dealing with unreasonable complainants, having regard to staff wellbeing and safety

LEGISLATION AND REGULATORY FRAMEWORK

The following legislation and regulatory framework is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Lithgow City Council Code of Conduct
- State Records Act 1998
- NSW Ombudsman Unreasonable Complainant Conduct Guidelines

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 9.16 Corporate Image

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the Community Strategic Plan ~ Our Place, Our Future that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL3 We are all valued citizens
- GL3.1 We provide prompt, knowledgeable, friendly and helpful advice.

POLICY:

1. SERVICE COMMITMENT

- 1.1 Council staff and Councillors will meet the needs of our customers in a professional and ethical manner with courteous and efficient service.

- 1.2 Council's service commitment:
 - a) Treat you fairly and with respect;
 - b) Offer friendly and polite service;
 - c) Deal with your comments, suggestions and complaints positively;
 - d) Respond to your enquiries promptly and efficiently;
 - e) Act with integrity and honesty;
 - f) Focus on solutions for you, the customers where possible; and
 - g) Value your personal information by maintaining your confidentiality.
- 1.3 Council staff will strive to respond to all correspondence received from customers within fourteen (14) days. An acknowledgement letter may be sent where investigations are such that more than 14 days are required to respond.
- 1.4 All mail correspondence will be sent to Council's Records Section for recording.
- 1.5 Telephone calls to Council's switchboard will be answered as quickly and efficiently as possible.
- 1.6 Council staff will answer incoming calls by clearly stating their name, department and/or position. Unanswered calls will divert to another member of staff or to voice mail. Voice mail messages will receive a response within 24 hours.
- 1.7 Staff making outgoing calls will identify themselves by name and department and/or position, and shall clearly outline the purpose of the call.
- 1.8 Reception area and customer service centre staff will greet customers as quickly as possible and in a professional and helpful manner.
- 1.9 Staff required to visit a customer external to Council facilities will attempt to contact the customer first and make an appointment. At the beginning of a Council visit, staff will clearly identify themselves and the purpose of the visit.
- 1.10 Staff will comply with Council's Code of Conduct in their dealings with customers and in particular conduct their exchanges with regard to the key principles in the Code of integrity, objectivity, accountability, openness and respect. Decisions and advice should be premised on relevant legislation and Council's administrative procedures.

2. CUSTOMER SERVICE RESPONSIBILITY

- 2.1 All Councillors, staff, contractors and volunteers are responsible for the provision of quality customer service. They should perform their duties in a professional and responsible manner and treat members of the public fairly, respectfully and consistently, in a non-discriminatory manner and with proper regard for rights and obligations.
- 2.2 Each staff member is accountable for the quality of customer service delivered through their own work or the quality of output of any project or work team(s) of which they are a member.
- 2.3 Directors, Managers, Team Leaders and Supervisors are responsible for working in consultation with their teams to develop and implement customer focused systems and processes that respond to and satisfy internal and external customer needs and expectations.
- 2.4 Staff will be provided with the appropriate tools, information and training to provide quality customer service.

3. UNREASONABLE COMPLAINANTS

- 3.1 Unreasonable complainants are individuals or groups who behave in ways that are inappropriate and unacceptable, despite Council's best efforts to assist them. Unreasonable complainant conduct is any behavior by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, our staff, other service users and complainants or the complainant.
- 3.2 Unreasonable complainants conduct may be divided into the following categories:
- a) Unreasonable persistence - continued, incessant or unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on Council, staff, services, time and/or resources;
 - b) Unreasonable demands - demands (expressed or implied) that are made by a complainant that have a disproportionate and unreasonable impact on Council, staff, services, time and/or resources;
 - c) Unreasonable lack of cooperation - an unwillingness and/or inability by a complainant to cooperate with Council and/or Council's customer service and complaint resolution processes;
 - d) Unreasonable arguments - any complaints that are not based on reason or logic, incomprehensible, false, inflammatory, trivial or vexatious; and/or
 - e) Unreasonable behaviors - conduct that compromises the health, safety and security of Councillors and/or Council officers including abuse, threats or harm directed towards them.

4. UNREASONABLE COMPLAINANTS – GUIDELINES

- 4.1 As per the NSW Ombudsman's guidelines, unreasonable complainants will generally be managed by limiting or adapting the ways that complainants can interact with Council and/or access council services including:
- a) Limiting contact person(s) – e.g. appointing a sole contact person in Council for the complainant for the particular complaint;
 - b) Restricting subject matter – e.g. limiting the subject matter of communications that will be considered and responded to under the complaint;
 - c) Limiting contact times – e.g. limiting a complainant's contact to a particular time, day, length of time, or curbing the frequency;
 - d) Limiting contact locations – e.g. limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office; and/or
 - d) Limiting contact channels – e.g. limiting or modifying the forms of contact that the complainant can have with Council including face-to-face interviews, telephone and written communications, prohibiting access to Council premises, and making contact through a representative only.
- 4.2 A decision may be made to:
- a) Take no further action on the complaint;
 - b) Terminate Council services altogether;
 - c) Decline to acknowledge or take action on any future complaints; and/or
 - d) Have no further contact with complainant.

- 4.3 A decision to have no further contact with a complainant will only be made if it appears that the complainant is unlikely to modify their conduct and/or their conduct poses a significant risk for our staff or other parties that may include:
- a) Acts of aggression, verbal and/or physical abuse, threats of harm, harassment, intimidation, stalking, assault, etc.;
 - b) Damage to property while on our premises;
 - c) Threats with a weapon or common office items that can be used to harm another person or themselves;
 - d) Physically preventing a staff member from moving around freely, either within their office or during an off-site visit – e.g. entrapping them in their home; and/or
 - e) conduct that is otherwise unlawful.
- 4.4 Under this Policy all decisions made to limit, withdraw, change or restrict a complainant's access to Council services must be approved by the General Manager. The following actions may be taken:
- a) The General Manager may write to the customer advising them of Council's concern and requesting that they limit and focus their requests and that if the customer continues to place unreasonable demands on the organisation Council may:
 - i) not respond to any future correspondence and only take action where, in the opinion of the General Manager the correspondence raises specific, substantial and serious issues; or
 - ii) only respond to a certain number of requests in a given period.
 - b) The customer shall be given an opportunity to make representations about Council's proposed course of action and will be referred to Council's Code of Conduct for options available to them by way of formal complaint about particular staff or via submissions they might make to the NSW Ombudsman, Office of Local Government or ICAC.
 - c) If the customer continues to contact Council after being advised of Council's proposed course of action, the General Manager may, after considering any representations from the customer, advise the customer that either or both of points i) - ii) above will now apply.
- 4.5 Complainants are entitled to one appeal of a decision to change/restrict their access to our services. This review will be undertaken by a Director who was not involved in the original decision to change or restrict the complainant's access. This Director will consider the complainant's arguments along with all relevant records regarding the complainant's past conduct. They will advise the complainant of the outcome of their appeal by letter which must be signed off by the reviewing Director. Any materials/records relating to the appeal are to be kept in the appropriate file.
- 4.6 If a complainant continues to be dissatisfied after the appeal process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that Council has acted fairly, reasonably and consistently and have observed the principles of good administrative practice including, procedural fairness.

5. VEXATIOUS COMPLAINTS

- 5.1 If in the opinion of the General Manager a person continues to make representation by way of correspondence, telephone, e-mail or personal representation, that has no basis in fact and/or is considered to be

undertaken in with frivolous or mischievous motives then the General Manager may declare such person to be a vexatious complainant. The General Manager may then take the same action as outlined in 'Unreasonable Complainants - Guidelines' clause 4.4.

6. GENERAL

6.1 In all of the situations referred to in this policy, adequate documentary records must be made and maintained on the appropriate Council file.

6.2 Where the General Manager determines to limit a customer's access to Council in any of the ways specified in this policy, the General Manager must advise the Council, ICAC, the Office of Local Government and the NSW Ombudsman for their information.

Maintained by Department:	Corporate & Community	Approved by:	Council	Exhibition: 21 Dec06 23 April 2018	
Reference:	Dataworks: Policy Register	Council Policy No:	4.6	Effective Date:	4 Nov 08
Min No:	07-52 V1 P08-136 V2 V3- 14-62 V4 -	Version No:	4	Reviewed Date:	Nov 2009 Aug 2013 Feb 2014 April 2018
Attachments:					



4. COMMUNITY LIAISON

Policy 4.10

Community Engagement and Communications Policy

Version 1

4. COMMUNITY LIAISON

4.10 Community Engagement and Communications

PURPOSE:

To ensure that Lithgow City Council conducts appropriate community engagement and communication which, at a minimum, meets legislative requirements and encourages community participation in decision making.

This policy clarifies an open and transparent process for informing, involving and engaging the community and the role of Councillors, management and staff.

OBJECTIVES:

- To offer opportunities for the community to participate in the decisions made by council;
- To provide an effective two-way flow of information between Council and the community;
- To ensure local decision-making is transparent and works in the interest of the community and considers its many and diverse stakeholders; and
- To ensure that effective internal processes and controls exist within Council to ensure good governance and effective community representation.

POLICY:

Lithgow City Council recognises that effective community engagement and communication has benefit to Council and the community. Such benefits include:

- Better outcomes through understanding needs and views of the community and customers;
- Outcomes that are broadly supported by the community;
- Increased satisfaction with Council services, operations, staff and Councillors;
- Increased awareness, understanding and acceptance of decisions made;
- Development of solutions to local issues through Council/community partnerships; and
- Increased community understanding of Council processes and responsibilities.

Community engagement planning will be informed by the Public Participation spectrum developed by the International Association for Public Participation (IAP2) which outlines five levels of public participation; inform, consult, involve, collaborate and empower.

Council will consider the level of impact and complexity of a project prior to conducting a community engagement process and prepare a community engagement plan and determine appropriate methods for engagement that align with the determined level of impact.

Council will utilise Council owned channels and platforms to inform the community of opportunities for engagement and to communicate Council services, programs and decisions.

1 LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act, 1993
- Local Government Amendment (Planning and Reporting) Act 2009
- Local Government Regulation (2005)
- Environmental Planning and Assessment Act, 1979 and Regulation
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- National Parks and Wildlife Act 1974 (NPW Act)
- Copyright Act 1968
- Defamation Act, NSW 1974
- Privacy Act, 1988
- Lithgow City Council policies
- Lithgow City Council Code of Conduct
- Workplace Surveillance Act.

2 COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service Policy
- Policy 4.8 Consultation with indigenous people
- Policy 7.5 Notification of Development Applications
- Policy 9.10 Councillor Workshops and Briefing Sessions
- Policy 9.12 Media and Social Media Policy

3 COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community

- GL1.1 our community is involved in the planning and decision making processes of Council.
- GL3 We are all valued citizens
 - We provide prompt, knowledgeable, friendly and helpful advice.

4 SCOPE

This policy applies to all Council operations and functions. This extends to all Council representatives and staff involved in the process of community engagement and communications.

5 DEFINITIONS

Community Engagement is the process of Council and groups of people working cooperatively around an issue prior to Council determining a decision or a direction on that issue.

Engagement can include:

- Gather and provision of information;
- Consultation; and / or
- Participation.

Communication is a process for informing the community about Council services, programs and decisions. Communication may be formal and structured or informal and less structured to meet the needs of a particular audience. Communication is a vital component of community engagement.

Community refers to all stakeholders including but not limited to residents, ratepayers, interest groups, organisations and individuals with an interest in the Lithgow Local Government Area and the services, functions and future direction of Lithgow City Council.

6 PRINCIPLES FOR COMMUNITY ENGAGEMENT

As part of this commitment, Council has adopted the following principles which provide the framework through which all community engagement will be considered and delivered:

1. Council's community engagement activities are based on the belief that those who are potentially affected negatively or positively by a decision have a right to be involved in the decision-making process.
2. Council recognises that in a system of representative democracy, it is neither practical nor possible to undertake extensive community engagement on every issue, however, when a decision has the potential to impact the local community significantly, Council will seek out and facilitate the involvement of those potentially affected by or with an interest in a decision.
3. When undertaking community engagement, Council staff will present their views and professional recommendations in an open and respectful manner

to inform the community and assist in the achievement of a knowledgeable outcome from each engagement opportunity.

4. All materials and methods developed by council to support community engagement will be genuine, unbiased, understandable and appropriate to ensure the community can participate in a meaningful way.
5. When undertaking community engagement (consultation and higher on the spectrum), Council's commitment is that the community's contribution will influence the decision. Council will also communicate to engagement participants, where practicable, how their input can and did affect the decisions.

These principles are adapted from the International Association for Public Participation Core Values for Public Participation (IAP2 © 2007 www.iap2.org) and are reflective of the philosophy of the NSW Local Government Amendment (Planning and Reporting) Act 2009.

When undertaking community engagement and communicating with the community Council will:

- Inform the community about Council's decision-making processes with regard to strategic planning, asset management and service delivery;
- Ensure that participation processes are clear about the decision to be made and the level of influence the community can have on the decision;
- Communicate clearly the context and objectives of community engagement processes;
- Provide community members with all appropriate and relevant information about the background to the issue, including existing policies, legislative requirements opportunities and constraints;
- Use community engagement methods appropriate for the targeted community groups;
- Ensure allocation of adequate resources, including time and skills as well as funding, to participation processes;
- Be respectfully curious about community views and perspectives, free from bias; and
- Where appropriate, report on, consider, respond to and act on community input received as part of the Council decision making process.

7 WHEN COUNCIL SHOULD ENGAGE

Different issues under consideration by Council will have varying requirements for community engagement. Council representatives and staff are responsible for determining if, and to what extent community engagement is required as appropriate to their role and function.

Council will undertake a formal community engagement process in the following circumstances:

- Where there is a legislative/statutory requirement;
- When Council resolves to undertake community consultation;
- On issues that have the potential to affect the delivery of services or facilities that contribute to community well-being, growth and prosperity;

- When identifying and understanding the needs and priorities of the community for the purposes of strategic planning; and / or
- To monitor and evaluate community satisfaction with Council or Council services.

Under the Local Government Act 1993 Council is required to publicly exhibit certain information for a set period of time. Notification in respect to Development Applications is governed by the Environmental Planning and Assessment Act 1979. Any statutory obligations must be adhered to. Procedures for the notification of Development Applications are detailed in Policy 7.5 – Notification of Development Applications.

8 PREPARING A COMMUNITY ENGAGEMENT PLAN

Council staff will ensure the following steps are followed when planning and undertaking community engagement:

1. Define the project;
2. Determine the level of impact and influence;
3. Determine type of participation;
4. Review stakeholder and select appropriate engagement methods (participation methods must consider accessibility for intended audience);
5. Develop timeframe and resources; and
6. Consider feedback, reporting and evaluating.

9 COMPLIANCE WITH COUNCIL POLICY AND RESPECTIVE LEGISLATION

To comply with Council Policy and respective legislation the following special considerations apply:

1. Submissions

In circumstances where Council seeks written submissions from the public, all submissions received will be regarded as public and available for general access unless the writer specifically requests that they want their personal details to be suppressed.

Written submissions include correspondence received in person, email, completion of online form or other paper based submission form.

Submissions must be addressed to the General Manager.

2. Surveys

Use of surveys including online surveys, polls and questionnaires are to be undertaken in line with the Privacy Act and Council's Information Management Policies. This includes:

- Securely storing recipients personal information;
- Disclosing how and why personal information is being collected and how it will be used;
- Clearly identifying the survey as being undertaken by or on behalf of Lithgow City Council;
- Developing and publicising any terms or conditions for the award of participation incentives;

- When utilising online collection tools, action should be taken to restrict multiple entries from the same user; and
- Telephone surveys must be completed in accordance with the 'do not call register'.

3. Public Exhibition

Changes to relevant council procedures, policies, and tenders must go on public exhibition in accordance with the relevant legislation.

10 LEVEL OF ENGAGEMENT

Council will call for different levels of engagement depending on the issue, and its immediate or long term impact on the community and at different stages of a project.

The five levels of engagement outlined in the International Association of Public Participation Spectrum shown below will be utilised:

Inform: To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

Consult: To obtain public feedback on analysis, alternatives and/or decisions.

Involve: To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate: To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower: To place final decision-making in the hands of the public.

The identified level of engagement and its financial implication for each project will be noted in Council Committee Papers and Council Business Papers. The level will be determined in consultation with the appropriate Manager and Director.

11 ROLES AND RESPONSIBILITIES

There is a need to ensure that everyone in Council is aware of their responsibilities to ensure that Community Engagement and Communication is used successfully by Council.

Councillors should ensure that all new proposals that are brought to their attention have appropriate community engagement completed (or specified as part of the project brief). Councillors should encourage a positive attitude to involving the community at the appropriate level.

The Executive Management Team should support the community engagement and communications process and encourage the appropriate level of engagement by all staff.

Council employees need to be aware of the importance of community engagement and staff directly involved in major projects should be trained to the appropriate level

of the community engagement techniques and practices (or should have access to trained advisers).

A Councillor’s role is to listen to the community and consider various views when making decisions at Council. Community Engagement provides valuable opportunities for Councillors to hear and understand the voice of the community and ensure that this voice is properly represented when Council meets and makes resolutions which impact the future of our community.

A Council staff member’s role in Community Engagement is to organise and facilitate the discussion, record, provide feedback, evaluate the engagement and consider the community’s views when making unbiased recommendations to Council or committees.

Both Councillors and Council staff are encouraged not to dominate or direct community discussions, nor to dismiss the community’s input. Instead, Councillors and staff should allow discussions to move forward in an open, respectful and inclusive way.

Key responsibilities

Position	Responsibility
Mayor	To lead Councillors in their understanding of and compliance with this Policy and Procedures.
General Manager	To lead employees (either directly or through delegated authority) in their understanding of and compliance with the Policy and Procedures. To approve resources to develop, implement and review this Policy and Procedures.
Responsible Officer	As the “Principal Officer” under the Government Information (Public Access) Act (GIPA), The General Manager has delegated his/her responsibility to other Council employees as outlined below. The GIPA employees are responsible for making initial decisions regarding release of information within the time periods stipulated in the GIPA Act. In this function, the GIPA employees may deal with prospective applicants and liaise with organisation units regarding access to information.
Executive Management Team	To communicate, implement and comply with this Policy and related Procedures. To lead employees in their understanding of and compliance with this Policy and Procedures.
Corporate Strategy & Communications	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to the Policy and related Procedures.
All Council employees	To comply with this policy and related procedures. Prepare communications plans as part of planning processes for projects which impact the community.

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition:	23 April 2018
Reference:	Dataworks: Policy Register	Council Policy No:	4.10	Effective Date:	
Min No:		Version No:	1	Reviewed Date:	
Attachments:					



9. GOVERNANCE

Policy 9.10

COUNCIL WORKSHOPS AND BRIEFING SESSIONS

Version 3

9. GOVERNANCE

9.10 COUNCIL WORKSHOPS AND BRIEFING SESSIONS

OBJECTIVE:

To allow the mayor, elected councillors and senior management staff to:

- Exchange information (sometimes confidential) on proposals that are being worked on by staff or proposals that councillors would like to see investigated.
- Provide a forum for discussion on proposed staff initiatives and discuss options for engaging the community in determining Council's strategic corporate direction.
- Assist councillors/executive staff in team building.
- Help develop trust and understanding between those who attend the workshops.

LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Lithgow City Council Code of Conduct
- Code of Meeting Practice
- State Records Act 1998

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.10 Community Engagement and Communications

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL3 We are all valued citizens
 - GL3.1 we provide prompt, knowledgeable, friendly and helpful advice.

POLICY:

The Council has resolved to hold regular workshops and briefing sessions to ensure effective communications and information flow between staff and councillors.

Under the Local Government Act 1993, a council can hold a workshop (or sometimes called a briefing session) under its general powers as a body corporate. Workshops are informal gatherings and can provide useful background information to councillors on the business of council. Workshops may involve councillors, council staff and invited participants.

DECISIONS

Under the terms of the NSW Local Government Act 1993 and the Meetings Practice Guidelines issued by the Department of Local Government, workshops or briefing sessions CANNOT make a decision or issue a direction to staff or councillors.

FORMAT

- The workshops are to be chaired in rotation and in alphabetical order by councillors.
- There will be no standing orders or formal meeting procedures.
- Those attending the workshop should be respectful and show courtesy for the person that is talking.

The General Manager, Directors and other staff will provide a brief update on their responsibility area(s).

REPORT

A report shall be kept of matters discussed.

Maintained by Department:	Executive	Approved by:	Council	Exhibition Date:	23 April 2018
Reference:	Policy Register	Council Policy No:	9.10	Effective Date:	27 January 2009
Min No:	V1 -016-09 V2 - 14-130	Version No:	3	Reviewed Date:	Jan 2010 Sept 2013 April 2018
Attachments:					



9. GOVERNANCE

Policy 9.12

MEDIA AND SOCIAL MEDIA POLICY

Version 3

9. GOVERNANCE

9.12 MEDIA AND SOCIAL MEDIA POLICY

OBJECTIVES:

- a) To provide a policy for the release of information relating to Council business through media outlets.
- b) To endorse Council's use of social media for the dissemination of information and to facilitate discussion as part of a community engagement strategy.
- c) To ensure the media receives accurate information in a timely manner.
- d) To ensure the community and other stakeholders are kept abreast and informed about Council decision, developments, policies and major projects.
- e) To clearly identify authorised spokespersons on behalf of Council and provide guidelines when making statements regarding Council business.
- f) To clearly identify roles and responsibilities for Council staff in terms of media management and pro-active promotion of Council's service, events and activities.
- g) To ensure media spokespersons are skilled and feel confident to present to the community with print, online and broadcast media.

DEFINITIONS

Media

The term commonly given to various means of communication that reaches a broad cross-section of the community such as television, radio and newspaper.

Social media

The term commonly given to web-based tools that allow users to interact with each other in some way – by sharing information, opinions, knowledge and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

This includes blogs, message boards, social networking websites (such as Facebook, twitter, LinkedIn, MySpace) content sharing websites (such as Flickr, YouTube) and many other similar online channels.

Worker

As defined in the Work Health and Safety Act 2011 and varied to include councillors. A worker is:

- A councillor, or

- An employee, or
- A contractor or subcontractor, or
- An employee of a contractor or subcontractor, or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- An outworker, or
- An apprentice or trainee, or
- A student gaining work experience, or
- A volunteer.

PURPOSE

Communicating with the media and on social media is an important part of achieving Council's broader objectives and commitment to transparency and open, honest communication with the public. Media coverage is a key driver of organisational reputation – hence the need for a positive framework for interaction and engagement.

The purpose of this policy is to:

- Inform the community of Lithgow City Council's use of media and social media platforms for the distribution of information and community consultation pertaining to the business of Council.
- Outline the responsibilities of Councillors and Council workers with regarding to engaging the media and use of social media.

This policy has been developed to ensure that the interface between Council and the media is managed appropriately to maximise the benefits for Council and to minimise the risk of adverse publicity and misunderstanding due to inaccurate information or inappropriate sharing of information.

BACKGROUND

Lithgow City Council is committed to making the best use of all available media to improve communication with the public. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the different communities we serve.

Social media and the media are the Council's most important channels of communication with the community. They are effective mediums which the Council works with to provide factual and positive information on policies, initiatives, performances and achievements.

It is important that any potential risks are managed through a common-sense approach and framework as well as proactively monitoring the development of such applications.

It is important that the Council builds on its relationship with the media and the community and continues to issue timely, informative and interesting media releases and to provide other information as necessary.

It is also important that each media release and the distribution of information through social media is approved through the correct Council channels.

SCOPE

This policy applies to the Mayor, all Councillors and Council staff when representing Council in the media. This policy applies to verbal and written comments in the media, public speaking engagements, media releases and the use of social media.

POLICY

Council Workers (not including Councillors)

1. Any comment made to a journalist or member of a media organisation is to be consistent with Council's Code of Conduct and accurately reflect the decisions and values of Council.
2. The Mayor and General Manager are the official spokespeople on Council affairs, as per the NSW Local Government Act (1993).
3. All media enquiries received by workers without media delegation should be directed in the first instance to the General Manager.
 - a. Approval as an authorised spokesperson will be made on a case by case basis according to the subject matter of the inquiry. Approval may be granted by the General Manager.
 - b. Only the General Manager, Mayor, Directors or authorised spokespersons have permission to speak to the media.
 - c. Council workers with a professional expertise are allowed to speak to the media on a specific subject within their field – on specified occasions – with the permission of the General Manager and in consultation with the relevant Director.
 - d. No contractor employed by council is allowed to speak to the media regarding Council business without the express permission of the General Manager.
4. Council workers have an obligation to support Council decisions and shall not use the media to damage Councils reputation, undermine public confidence in the Council or local government generally.
5. As members of the community, council workers are entitled to offer their personal views on matters which are the subject of community engagement, bearing in mind point 4 above. Workers who are uncertain in this matter should seek the guidance from their Supervisor, Director or the General Manager.

6. Council workers must not make political or controversial statements in or to the media relating to Council affairs, decisions and/or events, or about council officials that are likely to generate negative publicity and damage the reputation of Council.
7. The Personal Assistant to the General Manager and Mayor is responsible for distributing media releases, articles, columns, statements and other media material on behalf of the Mayor and Council.
8. The Media and Social Media Policy also applies in emergency and public alert situations.

Councillors

1. Councillors may openly discuss matters of interest with the media and on social media unless disclosure of certain information contravenes Council's obligations of confidentiality or privacy, duty of care, or could infringe other laws or regulations' that govern its operations.
2. The Mayor and the General Manager are the official spokespeople on Council affairs, as per the NSW Local Government Act (1993).
3. Councillors have an obligation to support Council decisions and shall not use the media to damage Council's reputation, undermine public confidence in the Council or local government generally.
4. As members of the community, Councillors are entitled to offer their personal views on matters which are the subject of community engagement, always bearing in mind how that may be perceived given their substantive role with Council. Councillors who are uncertain in this matter should seek guidance from the General Manager or Directors.

Position	Role
Mayor	To lead councillors in their understanding of, and compliance with, this policy and related guidelines.
General Manager	To lead workers (either directly or through delegated authority) in their understanding of, and compliance with, this policy and related guidelines.
Directors and Managers	To communicate, implement and comply with this policy and related guidelines.
Supervisors and Team Leaders	To support workers in their understanding of, and compliance with, this policy.
All Council workers	To implement this policy.
Council Committees	To be aware of, and adhere to this policy.

Council recognises the important role the media plays in informing the public about the work of the organisation and its facilities and businesses. Subject to operational and legal constraints, Council provides the media with as much information as is practical and possible about this work, as long as it is clearly in the public interest for such matters to be known.

Council will not, for operational and legal reasons, comment on any matter that is the subject of an ongoing investigation or consideration, or where it is not in the public interest for the matter (or the details of the matter) to become publicly known, in some cases, the issue may be subjected to the public interest test (GIPA Act) to determine what information should/can be released, or information may be withheld to avoid potential defamation/privacy breaches.

Confidential Information

The integrity and security of confidential documents or information in an authorised media spokesperson's possession, or for which the spokesperson is responsible, must be maintained and managed in line with Council's Code of Conduct.

Confidential information will not be released by Council via any form of media or social media.

Defamation

Council staff and elected officials should be aware of defamation laws when commenting in the media.

As a guide, under *Defamation Act 2005*, published material that identifies a person (not necessarily by name) and meets any of the below criteria may be considered defamatory:

1. Exposes a person to ridicule,
2. Lowers the person's reputation in the eyes of members of the community, or
3. Causes people to shun or avoid the person, or
4. Injures the person's professional reputation.

Legislation

Actions and comments are governed by various legislative and Council requirements.

Councillors and staff members may expose themselves to legal action or sanctions under these requirements unless complying with this policy and relevant Standard Working Procedures.

The following legislation is applicable to this policy:

- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Copyright Act 1968
- Defamation Act, NSW 1974

- Privacy Act, 1988
- Lithgow City Council policies
- Lithgow City Council Code of Conduct
- Workplace Surveillance Act.
- State Records Act 1998
- Anti-Discrimination Act 1991

Council Policies

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service Policy
- Policy 4.8 Consultation with Indigenous People
- Policy 4.10 Community Engagement and Communications
- Policy 9.10 Councillor Workshops and Briefing Sessions

Community Strategic Plan

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community
 - GL1.1 our community is involved in the planning and decision making processes of Council.
- GL3 We are all valued citizens
 - GL3.1 we provide prompt, knowledgeable, friendly and helpful advice.

Protocols relating to Council Business

1. Council and Committee Meetings

Council Officers will draft media releases relating to the outcomes of Council and Committee Meetings. These media release are issued as soon as practicable after the meeting.

Approval must be sought from the Supervisor, Manager, Director, General Manager and Mayor prior to release by the PA to the General Manager & Mayor.

2. Reports before Committees/Council

Council Officers are not permitted (unless authorised) to comment publicly on information and recommendations contained in reports that are before committees and Council:

Requests from media for staff to publicly comment on a particular item in the Business Papers must be brought to the attention of the General Manager.

Reports prepared for Council and Committees are public documents and may be reported on in the media.

3. Tenders

As a general rule, it is inappropriate to comment on a tender until it has been awarded by Council. When there is media interest in a tender, the media may be advised of the following:

- The tender closing date and project details;
- The number of tenders received by Council, the names of companies that submitted tenders and when Council will determine the tender;
- The outcome of the tendering process following a Council resolution.

In order to maintain probity to any tender process, no further comment will/should be made.

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition Date:	23/7/12 23/4/18
Reference:	Policy Register	Council Policy No:	9.12	Effective Date:	3/9/12
Min No:	12-328 14-140	Version No:	3	Reviewed Date:	July 2013
				Next Review Date:	July 2017 April 2018
Attachments:					



9. GOVERNANCE

Policy 9.16

Corporate Image Policy

Version 1

9. GOVERNANCE

9. Corporate Image Policy

PURPOSE:

Lithgow City Council has a clear Corporate Brand that is recognisable and presents Council as a professional, credible and progressive organisation. This policy aims to protect the image and reputation of Council by clearly defining how the Corporate Brand can be used and establishing the framework to govern activities which ensure that Council is professionally presented in a unified, consistent and positive manner.

OBJECTIVES

A clear and consistent corporate identity enables the public to recognise Lithgow City Council and can assist with effective service delivery by raising awareness of policy, regulation, services and activities.

- To ensure Lithgow City Council's brand is represented in a professional, unified, consistent and positive manner.
- To ensure application of Council's corporate identity is consistent across all Council community and business activities, programs, communications, assets and facilities.
- To ensure all corporate communication undertaken or produced by Council is of a high standard, consistent, accurate, and represents the Corporation as a professional and highly regarded local government body.
- To ensure staff behave in a way that enhances public confidence in the integrity of Lithgow City Council and local government.

LEGISLATION

The following legislation is applicable to this policy:

- Local Government Act 1993
- Government Information (Public Access) Act 2009
- Freedom of Information Act, 1982 (Federal)
- Copyright Act 1968
- Lithgow City Council Code of Conduct
- State Records Act 1998
- Trade Marks Act 1995
- Intellectual Property Laws Amendment Act 2006

COUNCIL POLICIES

The following Council policies should be referred to in conjunction with this policy:

- Policy 4.6 Customer Service
- Policy 4.8 Consultation with Indigenous People
- Policy 4.6 Community Engagement and Communications
- Policy 9.10 Councillor Workshops and Briefing Sessions

COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the *Community Strategic Plan ~ Our Place, Our Future* that "Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future".

- GL1 Our Council works with the community
 - GL1.1 our community is involved in the planning and decision making processes of Council.

SCOPE

This policy applies to:

- All employees of Lithgow City Council, Councillors, Council volunteers, contractors, interns and casual and part-time employees;
- All areas where Council's brand is required to be displayed to the general public;
- All communications and community engagement activities conducted on behalf of Lithgow City Council; and
- All communications materials produced on behalf of Council.

DEFINITIONS

Corporate Brand is a set of perceptions and images that represent a company, product or service. Elements of the corporate brand include the corporate logo, word mark, templates and design examples.

The **logo** is a graphic mark or emblem, which may include a tagline.

Corporate image is the reputation Council seeks to establish for itself in the mind of the community and other important stakeholders, created and reinforced by the Executive Management Team.

Corporate Logos include all Lithgow City Council logos and trademarks including those representing projects, businesses and facilities.

POLICY

All elected representatives and staff employed by Lithgow City Council have responsibility to ensure that any materials produced on behalf of Council/or any

communications activities undertaken representing Council project a consistent corporate image and that the Corporate Brand is applied uniformly throughout Council.

In addition, Councillors and Council staff are to conduct themselves in a manner that reflects positively on both Council and the city, towns and villages in the Lithgow Local Government Area, in accordance with Council's Code of Conduct.

Lithgow City Council Brand Framework and Style Guide

The Lithgow City Council Brand Framework and Style Guide define the appropriate use of the Council logo including the symbol, word mark and fonts and the correct use and application of the Council logo.

Use of the Corporate Logo

- Altering the existing artwork of any corporate logo is not permitted;
- All logos must be used in accordance with their specific brand mark guidelines
- Council's corporate logos cannot be reproduced by external parties on any published material or resource without the approval of the IT Manager and/or Corporate Strategy and Communications Officer as the responsible Council officers for ensuring all terms and conditions of the Brand Guidelines are adhered to; and
- Where Lithgow City Council co-operates with other councils to co-brand, materials should always be in accordance with the specific brand mark policy.

Council facilities and campaign brands and logos

Council recognises that a range of Council businesses, facilities and special communications projects utilise separate logos and visual identify. Such facilities and projects are to be clearly identified as associated with Lithgow City Council by utilising the Council log or a tagline stating: *"A business/facility/project/initiative of Lithgow City Council"*.

Corporate logos may not be used to provide or imply endorsement or promotion of third party products or service, or class of products or service, or be associated with commercial interests unless permission is granted by the General Manager. In the first instance, advice is to be sought from the Corporate Strategy & Communications Officer and/or the IT Manager.

Additional corporate brands, trademarks, logos

Approval must be obtained from the Executive Management Team for the development of additional corporate brands, trademarks or logos. All requests are to be managed through the Corporate Strategy & Communications Officer and/or IT Manager to ensure they comply with appropriate legislation and industry standards such as copyright and intellectual property laws.

Additional corporate brands are to be managed in line with separate brand guidelines.

Photography, footage and image use

To use photos, footage and complementary graphic elements and images is supported by Council to support effective design of communication material.

Council staff must ensure that the permission of all subjects is gained when taking/publishing photographs or videos on behalf of Lithgow City Council, using the

Photography Consent Form. Images representing (but not limited to) legal matters, contracts or construction projects must be filed in line with the *State Records Act* and Council's Records procedures.

Copyright laws apply to all articles, graphics, or data on the internet. Unauthorised use of a third party's graphic, photo, HTML or text with permission may be in breach of copyright. Staff should not download images/material from the internet for use in communication material including presentation and printed collateral.

Managing corporate brand through corporate communications

Lithgow City council has a responsibility to ensure that accurate and relevant information is disseminated or made available to the public in a timely manner. In addition, clear and consistent branding enables the public to recognise Council activities, improving awareness of and access to information about policies, programs, services and events. Maintaining high standards of communications result in the public having more confidence in the credibility and the authority of information that clearly identifies Council as its source.

Graphic design services

The Corporate Strategy & Communications Officer and IT Manager can assist with in-house graphic design. To ensure consistency, adherence to Brand Guidelines, compliance with this policy all major communications documents should be approved by one of these officers.

This policy advocates a balance of 'flexibility within guidelines', whereby Council Divisions have autonomy to conduct their particular communications activities, but in doing so must meet the requirements of this Policy and other related policies and procedures.

Appropriate Content

Communications activities should not have political purpose (unless authorised by the General Manager and Mayor). Communications should be presented in unbiased and objective language, grammatically correct and in line with the Policy, and all related policies, documents and legislation including approval procedures.

Corporate Style

Corporate design, style and content must protect the integrity of Council's corporate brand by delivering professional, accurate and authorised images, design and information.

RESPONSIBILITIES

The Executive Management Team has overall accountability for Council's Corporate Image which is the way Lithgow City Council is perceived by stakeholders and the community. The Corporate Strategy & Communications Officer and IT Manager have direct responsibility in areas of Corporate Identity and branding, media and public relations, websites and on-line presence and communications.

The Corporate Strategy & Communications Officer and IT Manager also act as a central point of contact for staff who wish to promote their activities, services, programs or events to the community through the production of communications material that requires graphic design.

The Corporate Strategy & Communications Officer and IT Manager also provide service to managers and project leaders to ensure the community and stakeholder

groups are informed of projects, services and decisions that may affect them. Ensuring the community receives the most accurate information is produced in accordance with this Policy is a management accountability of all branches and Divisions of Council.

The Corporate Strategy & Communications Officer and IT Manager advise approvals required for communication collateral using the below table as a guide:

ITEMS	APPROVAL REQUIRED
Advertising of Council services, projects and initiatives (print, radio, online)	Respective Manager
Invitations/certificates/banners/promotional material	Respective Manager
Community notices/project fact sheets/regular newsletters/regulation signs	Respective Director
Building Signage	Respective Director
Plaques, interpretative signage, annual report, annual publications, LGA wide guides or collateral	General Manager

Maintained by Department:	Corporate Strategy & Communications	Approved by:	Council	Exhibition:	23/4/18
Reference:	Dataworks: Policy Register	Council Policy No:	9.16	Effective Date:	
Min No:		Version No:	1	Reviewed Date:	
Attachments:					



LITHGOW CITY COUNCIL YOUTH ADVISORY COMMITTEE Terms of Reference

Committee Name

Youth Advisory Committee (Committee)

Establishment

The Committee is established under section 355 of the Local Government Act 1993 which states:

A function of a council may, subject to this Chapter, be exercised:
(b) by a committee of the council

Resolutions

Resolution to establish the Committee: Min: 09-273 of the Ordinary Meeting of Council
22 June 2009

Minute 09-381: Ordinary Council Meeting 14 September 2009 - Resolution of Council to
update the Terms of Reference of all Council's Advisory Committees.

Delegations

The committee has no delegations from the Council.

Financial Arrangements

Unless expressly resolved by Council the Committee has no powers to commit nor
expend any Council funds.

Term of the Committee

The Committee shall function until the next Council election.

Committee's Responsibilities

- [Project-based work on identified issues facing young people in Lithgow LGA.](#)
- Advise Council on a strategic direction for youth services in the local government area
- ~~Assist in the development of~~[Promote](#) a positive image of youth in the community
- Be a voice for youth to community leaders
- Raise awareness of youth issues in the community
- ~~Help Work in partnership with the Council and other organisations to address youth issues. and work towards a better community for youth by working directly with youth representatives~~
- [Organise annual Youth Week celebrations and other local youth events.](#)
- ~~Promote youth in a positive way through community and youth events~~
- ~~Represent youth and promote youth leadership opportunities to schools and service clubs such as Lions Club, Rotary and Quota~~
- Develop leadership skills among young people in the Lithgow LGA

Councillor Membership

In September each year, the Council shall nominate 2 Councillors to the Committee.

The Mayor by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

[Nominated Councillors will attend two meetings of Youth Council each year to meet Youth Councillors and discuss current issues, concerns and priorities.](#)

Committee Membership

Membership will be sought on the basis of a broad interest, understanding and Commitment to youth issues in the Lithgow Local Government Area.

Membership shall aim to include a broad range of young people from a range of ages and backgrounds.

The Committee will be comprised of the following representation:

- 2 Councillors
- ~~Lithgow City Council General Manager or his nominee~~[Executive Officer](#)
- ~~2 youth work professionals~~
- A minimum of 6 people aged between 11 and 24 years who reside, work or attend school in the Lithgow local government [area](#).
- ~~Other Council and community~~[area. Organisational](#) representatives may be called upon as and when required.

Committee Member Responsibilities

- Observation and compliance with Council's Code of Conduct.
- Observation and compliance with Council's WHS system objectives and instructions.

Appointment

[Appointments to Youth Council do not require Council endorsement.](#)
~~All members of the Committee will be appointed by a resolution of Council.~~

In September each year:

- Council will nominate ~~a two~~ [two](#) Councillors to the committee
- Council will advertise for nominations for Committee members in the local newspapers, schools, youth agencies and venues and other appropriate means
- All group members will live, work, study, recreate or have significant ties in Lithgow LGA.

A member ceases to be a member of a Committee if the member (other than the Mayor)

- a) Has been absent for 3 consecutive meetings of the committee without having given reason acceptable to the Committee for the members absences: or
- b) Has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the members absence.

Term of Office of Committee Representatives

The Committee shall be formed following invitation to join the Committee. The term of office shall be 12 months unless otherwise resolved by the Council.

Executive Officer

The Community Development Officer shall be the Executive Officer to the Committee.

The Executive Officer shall:

- [Facilitate the project based work of Youth Council](#)
- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council containing the minutes;

and,

- providing staff comment on the recommendations made by the Committee to the Council; and
- provide to the Committee the outcome and resolutions of the Council regarding

each recommendation.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office Holders

The Chair and Deputy Chair of the Committee shall be a ~~Councillor~~young person.

~~The Deputy Chair shall not be a Councillor or member of Council Staff.~~

These positions shall be determined by an election at the first meeting of a new term of the committee.

Frequency of Meetings

Meetings shall be held every 6 weeks at a time and date agreed by the Committee. On the last meeting of each year, the Committee will agree upon the meeting schedule for the following year.

Meeting Protocol

- An agenda will be prepared and distributed 3 working days before each meeting, together with the minutes of the previous meeting.
- A quorum of members is required at all meetings and shall be ~~6-4~~ voting members.
- ~~Members, including service providers, not playing a constructive role in the Committee or not attending for six meetings without apologies, can be removed by Council resolution.~~

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- Minutes of the Committee meetings may be ratified by email. Minutes must be ratified by at least three (3) members of the committee who were in attendance at the meeting.
- The Minutes of the meeting will be submitted to the Council as soon as possible after the minutes have been ratified.
- The ratified Minutes of the meeting shall be presented to the next meeting of the Committee.



Our Place Our Future

Delivery Program
2017 - 2021
Operational Plan
2018- 2019

DRAFT
for Consultation



Lithgow
CITY COUNCIL



180 Mort Street, LITHGOW NSW 2790

P.O. Box 19, LITHGOW NSW 2790

Tel: 02 6354 9999

Fax: 02 6351 4259

Email: council@lithgow.nsw.gov.au

Web: www.lithgow.nsw.gov.au

Our Place...Our Future

I am pleased to present to you the Combined Delivery Program 2017/18 – 2020/21 which includes the Annual Operational Plan 2018/19.

This plan sets Council’s strategic direction for the next three years and is reviewed annually to include the budget, capital works and operational programs which Council will be undertaking.

In the development of this Plan, we have had to make some hard decisions to ensure Council’s financial sustainability. Although Council continues to apply for grants and seek corporate sponsorship, if we are to continue to improve and develop our infrastructure assets, we acknowledge that it will be necessary to apply for an SRV of 9% to commence in 2019/20. This will extend the current SRV of 4.77% with an increase of 4.23%.

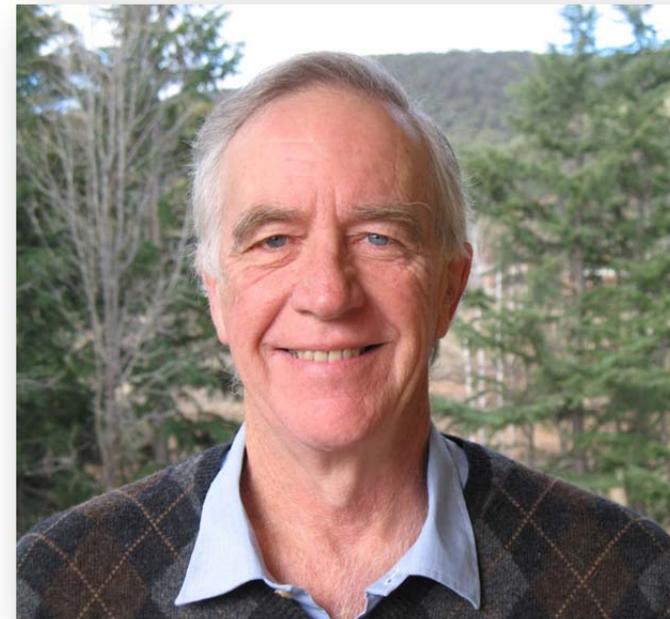
In 2018/19 we have allowed for the following capital grants and contributions in the budget to assist us in undertaking a variety of major projects to improve the quality of life of residents and to attract new investment and business to our area:

Project	Project Cost \$	Grants & Contributions \$	Funded from loans \$	Funded from Revenue \$
Cullen Bullen Sewerage Upgrade	4,000,000	(2,000,000)	(2,000,000)	
Stage 2 CBD Revitalisation *	2,692,335	(1,165,000)		(1,527,335)
Roads to Recovery	827,388	(817,138)		(10,250)
Union Theatre Dressing Rooms *	1,125,664	(775,664)		(350,000)
Resource Recovery Centre	1,750,000	(1,000,000)		(750,000)

We will be continuing to plan for the future of our local government area and look forward to working with the community to ensure its long-term sustainability through investment, economic growth and quality lifestyle opportunities.

Cr Stephen Lesslie

Mayor



* Projects will proceed once grant funding is confirmed.

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The background of the slide is a photograph of a sculpture. It features a dark, possibly black or dark blue, metal component with a circular opening, resembling a bellows or a part of a larger mechanical or artistic structure. The lighting is dramatic, with strong highlights and deep shadows, creating a textured and somewhat abstract appearance. The background is blurred, showing hints of an indoor setting with warm tones.

Delivery Program 2017-2021

Operational Plan 2018/19

The Delivery Program 2017-2021 and Operational Plan 2018-2019 is a document that is required by the Local Government Act 1993 to identify “the Council’s activities for at least the current Council’s four year term of office; and the Council’s revenue policy for the next year”.

The 4 year Delivery Program identifies the principle strategies to be undertaken by Council to achieve the outcomes established in the Community Strategic Plan 2030

The annual Operational Plan provides the details of the plan; the individual actions and programs that will be undertaken each year to achieve the commitments made in the Delivery Program.

The Delivery Program and Operational Plan build upon the significant amount of on-the-ground improvements which Council has undertaken in 2017/18 and responds to the needs of the community identified in the Community Strategic Plan 2030. The implementation of this plan will ensure that the Lithgow local government area is a desirable place to live, work and invest for current and future generations.

Pictured: Whispering Lane Sculpture by local Artisan Blacksmith Phil Sparks.

Our Vision for the future

A centre of regional excellence that:

- Encourages community growth and development
- Contributes to the efficient and effective management of the environment, community and economy for present and future generations.

Caring for our Community

We retain, respect and strengthen both our overall sense of community and the unique linked communities of groups, rural areas, villages and towns that make up the Lithgow LGA.

Strengthening our Economy

Providing for sustainable and planned growth through the diversification of the economic base, the development of diverse job opportunities and the provision of a broad range of formal and non-formal educational services.

Developing our Built Environment

Providing a choice of effective public and private transport options, suitable entertainment and recreational facilities and lifestyle choices while enhancing the existing rural areas, villages and towns that make up the Lithgow LGA.

Enhancing our Natural Environment

Balancing, protecting and enhancing our diverse environmental elements, both natural and built, for the enjoyment and support of both current and future generations.

Responsible Governance and Civic Leadership

Developing community confidence in the organisation by the way it is directed, controlled and managed.

Integrated Planning and Reporting Framework

The Integrated Planning and Reporting Framework is based on a perpetual planning cycle which encourages an inclusive and transparent approach to the development of a sustainable local government area and responsible civic leadership.



The **Community Strategic Plan (CSP)** is a plan by the community, for the community. It identifies our values, strengths, challenges and opportunities for the future development and growth of the Lithgow LGA.

The **Resourcing Strategy** looks in detail at matters directly related to Council and is made up of three key documents:

- The **Workforce Strategy** addresses the human element of Council’s Resourcing Strategy. It looks at ensuring that staff have the necessary skills to implement the Delivery Program; promote staff retention and position Lithgow City Council as an Employer of Choice within the community.
- The **Asset Management Strategy** identifies agreed levels of services and maintenance/renewal requirements of Council assets.
- The **Long Term Financial Plan** focuses on ensuring that Council is financially sustainable and able to fund the long-term requirements of the community including major capital works programs, maintenance and renewal programs whilst living within its means and being Fit for the Future.

The **Delivery Program** identifies the principle strategies to be undertaken to implement the outcomes identified in the Community Strategic Plan during the Council’s 4 year term of office.

The **Operational Plan** provides details actions and targets to measure the implementation of the Delivery Program. The Plan also includes Council’s Statement of Revenue Policy.

Reporting – Annual, Quarterly, Six Monthly and End of Term

Lithgow City Council’s performance is monitored through quarterly reviews of the Delivery Program and Operational Plan. The Annual Budget is presented to Council for comment and adoption. Council reports its financial performance Quarterly and provides a Six Month progress report against:

- Implementation key objectives set out in the Delivery Program and Operational Plan.
- Achievements of performance goals.
- Current programs and projects.

In addition at the end of each Council’s term of office an, End of Term Report is completed for the four year term. Each of these reports should answer the question – Did Council do what we said we would? If not, why not?

All of the above documents are reported to Council within legislative timeframes and are available on Council’s website www.council.lithgow.com for viewing.

The Lithgow Region

The Lithgow local government area covers approximately 4,551km², extending from Capertee in the north, Little Hartley in the east, Hampton-Tarana in the south and Meadow Flat in the west. The estimated residential population as at 2016 is 21,524 with a population density of 0.5 persons per hectare.

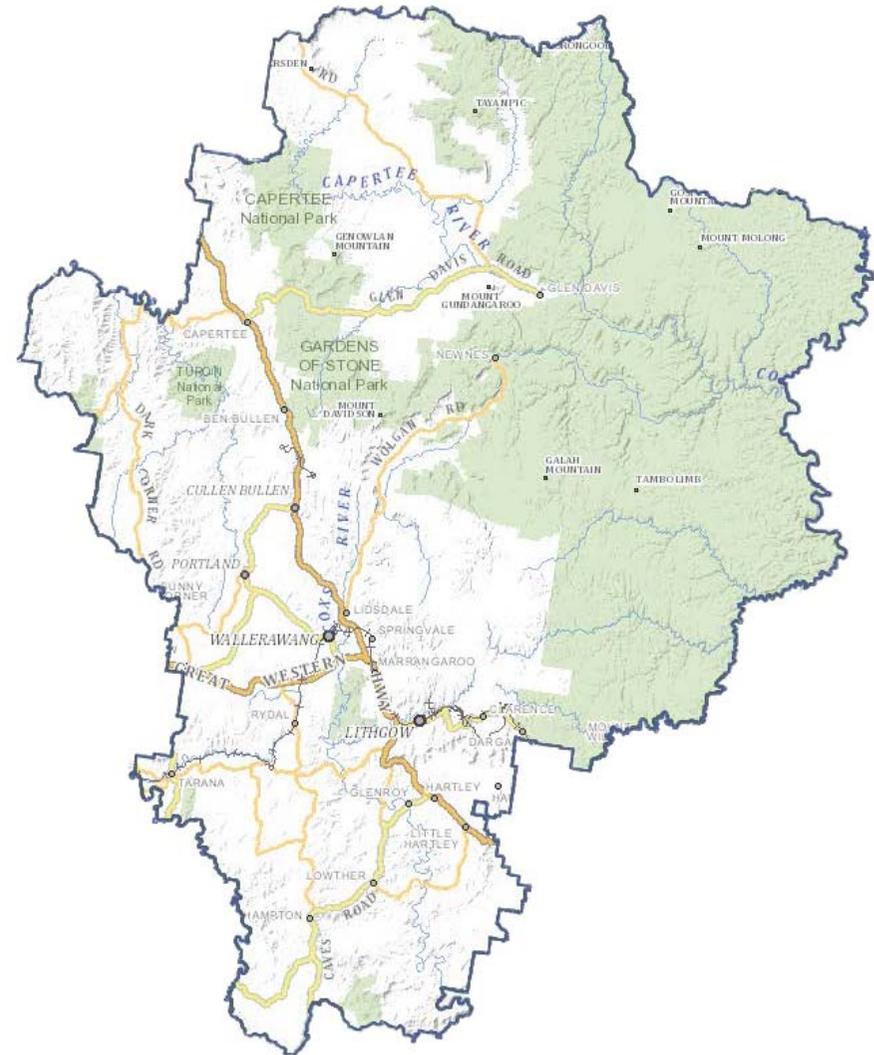
(source: <http://profile.id.com.au/lithgow/home>).

The local government area is inclusive of the rural communities of:

- Ben Bullen
- Bogee
- Clarence
- Cullen Bullen
- Dargan
- Glen Davis
- Glen Alice
- Good Forest
- Hartley
- Hampton
- Kanimbla
- Lidsdale
- Lowther
- Marrangaroo
- Newnes
- Palmers Oakey
- Portland
- Sodwalls
- Tarana
- Wallerawang

Aboriginal Heritage

The Lithgow local government area lies almost wholly within the Wiradjuri Aboriginal nation, with the Gundungurra nation situated to the south and the Darug nation to the east.



LITHGOW AT A GLANCE



45 is our Median Age



9% of residents were born overseas



5.7% of residents are Aboriginal and Torres Strait Islander decent



20% of the population are older couples without children



23% of the population are couples with children

AREA: 4,567KM²

POPULATION: 21,524 ERP 2016

**POPULATION DENSITY:
0.5 PERSONS PER HECTARE**

YOUR council

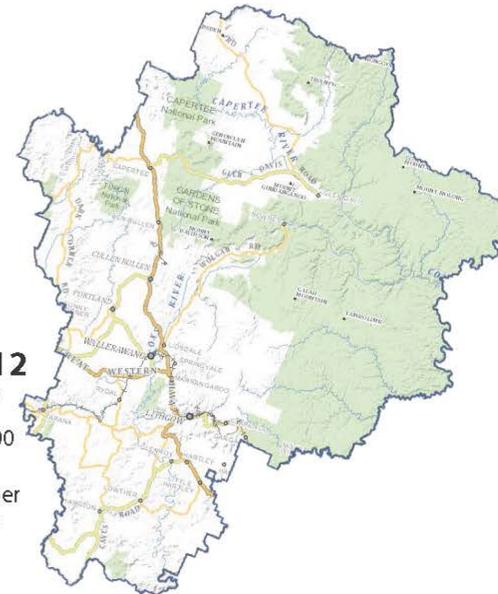


Employs **185.12** FTE which equals

8.5 FTE per 1,000 residents. Total employee costs per 1,000 residents is

A\$749k

3% of residents speak a language other than english at home



\$1.24 billion
GROSS REGIONAL PRODUCT



1,329 local businesses

9,038 local jobs

9,097 employed residents



8.41% Unemployment

13
Schools

10 Primary Schools

2 High Schools

1 Central School

Plus

1 TAFE &
2 Universities



2% of residents attend University



Median weekly household income is **\$987**



27% Households have a mortgage & the median weekly mortgage repayment is **\$324**



10% of housing is Medium and high density housing



23% of households are renting & the Median weekly rent is **\$231**

Mining is our largest industry



Source: <http://council.lithgow.com/community-profile/> and Local Government Performance Excellence Program FY17 Report (Dec 2017).

How does Council Work?

Role of councillors

The Lithgow local government area is represented by seven councillors elected in September 2016 for a four-year term of office and two councillors elected following a by-election on 8 April 2017.

Our Councillors as of 4pm on Wednesday 12 April 2017 are:

- Councillor Stephen Lesslie, Mayor
- Councillor Wayne McAndrew, Deputy Mayor
- Councillor Ray Thompson
- Councillor Cassandra Coleman
- Councillor Joe Smith
- Councillor Maree Statham
- Councillor Steve Ring
- Councillor Darryl Goodwin
- Councillor Deanna Goodsell

Elections are held every two years by the Councillors in September for the position of Mayor and yearly for the position of Deputy Mayor.

Council meetings

Council meets on the fourth Monday of each month, in the Council Chambers, 180 Mort Street, Lithgow to consider matters requiring a decision by Council.

Council meetings are open to the public except on occasion when there is a discussion of confidential items such as sensitive legal or commercial matters.

Business Papers are available on the Friday before each Council meeting at Council's Customer Service Centre and on the website at www.council.lithgow.com.

Community Engagement

Council is required by legislation to consult widely with the community. Lithgow Council does this by actively working to extend and strengthen channels of communication with the community. By strengthening our community involvement in decision-making and in the delivery of programs and projects we are working to build a better community and increase the sustainability of the area.

A number of strategies are employed to involve the community in decision-making and in the delivery of programs and projects.

Council works closely with the community to develop a number of key strategic plans through public forums, reference groups and surveys. Prioritised actions and activities from these documents are included in the Operational Plan.

Council engages with the community using a variety of methods including:

- On-site community meetings.
- Engagement in program and project-specific working groups to develop plans and strategies.
- Providing open access to key planning documents through Council's website, libraries and the Customer Service Centre.
- Distribution of Council's newsletter 'Council Connections' weekly via email Development of the Annual Report 'A Year in Review'
- Development of the End of Term Report in the final year of Council's Term of office.
- Undertaking surveys to gauge community satisfaction and to enable emerging issues to be discussed.
- Holding community information sessions to inform the community of the annual Operational Plan process and invite feedback.

- Enabling the community to participate through being a member of Council's Advisory Committees.
- Distribution of Media releases via local and regional press, Council Column, Council Connections, Council's website and social media.
- Information sheets, flyers and pamphlets are developed on a range of topics and are available from the Council Administration Centre, Libraries and on Council's website.

The Mayor, General Manager and other authorised staff also meet regularly with representatives of industry, community organisations and interested groups to stay abreast of current concerns and obtain feedback on Council's performance.

Participation in Decisions

Residents have the opportunity to address the Council at each council meeting as part of the Public Forum. This may include any matter listed for discussion at the meeting, or any other matter with appropriate notice.

Council's decisions are implemented by Council's staff under the leadership and direction of the General Manager.

Section 355 Committees

Council has a number of committees made up of Councillors, Council Officers and members of the community who act in an official capacity on behalf of Council within the confines of the charter of the committee. Advisory committees provide advice to Council on specific subjects such as environmental or youth issues.

Fit for the Future

On 6 December 2016, Council received a 'Notice of intention to issue a Performance Improvement Order to Lithgow City Council under Section 438A of the Local Government Act 1993' from the, then Minister for Local Government, the Hon. Paul Toole, MP.

The Minister identified the following reasons for issuing the Notice:

- The reassessment of Council's *Fit for the Future (FFTF)* proposal by the Office of Local Government identified a failure by Council to follow the principles of sound financial management with respect to ensuring that Council's forecast spending is responsible, sustainable, aligning general revenue and expenses.
- Council had reported annual deficits in its financial statements over the past five financial years, and consistently forecasted deficits in its Long Term Financial Plan (LTFP) for the next ten years until 2024-2025.

- Council's FFTF reassessment proposal forecast to meet the financial sustainability criteria relied heavily on two proposed Special Rate Variations (SRV's). Council did not have a documented strategy to meet its forecast operating performance ratio to ensure its long term financial sustainability which did not include a SRV.
- Following IPART's determination that Council is 'not fit', Council did not provide substantive evidence of strategies implemented since the IPART review to move Council towards long term financial sustainability.
- Following re-assessment by the Office of Local Government against the IPART Criteria, it was identified that financial sustainability ratios forecast in Council's FFTF reassessment submission (General Fund) did not align with the ratios forecast in Council's LTFP (Consolidated Fund).

Moving Forward

In response, Council engaged the services of specialist consultants, Morrison Low to develop a Performance Improvement Plan that would position Council for a sustainable future by:

- Reviewing and developing Council's Long Term Financial Plan (LTFP) to incorporate a Fit for the Future Improvement Plan and strategies.
- Reviewing Council's Asset Management Plan and Special Schedule 7.
- Preparing a Financial Management Maturity Assessment to understand Council's Financial Management Maturity Status and developing an Improvement Plan with specific priority actions.

This work was completed as part of Council's Integrated Planning and Reporting Framework (IPR) and the actions identified support the following objective in the Community Strategic Plan 2030:

- GL2 – Moving towards a sustainable Council.

The work undertaken by Morrison Low to position Council for a sustainable future provides a range of long term benefits and value for Council and the community in the form of:

- A robust financial plan with improvement options for longer term sustainability.
- An opportunity for Council to provide improved services to the community.
- Good practice financial management governance, procedures and process.
- It satisfies the additional Integrated Planning and Reporting requirement for the Asset Management Plan and asset service levels.
- Building confidence in the community that Council is financially sustainable to deliver on the Community Strategic Plan outcomes, key programs and projects.

- Meeting all statutory obligations and being in a position to maintain stewardship of the community's resources.
- Ensuring transparent annual planning and reporting processes through the IPR Framework which shows the implementation of the Performance Improvement Plan.

As part of the process, Morrison Low, conducted interviews with Management and conducted an internal workshop with Council staff to identify forward planning actions for inclusion in the FTF Improvement Plan. These actions have been interwoven into the suite of documents that make up IPR Framework for implementation.

Morrison Low identified 37 recommendations as part of the Financial Management Maturity Assessment for Council to investigate and implement. An Internal Finance Committee made up of representation from across Council meets regularly to review the Business Improvement processes identified. Progress is reported monthly to the Office of Local Government. As at April 2018, Council has completed and implemented appropriate business improvement strategies for 20 of the 37 recommendations. Council is on track to complete the remaining 5 high priority actions by 30 June 2018.

Morrison Low have identified in the Financial Management Maturity Assessment and the Long Term Financial Plan 2017-2027 the following actions which will impact both Council and the Community but are crucial to ensuring that Lithgow Council is 'Fit for the Future'. They are:

1. The development of a Service Review Framework.
2. To apply for a new permanent Special Rate Variation of 9% from 2019/20.

Service Review

Framework

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- GL2 – Moving towards a sustainable Council

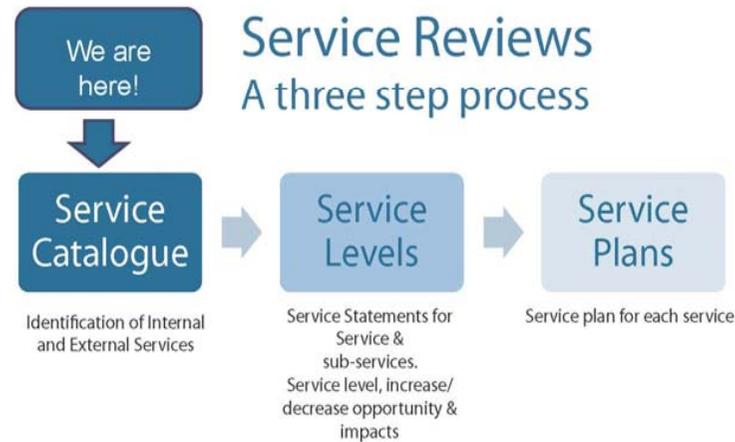
Council has recognised the importance of having an in-house service to develop, plan and facilitate business improvement across the organisation. In 2018/19, Council will be appointing a contract Service Review Coordinator to work across divisions and with the community to develop Service Plans for Council services.

By working together to identify 'agreed services levels at best value' and we can ensure we are meeting the needs of the community.

In 2018/19, our focus will be on establishing a Service Planning Framework and undertaking process improvement to identify efficiencies, improve organisational performance and work towards ensuring that your council is 'Fit for the Future'.

The Service Planning Framework will integrate our Integrated Planning and Reporting process with our service delivery and provide a connector between individual and organisational performance.

IMPROVING organisational performance



Outcomes

- A service based approach to planning
- An integrated process for planning and budget development
- Consideration of service delivery to inform budget needs
- Increased community and employee engagement in relation to planning and delivery.

An integrated approach

People

- Workforce, employee engagement, values & behaviours, Performance management, Learning and Development, Work Health & Safety.

Planning and Reporting

- Integrated Planning, Reporting, measuring and engaging with the community.

Process Improvement

- Service focus, service reviews, continuous improvement.



Proposed Special Rate Variation

The 2017-2027 Long Term Financial Plan (LTFP) included a Sustainable Assets Scenario, which locked in further organisational improvements and identified the need to apply to replace the existing infrastructure special rate variation (SRV) of 4.77% when it expires. In the 2017-27 LTFP scenario, a replacement SRV was planned to commence in 2019/20. It is proposed to apply for a replacement SRV to commence in 2019/20, following the expiry of the current SRV.

If Council is successful in an application for a new permanent SRV of 9% to commence in 2019/20, together with the proposed improvement measures included in the LTFP, Council will be assured of its financial sustainability and will be able to meet all of the Fit for the Future (FFTF) ratios over the 10 year term of the LTFP. The proposed SRV represents the continuation of the existing 4.77% SRV together with a further 4.23%. The ongoing identification of organisational efficiencies, cost savings and maximisation of revenue will assist Council to overcome its financial sustainability challenges with the lowest possible impact on ratepayers.

The preferred scenario is that Council seeks an SRV of 9% when the existing SRV for infrastructure improvements expires at the end of 2018/19. The new SRV in 2019/20 will mean an additional increase of 4.23% for ratepayers at that time. This, when combined with other improvement measures, enables Council to operate with a small surplus which provides additional cash resources to help fund extra infrastructure renewals.

These financial results make the Council 'fit' in accordance with the Office of Local Government guidelines. In the LTFP Scenario, Council is able to meet the operating performance ratio from 2019/20 onwards. Council will closely monitor its operating result and amend the timing of FFTF Improvement Plan actions to ensure an operating surplus is retained. This means that Council will continue to operate largely within its existing funding levels and implement a number of improvement initiatives, including service reviews, to ensure ratepayers receive an agreed affordable level of service and that the services are provided in an efficient and cost effective manner.

While the LTFP Scenario does mean that Council will seek another SRV of 9% from 2019/20, the actual impact on ratepayers is only an additional 4.23%. If there was no approved SRV in 2019/20, ratepayers could expect a fall in their rates of 4.77%. Without a new SRV, the rate peg (which was 2.3% for 2018/19) would be applied to the lower rate base resulting in a net decrease in rates of approximately 2.47%. In the SRV Scenario, 2019/20 ratepayers will receive a further 4.23% increase in that year. Council will continue its efforts to find further improvements to reduce the reliance on the additional SRV application.

Another benefit of the LTFP Scenario is that the cash reserve balance for general fund trends upwards from 2023. This places Council in a sound cash position with ongoing capacity to fund asset renewals.



caring for our community

aboriginal, cultural &
linguistically diverse
communities
ageing population
children & families
community information
community support
health
library programs
regulatory/compliance
programs
safety
volunteering
youth

Supporting our community

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- CC1 We feel connected and supported.
- CC2 There are services and facilities that suit our needs.

Lithgow City Council's Community Development Team takes a proactive role in strengthening community wellbeing and harmony along with identifying unmet needs impacting the community.

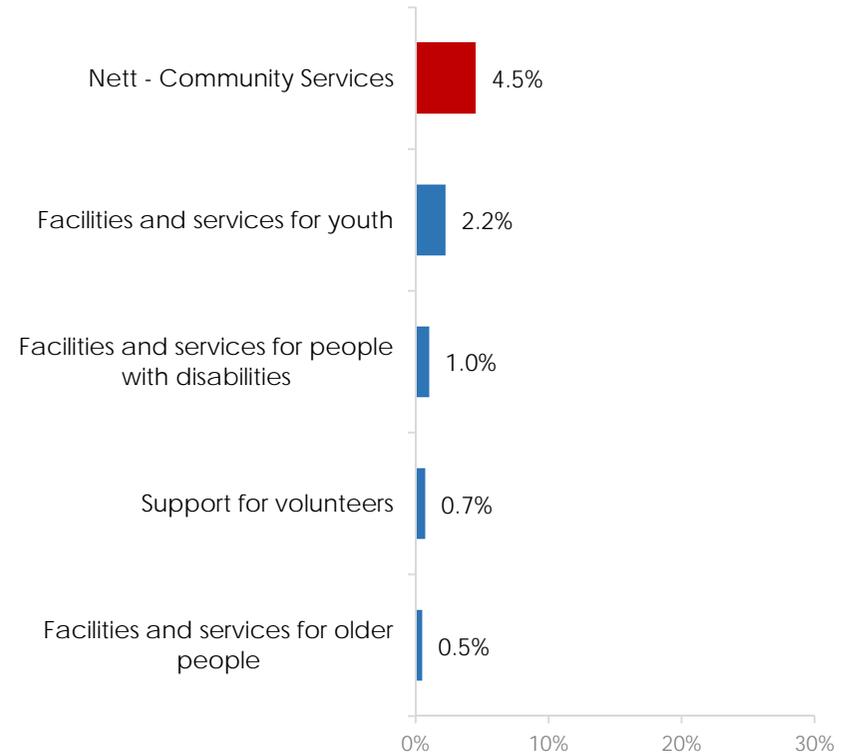
The Community Development Team is engaged with a large cross section of agencies and networks to work in partnership to deliver a range of services, events and programs across the Local Government Area. The Team advocate on behalf of the community by lobbying Government, Business and Non-Government Agencies to address and improve the quality of life for our residents.

Key Council Plans & Strategies

- Youth Strategy
- Disability Access Inclusion Plan
- Ageing Strategy
- Village Improvement Plans

2016 Community Satisfaction Survey – Community Services

Contributes to Almost 15% of Overall Satisfaction with Council



Survey N=407

CC1 – WE FEEL CONNECTED AND SUPPORTED

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC1.1 – Local indigenous and CALD communities are supported.	CC1.1.1 Assistance provided to support the activities of local Aboriginal and Cultural and Linguistically Diverse organisations.	<p>NAIDOC Day held each year with participation of Council and other organisations.</p> <p>Community Development Officer to provide assistance to Mingingan Aboriginal Corporation and Leaving Healthy Footprints Group as required.</p> <p>Harmony Day held each year with participation of Council and other organisations.</p> <p>The Community Development Officer to attend Multicultural Group gatherings.</p>	100% complete	Community and Culture
	CC1.1.2 Conduct and celebrate Naturalisation Ceremonies as required.	Naturalisation Ceremonies conducted.	100% complete	Executive
CC1.2 – We are responsive to the needs of an ageing population.	CC1.2.1 Celebrate the contribution to the community by our senior residents.	Coordinate activities to celebrate the annual Seniors Festival.	100% complete	Community and Culture
	CC1.2.2 Conduct the Mayors Appeal to provide residents in Local Nursing Homes with Christmas Gifts.	Gifts sourced and distributed to residents at the Nursing Homes.	100% complete	

CC1 – WE FEEL CONNECTED AND SUPPORTED

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC1.3 We are a Family Friendly Community.	CC1.3.1 Develop the Family Friendly Strategy.	Draft Family Friendly Strategy finalised and adopted by Council.	100% complete	Community and Culture
	CC1.3.2 Regular attendance by the Community Development Officer at meetings of the Child Protection Interagency and participation in community events	Assistance provided to conduct Community Fun Days.	100% complete	
		Community Development Officer to attend meetings of the Lithgow Cares Forum.	100% of meetings attended	
CC1.4 Assistance is provided to community groups and organisations.	CC1.4.1 Promote and administer the Financial Assistance Program to community organisations.	Program advertised and submissions received in April.	100% processed	
		Program advertised and submissions received in October.	100% processed	
	CC1.4.2 Provide support for Men's Shed organisations in the promotion and development of activities.	Community Development Officer to provide support to the Lithgow, Wallerawang and Portland Men's Sheds as required.	100% of meetings attended	

CC1 – WE FEEL CONNECTED AND SUPPORTED

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC1.5 Celebrate and grow volunteering	CC1.5.1 Celebrate the contribution that volunteers make to our community.	National Volunteers Week held each year with participation of Council and other organisations to recognise volunteers in Lithgow.	100% complete	Community and Culture
	CC1.5.2 Enhance volunteering opportunities in the community.	Recognition and promotion of volunteering undertaken through: <ul style="list-style-type: none"> • Youth Council • Youth Networks • Media • Social Media • Website 	100% complete	

CC2 – THERE ARE SERVICES AND FACILITIES THAT SUIT OUR NEEDS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC2.1 Increased awareness of local services and facilities.	CC2.1.1 Information placed on community noticeboards weekly.	Community noticeboards updated and maintained weekly at: <ul style="list-style-type: none"> • Council Administration Centre • Cook Street Plaza • All Branch Libraries. 	100% complete	
	CC2.2 We provide a range of health services which meet the needs of the community.	CC2.2.1 Participate in the community Services Interagency.	Regular attendance by the Community Development Officer at Community Services Interagency meetings and participation in events.	
	CC2.2.2 Facilitate the Mayors Mental Health Taskforce	Meetings held bi-monthly.	100% complete	

COMMUNITY DEVELOPMENT PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Financial Assistance Program	147,500	(147,500)
Non-Recurrent Financial Assistance	54,000	(54,000)
Portland Pool Financial Assistance	41,000	(41,000)
Recurrent Financial Assistance	52,500	(52,500)
Community Development Programs	22,251	(22,251)
Events – NAIDOC, Volunteers, Youth Week, Crime Prevention, cultural programs	15,000	(15,000)
Seniors Week Festival	4,875	(4,875)
Accessibility Campaign A campaign to encourage and assist services in the Lithgow LGA to be more accessible for those with a disability. Activities may include highlighting missed business opportunity, promoting accessibility and/or training to be more inclusive and accessible.	2,376	(2,376)

Providing a quality Library service

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- CC2 There are services and facilities that suit our needs.

Changing how we do things

While books and borrowing will always remain a key focus for Lithgow Library, in response to our local community needs, and the findings of current library research, the library welcomes change to enhance our services.

Recent changes have included a refurbishment of Lithgow library with the emphasis on ensuring the library spaces are welcoming, comfortable, accessible, and support community use. Portland and Wallerawang libraries have each received new 'spinnners' to enhance the display of their lending resources.

Through engagement with the community, new programs have been developed and popular programs have continued, such as the very successful Ukulele Groups (now meeting at both Lithgow and Portland Branches), the revamped Preschool Storytime, Tech Savvy Seniors, Big Bang Discovery Club, and the Thursday Knitting Group.

The Library's digital presence continues to grow, with our enhanced library catalogue, our collection of quality databases, and our e-book and e-audiobook collections, available through the library website.

The library also shares a dedicated Facebook page with Eskbank House Museum <https://www.facebook.com/LithgowLibraryandMuseum/> which is updated with news about events and activities at both the Libraries and the Museum.

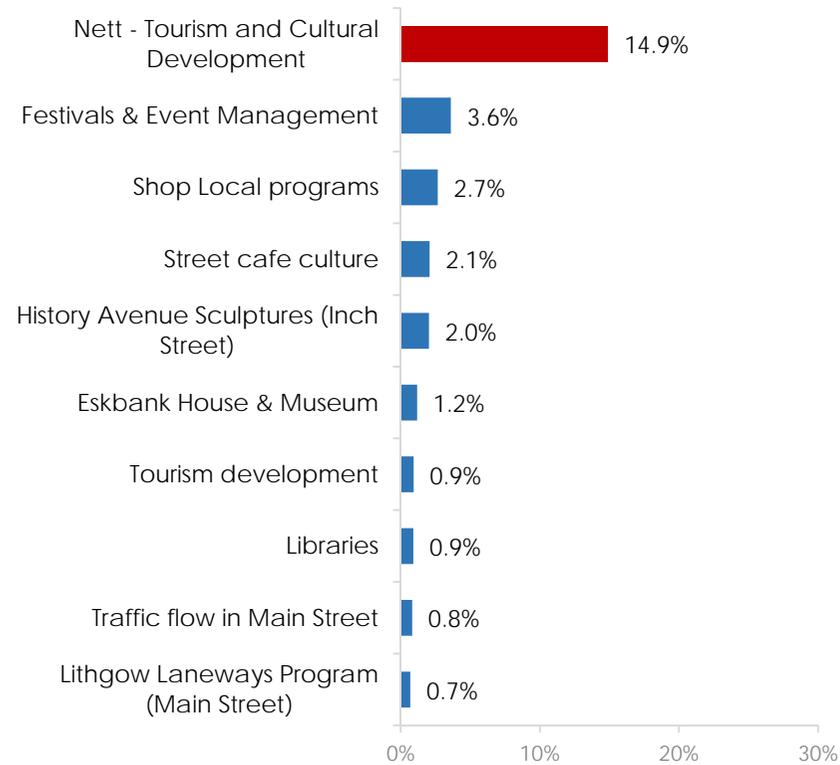
Embracing change, and adapting it to suit our local community, ensures Lithgow Library Learning Centre provides quality up-to-date resources and services.

Lithgow City Council is responsible for:

- 3 modern libraries: Lithgow, Wallerawang & Portland
- Local Studies Collection
- Home Library Service
- Dedicated Youth Zone and Young Adult collection
- Children's Services, including Storytime, Baby Bounce & Rhyme Time, Big Bang Discovery Club, LEGO Club and more
- Over 88,000 items borrowed in 2017
- Over 930 new members in 2017.

2016 Community Satisfaction Survey – Tourism & Cultural Development

Contributes to Almost 15% of Overall Satisfaction with Council



Survey N=407



Pictured: Dorothy Luchetti, Lithgow Library Learning Centre's greatest Library Lover for 2018. Dorothy has had a very long association with the Lithgow Library which started when she was 11 years old and rode her bike to the Library almost every day during school holidays to borrow books. That association continues today with Dorothy and husband John still being regular borrowers. Dorothy believes that without the Library she would not have become the reader that she is today.

CC2 – THERE ARE SERVICES AND FACILITIES THAT SUIT OUR NEEDS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC2.3 We provide learning opportunities which meet the needs of the community.	CC2.3.1 Provide relevant and engaging Library services and resources that meet community need.	Children’s early literacy sessions held twice weekly during school term.	20 sessions per term	Library
		School Holiday Activity Program held 2 days per week during school holidays.	2 sessions per quarter	
		<ul style="list-style-type: none"> • Number of new members • Number of library loans • Number of visitors to the Library. • Number of bookings of the Library computers and WIFI. • Number of e-Book loans. 	5% increase per annum	
	CC2.3.2 Enhance the physical space of the Library to meet changing need.	<ul style="list-style-type: none"> • Purchase and replace aged blinds throughout the library as required. • Replace furnishings, fittings and shelving at all branch Libraries as required. • Provide new technology to meet community need. 	100% complete	

CC2 – THERE ARE SERVICES AND FACILITIES THAT SUIT OUR NEEDS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)				
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department	
CC2.3 We provide learning opportunities which meet the needs of the community.	CC2.3.3 Maintain membership of the Australian Learning Community Network.	Membership paid.	100% complete	Library	
	CC2.3.4 Enhance the adult, children, DVD, talking book, large print, language and teenage sections of the Library collection and provide kits for the Books for Babies program.	Purchase additional book and other reading resources to ensure a balanced and relevant collection.	Allocated budget 100% expended		
	CC2.3.5 Share Library resources with other communities.	<ul style="list-style-type: none"> The number of Reciprocal Borrowers The number of inter-library loans. 	100% processed		
	CC2.3.6 Conduct exhibitions and displays.	Exhibitions and displays conducted annually.	10 per annum		
	CC2.3.7 Develop the Local History Collection	The Births, Deaths and Marriages from the Lithgow Mercury indexed.	100% complete		
		<ul style="list-style-type: none"> Donated items catalogued and stored Digitised photographs incorporated into the Library collections. 	100% processed		
	CC2.3.8 Provide a community and education information service through events, displays noticeboards and pamphlet holders.	Community and education information areas updated.	100% complete		

CC2 – THERE ARE SERVICES AND FACILITIES THAT SUIT OUR NEEDS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC2.3 We provide learning opportunities which meet the needs of the community.	CC2.3.9 Community programs developed to promote the facilities and services offered by the Library.	Community events and programs held regularly.	Number of events and programs held	
	CC2.3.10 Provide outreach service to housebound residents within the LGA.	Home Library Service provided to residents in Wallerawang, Portland and Lithgow.	Total number of participants	

LIBRARY PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded From Net Revenue \$
Library Programs	82,676	(82,676)
Purchase of new books and reading resources	60,375	(60,375)
Remove and replace the Library Compactus	13,000	(13,000)
Library Furniture and Fittings Replacement	9,300	(9,300)

Supporting our youth

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- CC1 We feel connected and supported

Changing how we do things

The current structure of the Community Development Team includes one 4 day a week officer and one 2 day a week officer. This structure has enabled the 2 day a week officer to have a greater focus on youth development and specialise in matters related to youth.

Youth Council

In 2018/19 the focus of the Youth Council is changing to become youth-led and project-based. This means that membership will solely comprise of young people aged between 12 – 25 years. Council’s Community Development Officer/s will assume the role of facilitator to support young people to identify and work on issues that are important to them. Councillors are welcome to attend Youth Council meetings on a bi-annual basis as special guests to talk to young people and learn about their projects. To ensure young people have a voice on Council, the Youth Council shall remain a committee of Council. The concept of “hands-on” project-based learning will be implemented to give young people an opportunity to find solutions to real-world problems and engage in practical, yet meaningful ways.

Youth Opportunities Programs

The Community Development Team is committed to providing a range of opportunities for young people in Lithgow. During 2018, the team is rolling out the Future Finders program, delivering a range of business workshops and education and employment tasters for young people. The aim of the Future Finders program is to equip young people with the skills and knowledge to actualise a business idea or start-up. Through its exit strategy, the program will provide ongoing support to any young person wishing to delve into the commercial arena and empower them through the cultivation of a global mind-set.

Headspace Office in Lithgow

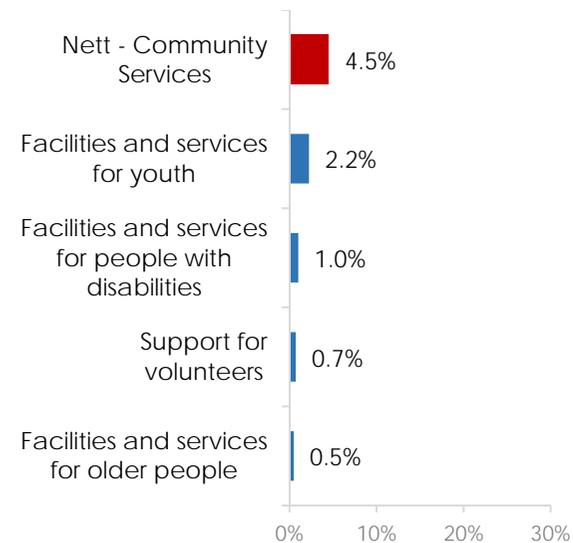
Through the commitment and hard work of the Mayor’s Mental Health Taskforce, a Headspace office will be established in Lithgow in 2018. Headspace will deliver much needed mental health services to young people in Lithgow. In addition, the Community Development team has partnered with the Suicide Prevention Network to roll out Mental Health First Aid sessions to the year 9 and year 11 students at Lithgow High School, their parents and selected teachers in 2018.

Key Council Plans & Strategies

- Youth Strategy

2016 Community Satisfaction Survey – Community Services

Contributes to Almost 15% of Overall Satisfaction with Council



Survey N=407

CC1 – WE FEEL CONNECTED AND SUPPORTED

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC1.6 Improved quality of life for our youth	CC1.6.1 Meetings of the Youth Council to be conducted in accordance with the Committee Terms of Reference.	Meetings held 8 times per year.	100% of meetings held	Community and Culture
	CC1.6.2 Implement priority actions from the Youth Strategy	Priority actions from the Youth Strategy are implemented within available resources.	3 priority actions implemented	
	CC1.6.3 My Tutor maintained and available on website.	My Tutor service promoted to local students	Number of students registered	
	CC1.6.4 Provide Youth Scholarships (sports and cultural) for youth from low income/disadvantaged families.	Promote and administer Youth Scholarships.	20 Scholarships offered per annum	

YOUTH PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Sponsorship \$	Funded from Net Revenue \$
Youth Programs	20,235	(10,000)	(8,700)	(1,535)
Youth Council Programs – Youth Week	1,535			(1,535)
Youth Opportunities *				
Youth projects - business workshops and/or youth leadership forum as per funding agreement with FACS.	10,000	(10,000)		
Youth Tutor	8,700		(8,700)	

* denotes projects for which grant funding opportunities must be identified and applied for in 2018/19.

Caring for our pets

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- CC3 We feel safe.

Changing how we do things

In 2017/18, Lithgow Council completed the second year of investment into the Lithgow Animal Shelter providing improved facilities and service. The shelter was expanded to provide additional kennels, floors were repainted and improvements made to heating and cooling. New fencing was installed to provide additional exercise areas for the animals and a shade sail was installed to provide shade in the heat of the day. New insulated animal drop boxes were also installed to keep stray animals safe till they can be re-united with their owners or found new homes.

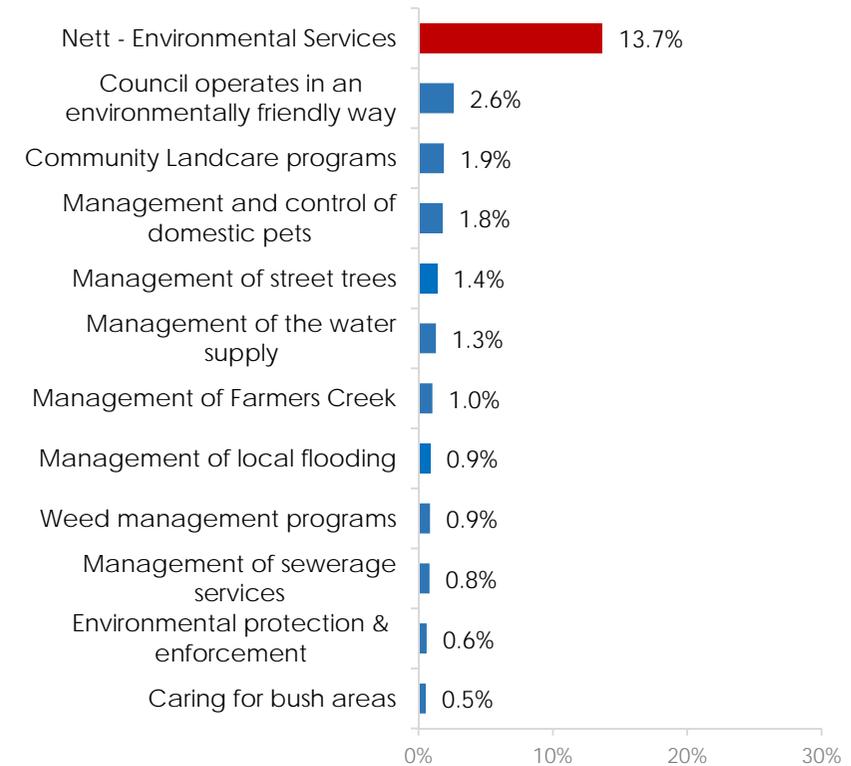
Local Primary schools students who participated in the Responsible Pet Ownership Program provided drawings of their pets which were made into the centre piece of new decorative signs at the front of the shelter as a testament to the 'significant role animals play in our lives'.

All the above changes have been complemented with improved administration and public notification about lost animals through the Lithgow Animal Shelter Facebook Page @LithgowAnimalShelter. Over 280 animals made their way to the Lithgow Animal Shelter in 2016/17 with over 90% of these animals returned to owners or rehomed.

Despite all this work the number of animals presenting at the Animal Shelter continues to increase. With the help of rescue organisations and volunteers Council will continue to work to provide homes for animals and undertake activities such as the annual free microchipping days to assist in the identification and of animals.

2016 Community Satisfaction Survey – Environmental Services

Contributes to Almost 14% of Overall Satisfaction with Council



Survey N=407

CC3 – WE FEEL SAFE

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC3.1 Community safety and compliance is monitored.	CC3.1.1 Responsible care of animal welfare and maintenance of the Lithgow Animal Shelter.	Total number of animals impounded.	Total impounded animals	Environment
		Total number of animals rescued or sold.	% of total impounded animals	
		Total number of animals returned to owners.	% of total impounded animals	
		Total number of animals destroyed.	% of total impounded animals	
		Total number of animals retained at the end of the reporting period.	% of total impounded animals.	
		Responsible Companion animal's ownership education activities undertaken.	100% complete	

We feel safe

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- CC3 We feel safe

Council's Crime Prevention Committee meets quarterly to identify crime prevention strategies in partnership with the Police, other local agencies and the community.

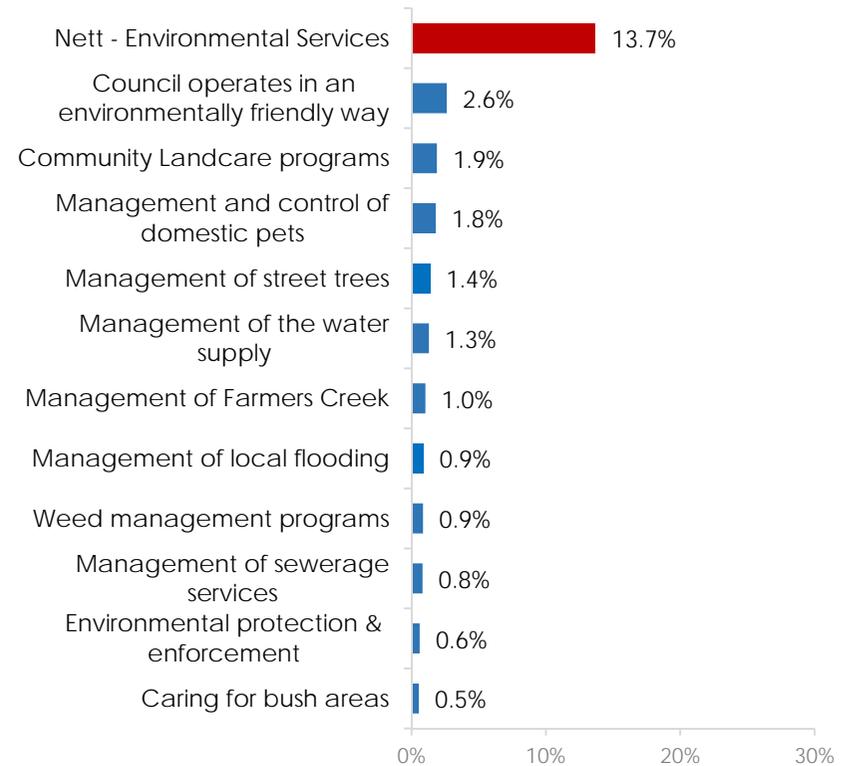
Council also works with local community organisations to deliver programs that support families experiencing family violence.

Key Council Plans & Strategies

- Crime Prevention Plan

2016 Community Satisfaction Survey – Environmental Services

Contributes to Almost 14% of Overall Satisfaction with Council



Survey N=407

CC3 – WE FEEL SAFE

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC3.2 Crime prevention and safety strategies are actively promoted.	CC3.2.1 Remove graffiti from public places and liaise with Police.	All graffiti removed within 5 working days.	100% complete	Operations
	CC3.2.2 Participate in the Local Liquor Accord.	Manager Community & Culture to attend meetings of the Local Liquor Accord.	100% of meetings attended	Community and Culture
	CC3.2.3 CCTV System managed to ensure monitoring of the CBD.	Requests from Police for CCTV Footage processed.	100% processed	Information Technology
		CCTV System services maintained.	100% maintained	
	CC3.2.4 Impound abandoned articles from public places in accordance with the Impounding Act.	Number of abandoned cars and/or articles impounded.	100% processed	Environment
	CC3.2.5 Implement the Crime Prevention Plan.	Meetings of the Crime Prevention Committee to be conducted in accordance with the Terms of Reference.	100% of meetings attended	Community and Culture
		Priority crime prevention actions implemented in accordance with available funding.	100% complete	
	CC3.2.6 Continue participation and support for the Domestic Violence Liaison Committee.	Assistance provided to conduct: <ul style="list-style-type: none"> • White Ribbon Day • International Women's Day • Domestic violence awareness programs. 	100% complete	Community and Culture

CC3 – WE FEEL SAFE

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
CC3.2 Crime prevention and safety strategies are actively promoted.	CC3.2.6 Continue participation and support for the Domestic Violence Liaison Committee.	Community Development Officer to attend meetings of the Lithgow Partnerships Against Domestic Violence and Family Abuse Committee (LPADVFA).	100% of meetings attended	
	CC3.2.7 Participate in emergency services committees including the Bush Fire Advisory Committee and Local Emergency Management Committee in accordance with their Terms of Reference.	Group Manager Operations to attend meetings of: <ul style="list-style-type: none"> The Local Emergency Management Committee Bush Fire Advisory Committee 	100% of meetings attended	Operations
	CC3.2.8 Ensure available parking for residents and visitors.	On-street parking enforcement in the Central Business District of Lithgow conducted.	200 parking patrols per annum	Environment
		On-street parking enforcement in school zones conducted.	24 parking patrols per annum	
CC3.2.9 Enforce legislative requirements.	Traffic Authority Local Committee meetings conducted in accordance with the terms of reference.	Every 4 weeks	Operations	

COMMUNITY SAFETY PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
CCTV Security Cameras	20,000	(20,000)



strengthening our economy

arts & culture
branding & marketing
business & industry
development and support
leadership &
communication
education & training
tourism
heritage

Our Place, our future

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- SE1 We attract new business and investment.
- SE2 We encourage economic growth and diversity.

Changing how we do things

Lithgow's greatest long-term economic challenge is to grow and attract businesses and visitors, with increasing job opportunities for our resident workforce, which will grow the local economy (and population) as more dollars are retained locally.

Accordingly, Council has established a new Economic Development, Tourism and Events Division and appointed a Senior Manager who will take ownership of the delivery of Lithgow's future economic development and tourism initiatives.

The new structure will provide strategic direction to enable business and workforce capacity building, growth and new investments.

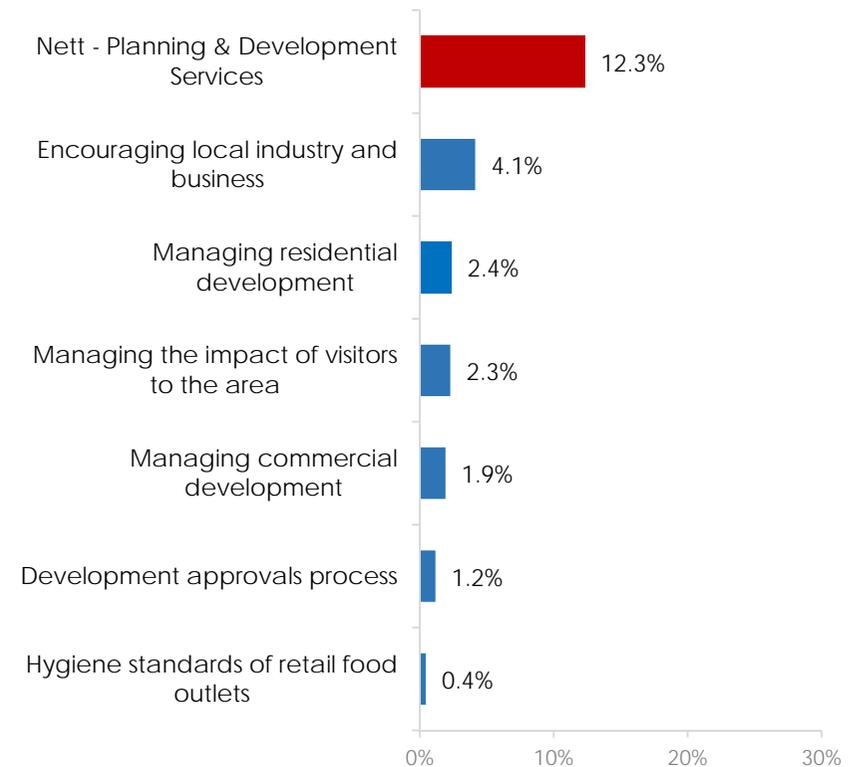
Council realises it cannot be the only player in local economic development, with economic development in the Lithgow region needing partnerships between all levels of government, the business community and residents, so the way forward will see the implementation of programs and projects that are strongly underpinned by local and regional collaboration.

Key Council Plans & Strategies

- Strategic Asset Management Plan
- CBD Revitalisation Action Plan
- Farmers Creek Masterplan
- Pedestrian Access & Mobility Plan
- Section 94A Development Contributions Plan 2015

2016 Community Satisfaction Survey – Planning & Development

Contributes to Almost 12% of Overall Satisfaction with Council



Survey N=407

SE1 – WE ATTRACT NEW BUSINESS AND INVESTMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE1.1 Our area is an attractive place to invest and visit.	SE1.1.1 Develop a Lithgow Region Economic Development Place Branding Plan.	Assemble content and launch the Economic Development Place Branding Plan.	100% complete	Economic Development
	SE1.1.2 Develop and implement a tourism digital/social media promotional plan.	Positive trended upwards growth in digital engagement statistics.	100% complete	Tourism
	SE1.1.3 Take a lead role in business and investment attraction.	Develop and distribute comprehensive online and offline Lithgow investment collateral as key location profiling and marketing tools for investment attraction.	100% complete	Economic Development
		Attend economic and tourism forums to profile Lithgow and advocate for development and business opportunities within the LGA.	100% complete	Economic Development/Tourism
		Identify priorities and build business cases for business investment opportunities (the gaps and opportunities).	100% complete	Economic Development
		Respond to business/investment enquiries and coordinate with other departments as per Policy 4.6.	100% complete	
SE1.2 Facilitate and provide infrastructure and land to support residential, rural and economic growth.	SE1.2.1 Prepare and implement the Rural Lands Study.	Plan prepared, consulted upon and adopted by Council.	100% complete	Strategic Land Use Planning

SE1 – WE ATTRACT NEW BUSINESS AND INVESTMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE1.2 Facilitate and provide infrastructure and land to support residential, rural and economic growth.	SE1.2.2. Ensure the long-term sustainability of infrastructure and land that underpins and supports the growth of the Local Government Area.	Process and issue building and planning certificates in accordance with regulatory requirements: <ul style="list-style-type: none"> • Section 149 Certificates • Building Certificates • Subdivision Certificates 	90% processed within 7 working days.	Development
		Audit/map Lithgow Employment Land.	100% complete	Economic Development
		Explore repurposing unused land and properties.	100% complete	
		Investigate Council employment lands to enable economic development.	100% complete.	
	SE1.2.3 Support the Bells Line and M2 Extension.	Attend meetings of the Bells Line Expressway Group as required.	100% of meetings attended	Executive

SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.1 Promote, develop and utilise the creative talents of the Lithgow LGA.	SE2.1.1 Participate in local and regional cultural networking groups.	Participate in Lithgow Museums Network, Arts Out West, Blue Mountains Association of Cultural Heritage Organisations and other networking groups.	100% complete	Community and Culture
	SE2.1.2 Maintain and improve the Lithgow Creative's website.	Website maintained and updated as required.	100% complete	
SE2.4 Work with local business and industry to generate growth opportunities.	SE2.4.1 Support local business and workforce capacity building across all locations in the LGA.	Hold quarterly Council Business Leader's Forums in order to lead, be present and profile local business and industry strength.	4 per annum	Economic Development
		Establish alliances with high-end businesses to be engaged with and support broader decision making, and to lead cross-sector relationships.	100% complete	
		Identify and guide the implementation of business support programs that will have practical and beneficial impacts on local businesses.	100% complete	
		Identify and promote workforce development programs that can be implemented to support the up-skilling and/or re-skilling of Lithgow's workforce.	100% complete	
		Set engagement criteria and establish Lithgow Young Professionals Network.	100% complete	
		Set engagement criteria and establish Lithgow Home Based Businesses Network.	100% complete	

SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
		Partner with Chambers/Business Groups on localised projects and programs to grow business/retail capability	2 per annum	Economic Development
		Promote the Main Street Façade Program.	100% processed	
	SE2.4.2 Ensure sound communications across the community and with Council to assist with encouraging growth.	Conduct meetings of the Economic Development Advisory Committee as per the Terms of Reference.	4 per annum	
		Economic Development Manager to attend and contribute to meetings of the Lithgow District Chamber of Commerce.	100% of meetings attended	
		Assemble database of local businesses and deliver monthly Economic Development Business/Tourism e-Newsletter to regularly inform on business support services and Economic Development happenings.	12 per annum	

ECONOMIC DEVELOPMENT PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Local and regional economic development and marketing	37,500	(37,500)
Main Street Facades Restoration Program	10,000	(10,000)

Strengthening our local tourism program

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- SE2 We encourage economic growth and diversity

Changing how we do things

Lithgow's greatest long-term economic challenge is to grow and attract businesses and visitors, with increasing job opportunities for our resident workforce, which will grow the local economy (and population) as more dollars are retained locally.

Accordingly, Council has established a new Economic Development, Tourism and Events Division and appointed a Senior Manager who will take ownership of the delivery of Lithgow's future economic development and tourism initiatives.

The new structure will provide strategic direction to enable business and workforce capacity building, growth and new investments.

Council realises it cannot be the only player in local economic development, with economic development in the Lithgow region needing partnerships between all levels of government, the business community and residents, so the way forward will see the implementation of programs and projects that are strongly underpinned by local and regional collaboration.

Key Council Plans & Strategies

- Economic Development Strategy
- Tourism Destination Management Plan

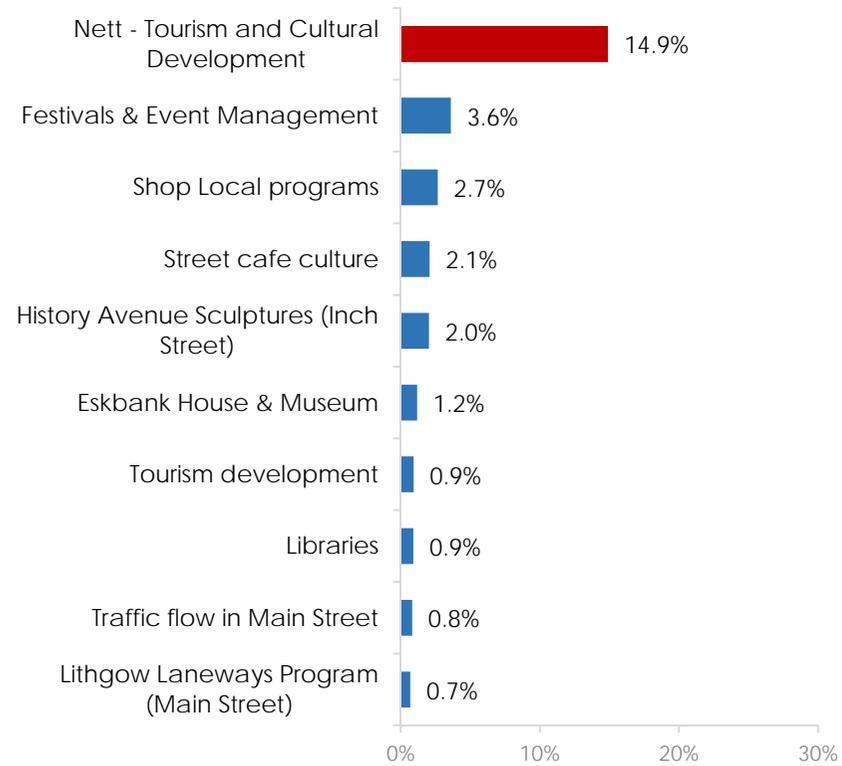
Key Facts:

- In 2015/16, the total tourism and hospitality sales in Lithgow LGA was \$88.9m, the total value added was \$46.7m.
- In 2011, there were 534 people who made up the tourism and hospitality workforce in Lithgow LGA, of this 42.3% worked full-time and 53.7% worked part-time.
- In the 5 years up to 2015/16, there was an average of 2,610 international visitors to the Lithgow LGA.
- In the 5 years up to 2015/16, international visitors to Lithgow LGA were more likely to be visiting on holiday, accounting for 55.3% of all visitors.

Source: <https://economy.id.com.au/lithgow/tourism>

2016 Community Satisfaction Survey – Tourism & Cultural Development

Contributes to Almost 12% of Overall Satisfaction with Council



Survey N=407



SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.2 A strong tourism Industry that maximises benefits from visitors to the Lithgow LGA.	SE2.2.1 Manage the Visitor Information Centre and use online tools to enable in-location visitor dispersal, experiences and spend.	Increased social media presence and customer satisfaction measure by visitor comments and annual survey.	100% complete	Tourism
	SE2.2.2 Deliver LithGlow and Halloween as Council's two signature events.	Events delivered and sponsorship secured.	100% complete	
		Events researched, debriefed and reported.	100% complete	
	SE2.2.3 Provide support and advice to notable LGA festivals and events and support Australia Day festivities in Lithgow.	Support provided to local tourism events.	100% of enquiries assisted	Tourism
			Marketing and promotional support of local events via online platforms.	
		Deliver temporary programs and events within the Cultural Precinct including Blast Furnace Park.	2 per annum	Community & Culture Tourism
		Promote Australia Day events to the community.	100% complete	Tourism
		Official Ceremony coordinated and promoted to official guests and the community.	100% complete	Community and Culture

SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.2 A strong tourism Industry that maximises benefits from visitors to the Lithgow LGA.	SE2.2.4 Identify and secure larger-scale events that deliver profile, visitation and economic benefit.	Implement the Events Attraction Package. <ul style="list-style-type: none"> Events approached and secured. 	100% complete	Tourism
	SE2.2.5 Refresh and add gateway and tourism signage through the LGA.	Gateway signage/banners updated annually.	100% complete	
		Upgrade and install brown & white tourism signs in accordance with the Interpretive Signage Program.	100% complete	
	SE2.2.6 Enhance and create strong partnerships with local tourism businesses.	Visit tourism businesses on a regular basis to ensure visitor information and marketing communications are current and up to date.	50 per annum	Tourism
		Develop and implement joint Council and Industry tourism marketing programs.	2 per annum	

TOURISM PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Sponsorship \$	Funded from Net Revenue \$
Events	184,250	(40,000)	(144,250)
LithGlow A Heritage Festival weekend event that showcases Lithgow's unique heritage attractions, museums and sites telling the stories behind the history.	30,000		(30,000)
Halloween	120,000	(40,000)	(80,000)
Events Attraction Package Funding to target/sponsor major events to the Lithgow region which would provide an economic tourism benefit in return.	11,250		(11,250)
Christmas Decorations Christmas Decorations for Lithgow Main Street, Portland and Wallerawang shopping areas, and Lithgow Visitor Information Centre.	11,250		(11,250)
Christmas in the Park Markets and Carols with Entertainment.	3,750		(3,750)
Australia Day	8,000		(8,000)
Visitor Information Centre	50,000		(50,000)
Lithgow Visitor Information Centre Refurbishment Partition wall and shelving in the basement	10,000		(10,000)
Carpark Improvements	25,000		(25,000)
Implementation of the Tourism Destination Management Plan	15,000		(15,000)

Interpreting our heritage

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- SE2 We encourage economic growth and diversity

Changing how we do things

"...this building which represents so much in the history of Lithgow."

Lithgow Historical Committee to Australian Iron & Steel, 28 September 1944

Following a successful Heritage Near Me grant, renewed research was undertaken over the past 12 months to consolidate the history of the Eskbank estate, accumulating in a publication, exhibition, and digital interpretation points across the site.

This process also resulted in a review of the existing interpretation and communication strategy. The outcomes from this review delivered the digital interpretation points which can be updated with new content as required and give visitors access to archive materials; the development of new printed information materials; and a reconfigured website to link online and onsite experiences and offer a flexible platform to make archive information available to the public. The next stage of development will deliver family trails and schools programs linked to the curriculum.

Plans & Strategies

Key Council strategies:

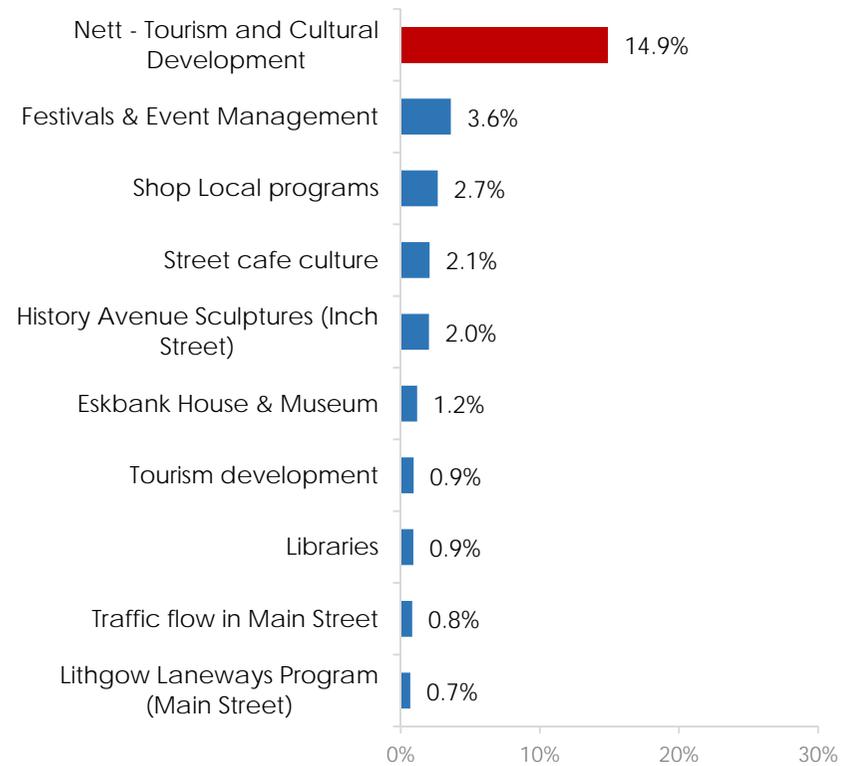
- Eskbank House Conservation Management
- Cultural Plan
- Cultural Precinct Plan

Eskbank House Museum

- Built c.1841, Eskbank House was one of the first homes in the Lithgow Valley. It was owned by important industrialists Thomas Brown, James Rutherford, William Sandford and the Hoskins Brothers.
- Eskbank House is a rare intact early Victorian town villa and outbuildings and has been nominated for State Heritage listing.
- Opened to the public in 1966, it is one of the earliest house museums in the country.
- As a regional museum, the collections reflect the industrial and social history of the Lithgow region including the important Black Roses, Sutton-Leake Quilt, Sir Joseph Cook Collection, and the Lithgow Pottery Collection.

2016 Community Satisfaction Survey – Tourism & Cultural Development

Contributes to Almost 12% of Overall Satisfaction with Council



Survey N=407



SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.1 Promote, develop and utilise the creative talents of the Lithgow LGA.	SE2.1.3 Support local creatives.	The local creative sector is promoted, and development opportunities delivered.	100% complete	Community and Culture
SE2.3 The cultural diversity and rich heritage of the Lithgow LGA is celebrated.	SE2.3.1 Eskbank House Museum is open and operational 5 days per week.	Number of visitors to Eskbank House Museum.	10% increase per annum	Community and Culture
	SE2.3.2 Events and activities developed to promote Eskbank House Museum and its collections.	Exhibitions and public programs delivered.	4 per annum	
	SE2.3.3 Upgrade display and exhibition equipment at Eskbank House Museum.	<ul style="list-style-type: none"> Collection systematically catalogued and interpretive materials developed. Display and exhibition equipment upgraded within budget allocation. 	100% complete	
	SE2.3.4 Undertake a program of capital improvements to Eskbank House Museum based on the 10 year program as identified through the Conservation Management Plan.	Capital improvements undertaken within budget.	100% complete	
	SE2.3.5 Develop marketing/communications for Eskbank House Museum.	<ul style="list-style-type: none"> Develop promotional material and communication content as required. Develop and implement the Eskbank House Interpretation project. 	100% complete	
		Promote Eskbank House and its connections with other heritage sites through participation in combined museum events and promotions.	100% participation	

SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.3 The cultural diversity and rich heritage of the Lithgow LGA is celebrated.	SE2.3.5 Develop marketing/communications for Eskbank House Museum.	School visits to Eskbank House Museum.	2 per annum	Community and Culture

ESKBANK HOUSE MUSEUM PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Eskbank House Improvement Improvements to Eskbank House and Museum in line with the 2012 Conservation Management Plan: <ul style="list-style-type: none"> Exhibition lighting in Courtyard Gallery Improve drainage systems. Repair and damp proofing of Garden House and Caretakers cottage. 	30,690	30,690
Eskbank House Signage and display Upgrades This project will develop on the first stage of interpretation developed and delivered in 2017. The project involves the design and production of: <ul style="list-style-type: none"> Two welcome signs for the pedestrian access on the corner of Inch and Bennett Street, and the parking entrance on Bennett Street One sign for the moveable heritage items One sign to link a view point to the Blast Furnace Display case for the trowel Display case for the black roses 	20,700	20,700

Developing our cultural heritage

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- SE2 We encourage economic growth and diversity

Changing how we do things

During 2017/18 Council completed upgrade works at Blast Furnace to improve safety and amenity and the visitor experience. These works are designed to establish Blast Furnace as the anchor attraction for local heritage tourism.

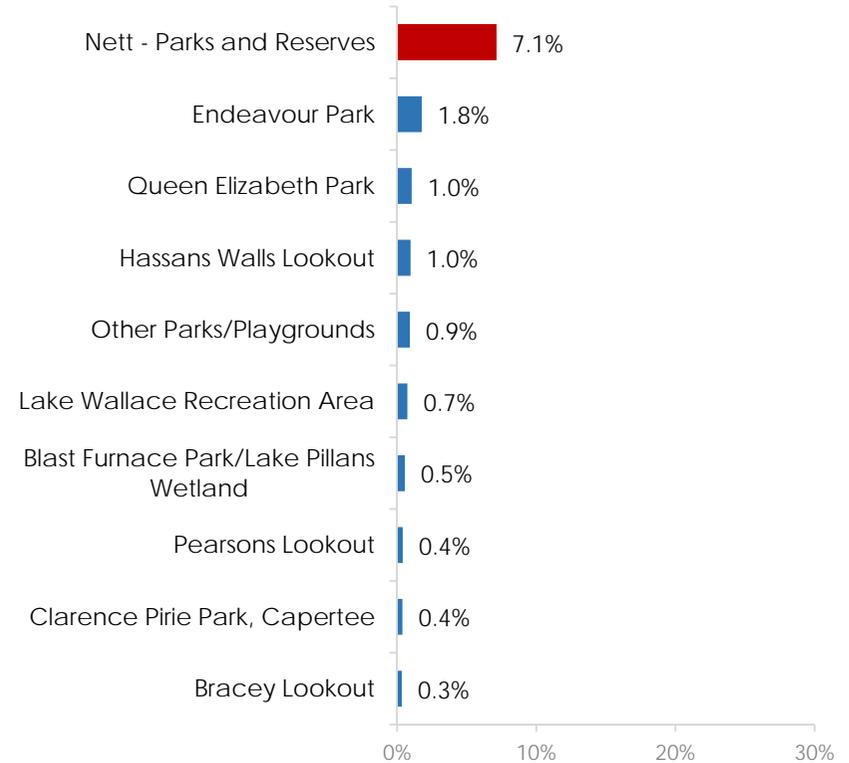
Financial Year Received	Program	Project	Grant Amount \$	Council Contribution \$
	National Stronger Regions Fund	Blast Furnace upgrades	\$545,050	\$545,050
	Tourism Demand Driver Infrastructure Program	Round 1 Blast Furnace	\$350,000	\$350,000
		Round 2 Blast Furnace	\$240,000	\$240,000

Key Council Plans & Strategies

- Cultural Plan
- Cultural Precinct Plan
- Blast Furnace Park Site Masterplan

2016 Community Satisfaction Survey – Parks and Reserves

Contributes to Almost 7% of Overall Satisfaction with Council



Survey N=407

SE2 – WE ENCOURAGE ECONOMIC GROWTH AND DIVERSITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
SE2.3 The cultural diversity and rich heritage of the Lithgow LGA is celebrated.	SE2.3.5 Provide support for cultural organisation in the development and promotion of cultural activities.	Museums Advisor Program continuing to work with Eskbank House and other museums to preserve and promote local history collections.	100% complete	Community and Culture
	SE2.3.6 Provide heritage advice to residents on development matters.	Number of residents utilising the Heritage Advisory Service.	100% processed.	Development
	SE2.3.7 Develop and implement strategic plans for the management of the Blast Furnace Park Precinct.	Completion of safety works.	100% complete	Community and Culture
	SE2.3.8 Install new heritage and interpretive signage across the Local Government Area.	Install interpretive signage as required.	100% complete	

CULTURAL HERITAGE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Heritage Program	20,000	(20,000)
Heritage and Interpretive Signage	10,000	(10,000)
Museums Advisor Program	10,000	(10,000)
Blast Furnace Park Precinct	50,000	(50,000)
Safety Works Additional works to improve safety at the Blast Furnace	50,000	(50,000)



developing our built environment

cemeteries
community commercial &
industrial buildings
cycleways & walkways
environmental health
parks & gardens
recreational facilities
transport
sewage infrastructure
streetscape improvements
tradewaste
water infrastructure

Connecting our community

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

Changing how we do things

In 2016/17 Council undertook a review of its works program with the aim of reducing Council's ongoing asset depreciation costs. Percentages of maintenance funding were reallocated to renewals projects. The allocation is based on the expected percentages of renewal works required over a 12 month period based on analysis of the previous 5 years of maintenance expenditure data. Included in this analysis is a breakdown of salary, plant and materials expenses to more accurately break down the requirements.

The purpose of this renewal budgeting in addition to maintenance funding is to ensure allocation of recurrent maintenance funds to works that extend the life of an asset rather than simply maintain an asset to its expected end-of-life. Typically, these works would be conducted based on best practice intervention points, ensuring works are performed prior to capital reconstruction being required. This process comes with two main benefits, the first being a reduction in capital expenditure over time due to extended asset lifespans and the second a reduction in ongoing asset depreciation rates if intervention points are followed.

While in previous years, Council has determined renewals projects based on inspection then budgeted for them accordingly. Last year, Council developed procedures for the identification of renewals projects and as such, it will be proactively determining renewals projects to ensure effective and efficient delivery of renewal services. This information will be incorporated into the Roads Asset Management Plan currently being developed in house and will be completed in 2019/20.

Plans & Strategies

Key Council strategies:

- Strategic Asset Management Plan
- CBD Revitalisation Action Plan
- Farmers Creek Masterplan
- Pedestrian Access & Mobility Plan
- Section 94A Development Contributions Plan 2015

Lithgow City Council is responsible for:

956km of urban, rural sealed, regional and rural unsealed roads

Glen Davis and Glen Alice Roads

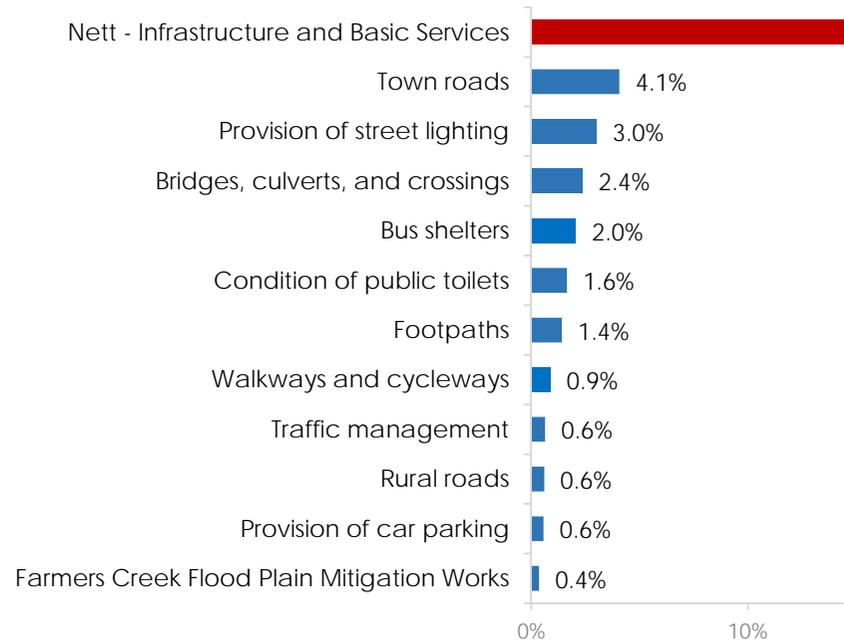
- Unsealed = 12,530m
- Sealed = 68,120m

32 Concrete bridges

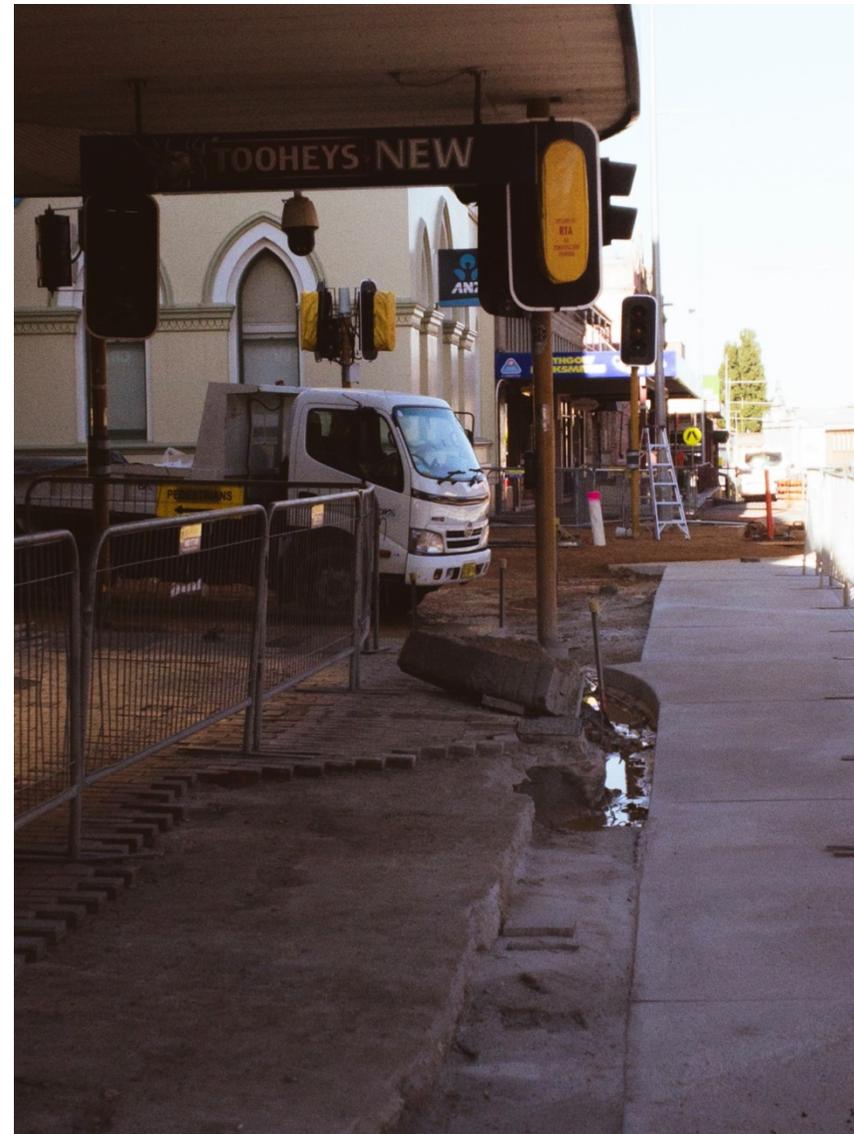
10 Timber Bridges

2016 Community Satisfaction Survey – Infrastructure & Basic Services

Contributes to Almost 18% of Overall Satisfaction with Council



Survey N=407



BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.2 We provide cultural and recreational infrastructure that meets the needs of the community.	BE1.2.1 Implement the CBD Revitalisation Action Plan.	Complete Stage 2 of the Lithgow CBD Revitalisation Program.	100% complete	Operations Economic Development
		Main Street footpath and road surface upgrade in the vicinity of Cook Street Plaza and Eskbank Street.	100% complete	Operations
BE1.4 Match infrastructure with development.	BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.	Install new bus shelters as required by the bus company.	2 per annum	Operations
		Maintain Council Depots: <ul style="list-style-type: none"> Wallerawang Depot Seal Lithgow Stockpile Shed. 	100% complete	
	BE1.4.2 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.	Implement the Roads Asset Management Plan.	100% complete	Operations
		Investigate funding options for the construction of a footpath along Wolgan Road, Lidsdale between Neubeck Street and the Service Station.	100% complete	Operations
	BE1.4.3 Continue to seek funding to upgrade and maintain state and regional roads within the LGA.	Implement the Roads to Recovery Program.	100% complete	Operations

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Special Rate Variation \$	Funded from Net Revenue \$
Lithgow CBD Revitalisation	2,692,335	(1,165,000)		(1,527,335)
Stage 2 * Investigate, design and construct prioritised infrastructure works to support the revitalisation of the Lithgow CBD. Stage 2 involves the replacement of Main Street footpath between Cook Street Plaza and Bridge St and upgrades to Pioneer Park and the Pioneer Park Pedestrian Crossing. Works will include new street furniture, new pedestrian and road pavements, additional signage and extensive public domain upgrades.	2,692,335	(1,165,000)		(1,527,335)
Footpath Construction	300,952			(300,952)
Main Street, Lithgow Renewal of the footpath in Main Street, Lithgow (co-contribution to CBD Revitalisation grant funding 2018/19 – see above)	300,952			(300,952)
Urban Resealing	412,380			(412,380)
Lett Street, Lithgow Mill and 50mm AC14 asphalt reseal from Cook Street to Waratah Lane.	150,295			(150,295)
Clarice Street, Lithgow Mill and 50mm asphalt reseal from Read Avenue to end.	120,695			(120,695)
John Street, Lithgow Mill and 50mm asphalt reseal from Railway Parade to Railway/Read Avenue Lane.	80,695			(80,695)
Tank/Clarice Lane, Lithgow Mill and 50mm asphalt reseal from Read Avenue to end.	60,695			(60,695)
Urban Sealed Roads Renewal	281,043			(281,043)
Enfield Avenue, Lithgow Select mill and 50mm AC14 asphalt reseal from Main Street to Curtin Place.	281,043			(281,043)
Urban Unsealed Roads Renewal	24,595			(24,695)
Quarry Place, South Bowenfels Gravel resheeting and rectification of drainage from Mudgee Street to end.	24,695			(24,695)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Special Rate Variation \$	Funded from Net Revenue \$
Rural Sealed Roads Renewal	327,500			(327,500)
Glen Alice Road, Bogee Removal of seal, rehabilitation of pavement and reseal with 20/10 two-coat bitumen seal from Port Macquarie Road to a point 2,500m north.	327,500			(327,500)
Rural Roads Resealing	795,796			(795,796)
McKanes Falls Road, Hartley Removal of seal, rehabilitation of pavement and reseal with a 20/10 two-coat bitumen seal from Great Western Highway to Jenolan Caves Road.	397,648			(397,648)
Maggpie Hollow Road, Rydal Removal of seal, rehabilitation of pavement and reseal with a 20/10 two-coat bitumen seal from Great Western Highway to Hampton Road.	398,148			(398,148)
Rural Roads Gravel Re-Sheeting	258,000			(258,000)
Leigh Morres Road, Sodwalls Gravel re-sheeting from Sodwalls Road to end.	57,000			(57,000)
Noola Road, Bogee Gravel re-sheeting from Glen Alice Road to Brymair Road.	201,000			(201,000)
Roads to Recovery	827,388	(817,138)		(10,250)
Cox's River Road, Kanimbla Preparation and sealing of the remaining unsealed section with a 20/10 two coat bitumen seal	161,000	(160,000)		(1,000)
Burnett Street, Wallerawang Removal of seal, rehabilitation of the pavement and reseal with a 20/10 two-coat bitumen seal from Pipers Flat Road to end.	70,500	(70,000)		(500)
Elizabeth Street, Wallerawang Removal of seal, rehabilitation of the pavement and reseal with a 20/10 two-coat bitumen seal from Burnett St to Allison Close.	40,500	(40,000)		(500)
James Parade, Wallerawang Removal of seal, rehabilitation of the pavement and reseal with a 20/10 two-coat bitumen seal from Pindari Place to Blaxland Street.	40,500	(40,000)		(500)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Special Rate Variation \$	Funded from Net Revenue \$
Barton Avenue Pedestrian Refuge The feasibility and planning stage of this project commenced in 2017/18 with Council approval as a result of reallocation of funds (\$50,000) from the construction of a footpath on Barton Avenue. The project entails installation of street lighting, construction of a refuge, associated footpaths and lines marking. Total Project cost \$107,138.	60,888	(57,138)		(3,750)
Blackberry Lane, Wallerawang Rehabilitation of the pavement and reseal with a 60mm AC20 asphalt seal at the rear of the Wallerawang Council Works Compound.	140,500	(140,000)		(500)
Bell Street, Portland Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Wallerawang Road to Wolgan Street.	70,500	(70,000)		(500)
Ilford Street, Portland Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Park Street to Kiln Street.	25,500	(25,000)		(500)
Paine Street, Portland Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Portland Road to Williwa Street.	40,500	(40,000)		(500)
Frankfort Road, Portland Removal of seal, rehabilitation of the pavement and reseal with a 20/10 two-coat bitumen seal from Railway Avenue to Rowsell Street.	55,500	(55,000)		(500)
Sawyers Road, Lidsdale Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Wolgan Road to Skelly Road.	40,500	(40,000)		(500)
Neubeck Street, Lidsdale Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Wolgan Road to Neubeck Street.	45,500	(45,000)		(500)
Skelly Road, Lidsdale Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Wolgan Road to Neubeck Street.	35,500	(35,500)		(500)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Special Rate Variation \$	Funded from Net Revenue \$
Rural Unsealed Roads Renewal	364,200			(364,200)
Hughes Lane, Marrangaroo Reconstruct and gravel re-sheet from Great Western Highway to end.	205,000			(205,000)
The Gullies Road, Glen Davis Gravel re-sheet from Wolgan Street to end.	159,200			(159,200)
Infrastructure Levy Program - Roads	288,755		(288,755)	
Forty Bends Road, South Bowenfels Two coat reseal Great Western Highway to Great Western Highway. .	176,390		(176,390)	
Bathurst Street, Wallerawang Mill and 50mm AC17 Asphalt reseal from Commens Street to end.	75,500		(75,500)	
Lett Street, Portland Mill and 50mm AC14 asphalt reseal from Williwa Street to Vale Street.	36,865		(36,865)	
Infrastructure Levy Program - Lanes	91,500		(91,500)	
Falnash/Ilford Lane, Portland Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Park Street to Ridge Street.	15,500		(15,500)	
Commonwealth/Portland Lane, Portland Removal of seal, rehabilitation of the pavement and reseal with a 20/1 two-coat bitumen seal from Portland Road to Dulhunty Street.	35,500		(35,500)	
Williwa/Commonwealth Lane, Portland Removal of seal, rehabilitation of the pavement and reseal with a 14/7 two-coat bitumen seal from Williwa Street to end.	40,500		(40,500)	
Urban Drainage Construction	452,284			(452,284)
Main Street, Lithgow In 2017/18, Council allocated funds to the improvement of stormwater infrastructure in the vicinity of Laurence Street to improve localised flooding. A feasibility study and design was undertaken. In 2018/19 Council will affect the proposed design for construction.	138,904			(138,904)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Special Rate Variation \$	Funded from Net Revenue \$
Hartley Valley Road, Vale of Clwydd Continuation of subsurface drainage infrastructure underneath Ramsay Street to reduce localised flooding.	(52,476)			(52,476)
Marrangaroo Fields Reform roadside drainage, improve pit inlets, clear pipes and reinstall if required. Install subsurface drainage where required.	259,904			(259,904)
Timber Bridge Improvements	53,750			(53,750)
Commencement of planning works for the capital upgrade of timber bridges along Glen Davis Road	53,750			53,750
Slope Stability Improvements	112,400			(112,400)
Wolgan Gap Undertake risk assessment, remediation investigation and design for rock cutting.	112,400			
Bus Shelters	15,695			(15,695)
Construction of new and repair of existing bus shelters in the Lithgow LGA.	15,695			(15,695)
Depot Improvements	100,000			(100,000)
Application of hotmix seal to Wallerawang Works Depot and construction of a stockpile shed for loose material at Lithgow Works Depot.	100,000			(100,000)

* denotes projects for which grant funding opportunities must be identified and applied for in 2018/19.

Protecting our waterways

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

Changing how we do things

The implementation of the Water Loss Management System has allowed council to better account for all water produced. In 2016/17, council installed meters on all council facilities which will result in a decrease in unaccounted water for Council.

Council is also rolling out new metered standpipes across the Local Government Area to allow easier access for all residents to bulk treated potable water.

In recent years, Council has undertaken a major augmentation of its 3 sewerage treatment plants throughout the LGA. The augmentation has allowed the Lithgow, Wallerawang and Portland Sewerage Treatment Plants to treat sewerage to a tertiary level whilst also allowing for an increase in the amount of wastewater that can be treated which is ultimately better for the environment and the residents. Council has constructed these treatment plants with like for like systems and equipment to make the processes involved in treatment, operation and maintenance of the system more streamlined and efficient.

In the same way that Council is optimising its treatment systems, delivery of sewerage to the plants is improving with a number of projects throughout the LGA based on the renewal and construction of Sewerage Pumping Stations. Council is creating a more efficient model for delivering sewerage by removing a number of small pump stations that are deteriorating and directing them into new or refurbished larger, more advanced pump station/s that will allow future development and require less maintenance by utilising various new technologies.

Key Council Plans & Strategies

- Strategic Asset Management Plan
- Water and Sewer Strategic Business Plan
- Integrated Water Cycle Management Plan
- Developer Servicing Plans
- Best Practice Guidelines for Water & Sewer
- Drought Management Plan
- Drinking Water Quality Management Plan

Lithgow City Council is responsible for:

- 2 prescribed dams
- 1 water treatment plant
- 9 reservoirs
- 3 water pump stations
- 242,671m of water mains
- 8,326 consumers connected to potable water
- 3 Sewerage Treatment Plants
- 34 Sewerage pump stations
- 146,035m gravity sewer
- 30,514m sewer rising mains
- 14,965m sewer trunk mains
- 7,715 sewerage service connections.

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.4 Match infrastructure with development.	BE1.4.4 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.	<ul style="list-style-type: none"> • Upgrade and maintain the Oakey Park Water Treatment Plant. • Undertake safety works to Farmers Creek No. 2 Dam. • Upgrade telemetry between Water Treatment Plants, Reservoirs and Pump Stations. • Desludge lagoons • Upgrade and maintain Reservoirs to ensure continuous water supply to residents. • Upgrade and maintain the Sewerage network. 	100% complete	Water and Wastewater
		Design and construct: <ul style="list-style-type: none"> • Cullen Bullen Sewerage Scheme • West Bowenfels Sewerage Scheme extension 	100% complete	
		Design and construct Lake Lyell Onsite Wastewater System upgrade	100% complete	Recreation

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.4 Match infrastructure with development.	BE1.4.4 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.	Complete augmentation of the Portland Sewerage Treatment Plant.	100% complete	Water and Wastewater

WATER & SEWER PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Loans \$	Funded from Net Revenue \$
Water	2,553,393			(2,553,393)
Water Mains Renewal Ongoing project to renew water mains throughout the Lithgow, Wallerawang and Portland.	500,000			(500,000)
Water Treatment Plant - desludge lagoons	35,000			(35,000)
Oakey Park Water Treatment Plant Replacement of filters, upgrade of SCADA system and installation of online monitoring system.	200,000			(200,000)

WATER & SEWER PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Loans \$	Funded from Net Revenue \$
Water Pumping Station Renewal Upgrade of water pump station infrastructure that is past its useful life.	50,000			(50,000)
Dam Safety Works Completion of outstanding immediate and primary dam safety works as recommended by the Dam Safety Committee.	250,000			(250,000)
Reservoir Upgrade Ongoing upgrade and repairs to reservoirs.	1,518,393			(1,518,393)
Sewer	14,528,393	(2,000,000)	(8,018,393)	(4,510,000)
Sewerage Treatment Plant – desludge lagoons	200,000			(200,000)
Sewer shared mains renewals Lining of trunk mains	250,000			(250,000)
Sewer Pumping Station upgrade Upgrade of sewer pump stations and replacement of pumps.	200,000			(200,000)
Lithgow Sewerage Treatment Plant Bypass of sedimentation tanks and lining of fourth sludge lagoon.	2,000,000			(2,000,000)
Sewer Vent Replacement	60,000			(60,000)

WATER & SEWER PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Loans \$	Funded from Net Revenue \$
Replace old and dilapidated vents as per asset condition assessments.				
Portland Sewerage Treatment Plant – Augmentation	1,000,000			(1,000,000)
Lake Lyell Sewer Upgrade Upgrade to waste water service.	800,000			(800,000)
Cullen Bullen Sewerage Scheme Design and construct sewerage reticulation network and sewerage treatment plant for the village of Cullen Bullen	4,000,000	(2,000,000)	(2,000,000)	
West Bowenfels Sewerage Scheme Extending the water and wastewater infrastructure to provide services to new subdivisions in the West Bowenfels area.	6,018,393		(6,018,393)	
Water and Sewer	150,000			(150,000)
Water and Sewer Land Acquisition Costs Allowance for acquisition of land for creation of easements and associated legal costs.	100,000			(100,000)
Water and Waste Water Safety Equipment WHS and Safety Equipment to comply with legislative changes including but not limited to: <ul style="list-style-type: none"> • Well lighting upgrades, confined space equipment, safety showers. 	50,000			(50,000)

Community commercial and industrial buildings

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

Changing how we do things

Council through its public toilet improvement program is replacing a number of aged non-compliant public toilets with modern Exeloo type facilities. These structures are self-cleansing and electronically controlled so that they can be opened and closed at pre-set times. Cost to the community is reduced through a reduction in callouts for additional cleaning, less staff time on repairs resulting from vandalism and opening and closing the facility. It also provides a new modern clean toilet facility for use by ratepayers and visitors to Lithgow.

Council is also looking at ways it can reduce the operating costs of its large community buildings. The installation of solar systems for the Administration Centre, Lithgow Swimming Centre and Lithgow Golf Club are currently under investigation to determine feasibility.

Improvements have already been completed to the Administration Centre and the Centrelink Office with the installation of computer controlled Building Management Systems for the operation of the heating and cooling systems in these buildings. This is aimed at reducing overall operating cost and overall energy consumption through reduction in gas and electricity usage in these buildings.

New LED lighting has been installed in the Administration Centre and Centrelink to also reduce the greenhouse footprint and overall operating costs.

Key Council Plans & Strategies

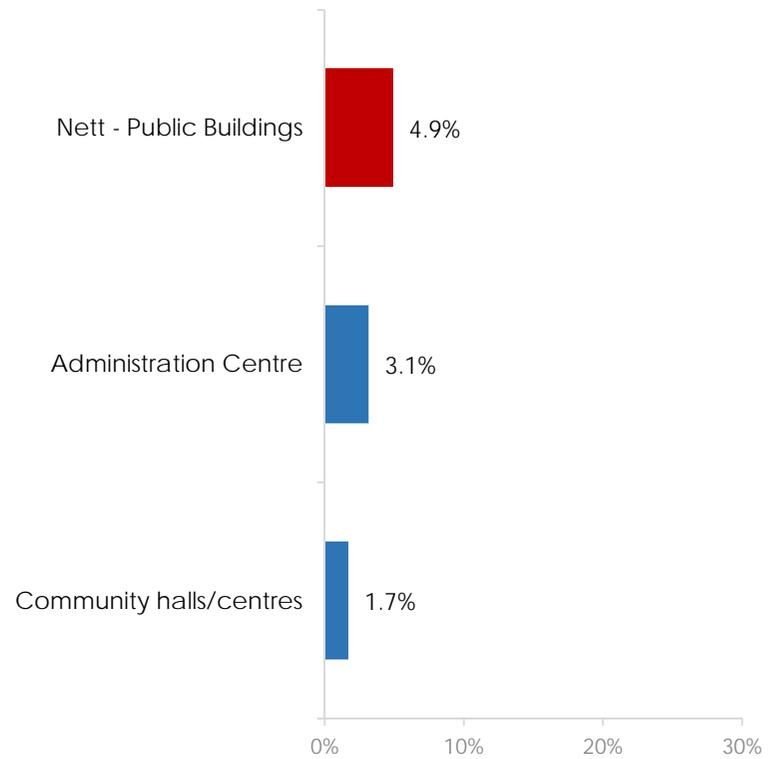
- Strategic Asset Management Plan

Lithgow City Council is responsible for:

- Administration Centre and 2 council depots
- 24 Community Buildings including public halls
- 3 Libraries and Visitors Information Centre
- Eskbank House and Lithgow Blast Furnace
- 14 commercial buildings
- 24 public toilets
- 81 Bus shelters
- In total Council has over 180 buildings which it is required to maintain. Council employs a carpenter, two electricians, painters and plumbers to carry out any necessary maintenance to its buildings.

2016 Community Satisfaction Survey – Public Buildings

Contributes to Almost 5% of Overall Satisfaction with Council



Survey N=407



Pictured: Exeloo at Endeavour Park, Lithgow

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.4 Match infrastructure with development.	BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.	Implement the General Asset Building Maintenance Program (including the Special Rate Variation Program).	100% complete	Development
		Install new bus shelters as required by the bus company.	2 per annum	Operations
	BE1.4.3 Manage community halls and theatres.	Number of bookings processed for the following community halls: <ul style="list-style-type: none"> • Union Theatre • Meadow Flat Hall • Crystal Theatre • Civic Ballroom 	100% processed	Customer Service

BUILDINGS PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from Net Revenue \$
Building Program	2,130,362	(1,001,362)	(1,129,000)
Council Buildings			
Maintain and upgrade Council buildings and structures	50,000		(50,000)
Administration Centre Improvements			
Office improvements to modify the customer service area and refit the customer service development and operations areas downstairs and installation of solar panels.	700,000		(700,000)
Union Theatre *			
Construct dressing rooms and facilities for performers at the Union Theatre.	1,125,664	(775,664)	(350,000)
Lithgow Basketball Stadium			
Upgrade equipment storage room addition to the front section of the Lithgow Basketball Stadium	254,698	(225,698)	(29,000)

* denotes projects which are dependent successful upon grant funding.

Quality open spaces

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

In recent years, Council has worked toward the development of quality open space and recreational facilities for the community. In 2018/19, we will start to see on the ground works for a number of these projects:

- Council has been successful in obtaining funding under the State Government's Stronger Country Communities Fund for the construction of an Adventure Playground at Endeavour Park.
- In 2017/18, Council allocated a total of \$200,000 funding for the upgrade of the Skate parks at Wallerawang and Portland. Following initial consultation with the communities and preliminary costings it was identified that additional funding would be needed for this project. A further \$200,000 (in total) has been allocated in 2018/19 to this fund project. Council will continue to seek grant funding to ensure that quality facilities are constructed in Wallerawang and Portland.
- In 2017, Council adopted the Farmers Creek Precinct Implementation Plan. Council is now working towards implementation of the plan which includes seeking grant funding. In 2018/19, Council is seeking to construct a footpath and implement environmental treatments to improve water quality, erosion and public amenity to the section from Glanmire Oval through to Guy Street (identified as FC7 & FC6 in the Farmers Creek Management Plan available for viewing online <http://council.lithgow.com/farmers-creek/>).
- Implementation of the Village Improvement Plans in recent years has seen upgrades to parks and tourist hotspots in the LGA. In 2018/19 works will be undertaken to improve public amenity in Cullen Bullen, Tarana and Hartley.

Key Council Plans & Strategies

- Strategic Asset Management Plan
- Farmers Creek Masterplan
- Pedestrian Access & Mobility Plan
- Section 94A Development Contributions Plan 2015
- Open Space and Recreational Needs Study
- Village Improvements Plans
- Disability Inclusion Access Plan

Lithgow City Council is responsible for:

11 Sport fields

44 Parks and reserves

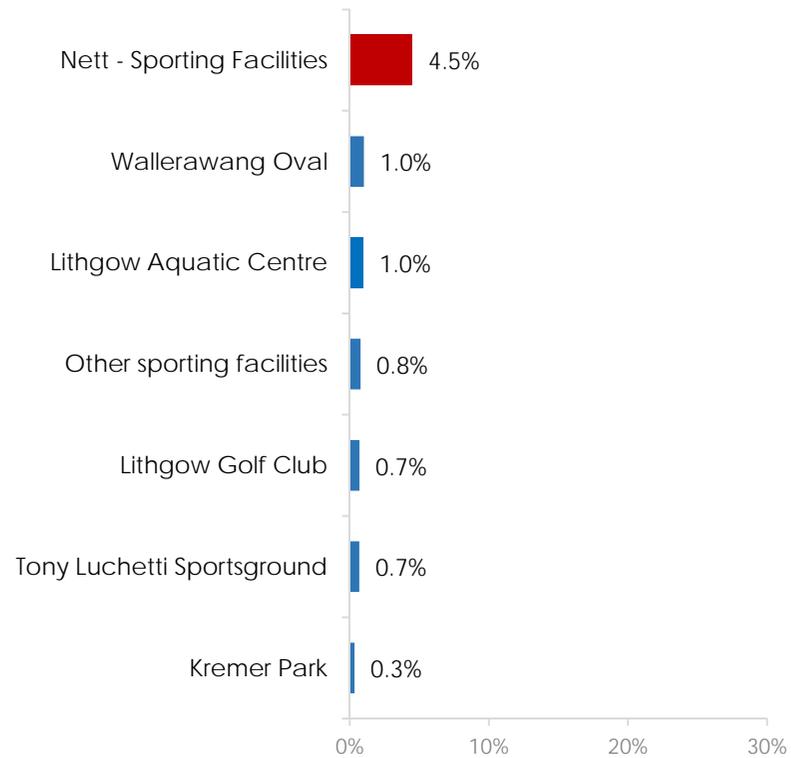
3 picnic areas and BBQ's

One 32 hectare Golf Course

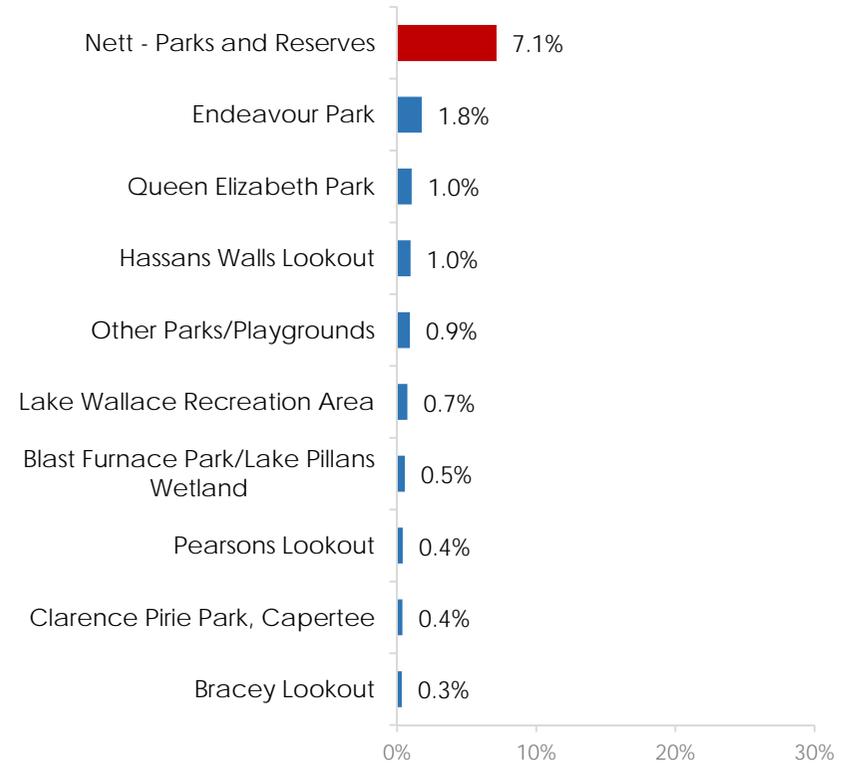
Garden maintenance and weekly mowing of 213 hectares of open space, that's 213 soccer fields.

2016 Community Satisfaction Survey – Recreation

Sporting Facilities contributes to Almost 5% of Overall Satisfaction with Council



Parks and Reserves contributes to Almost 7% of Overall Satisfaction with Council



Survey N=407

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.2 We provide cultural and recreational infrastructure that meets the needs of the community.	BE1.2.2 Develop and maintain gardens, parks, reserves, street trees and other public spaces.	Install or replace the following to enhance public amenity: <ul style="list-style-type: none"> Plant new street trees Remove dangerous trees 	100% complete	Recreation
		Complete the works identified below for the following parks: <ul style="list-style-type: none"> Endeavour Park Queen Elizabeth Park Lidsdale Park. 	100% complete	
		Install or replace the following in local parks as required: <ul style="list-style-type: none"> Playground equipment Shade structures Park furniture Replace soft fall. 	100% complete	
	BE1.2.3 Manage and prepare playing fields ensuring availability for use except in exceptional wet weather conditions.	<ul style="list-style-type: none"> Complete the works identified for recreational facilities and sporting fields. Upgrade Wallerawang and Portland Skate parks. 	100% complete	
	BE1.2.4 Farmers Creek developed to encourage environmentally sustainable recreational and tourist use.	Implement the Farmers Creek Precinct Master Plan in accordance with available funding.	100% complete	Environment

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.2 We provide cultural and recreational infrastructure that meets the needs of the community.	BE1.2.5 Organise the Sports Advisory Committee meetings in accordance with the committee terms of reference.	Meetings to be held monthly	100% of meetings held	Operations
	BE1.2.6 Provide support to recreational activities and organisation in accordance with Council's Financial Assistance Policy.	Support provided to applicants for financial assistance to attend or participate in special events.	100% of applications processed.	
	BE1.2.7 Improve the quality of life of rural village communities.	Implement the Village Improvement Plans in accordance with available funding.	100% complete	Community & Culture

RECREATION PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from S94 Reserve \$	Funded from Net Revenue \$
Adventure Playground	1,436,379	(1,048,00)	(388,379)	
Construct an Adventure Playground at Endeavour Park, Lithgow	1,375,000	(1,048,000)	(388,379)	
Parks and Gardens – Minor Parks	15,625			(15,625)
Soft fall replacement	5,625			(5,625)

RECREATION PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from S94 Reserve \$	Funded from Net Revenue \$
Lidsdale Park Installation of boundary fence	10,000			(10,000)
Parks and Gardens – Major Parks – Queen Elizabeth Park, Lake Wallace, Endeavour Park, Lake Lyell	90,500			(90,500)
Queen Elizabeth Park Playground shade structure	18,000			(18,000)
Various parks Installation of new play equipment	65,000			(65,000)
Installation of soft fall	7,500			(7,500)
Trees	50,000			(50,000)
Dangerous tree removal	22,500			(22,500)
Street tree removal and replacement	15,000			(15,000)
Recreational Facilities – sporting Fields – Active Recreation	319,000			(319,000)
Synthetic wicket replacement	47,000			(47,000)
Tony Luchetti Showground Floodlights	13,000			(13,000)
Goal Post replacement	6,000			(6,000)
Water canon replacement	13,000			(13,000)
Kremer Park, Portland	20,000			(20,000)

RECREATION PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Grants \$	Funded from S94 Reserve \$	Funded from Net Revenue \$
Retainer wall	10,000			(10,000)
Playing field improvements				
Wallerawang Oval				
Playing field improvements	10,000			(10,000)
Skatepark Renewal				
Wallerawang	100,000			(100,000)
Portland	100,000			(100,000)
Lithgow Golf Club	7,500			(7,500)
Course improvements	7,500			(7,500)
Farmers Creek Masterplan – Implementation	300,000			(300,000)
Construction of 2.4m wide walkway/cycleway, with weed control, amenity plantings and landscaping to improve stream quality and function from Glanmire Oval through to Guy Street (identified as FC7 & FC6 in the Farmers Creek Master Plan available for viewing online http://council.lithgow.com/farmers-creek/)	300,000	(150,000)		(150,000)
Village Improvement Program	30,000			(30,000)
Install a noticeboard at Hartley Community Hall (Old Schoolhouse)	3,500			(3,500)
Install a picnic shelter at Tarana	10,000			(10,000)
Install shade cloth over the playground at Merv Crane Memorial Park, Cullen Bullen	16,500			(16,500)

Modern aquatic facilities

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

A healthy, vibrant community

The redevelopment of the former Lithgow War Memorial Olympic Pool site to the state of the art aquatic centre; the JM Robson Aquatic Centre ensures that Council is meeting the needs of the community now and into the future. The facility not only promotes health and wellbeing but also contributes to the economic growth and long-term sustainability of the Lithgow local government area.

The opening of the new indoor facility received a positive response from the community, with many residents benefiting from the state of the art aquatic facilities and new recreational programs. Council is now able to provide year round Learn to Swim Programs and Aqua Aerobics classes which cater to all ages and abilities.

Council has also been able to cater to large regional swimming carnivals for the Lithgow Swim Club bringing business not only to the centre but the town as well.

Working with the Lithgow Swim Club and Council's Learn to Swim Program the centre is able to feed children into squad classes to maintain a high level of swimming in the town.

Through the Learn to Swim Program we are encouraging parents and children to not only begin to safely use aquatic facilities but also to be aware at rivers, lakes and beaches.

Key Council Plans & Strategies

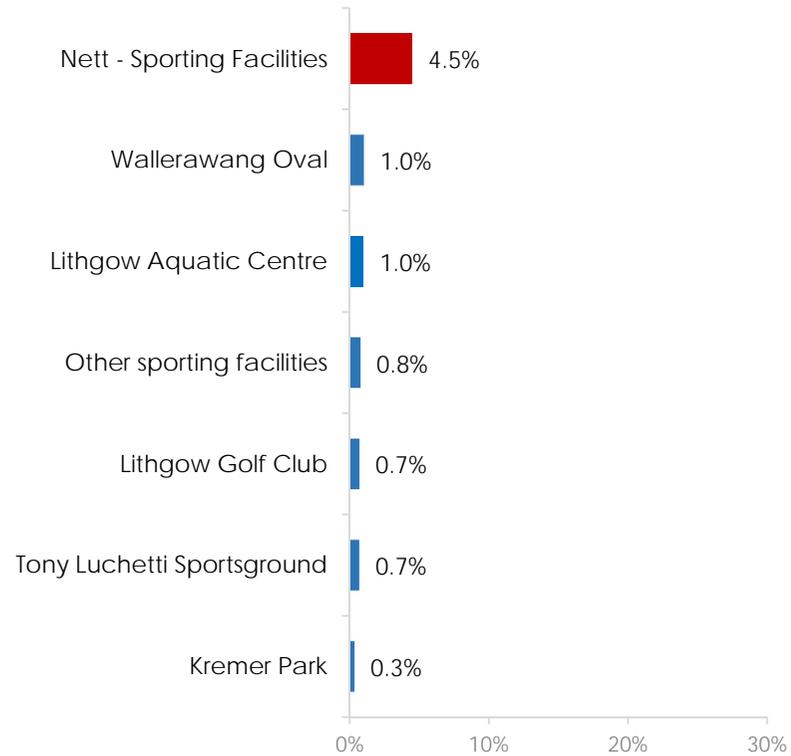
- Strategic Asset Management Plan
- Disability Inclusion Action Plan

Sustainable Design

- A building envelope design and natural ventilation system to alleviate the requirement for a cost prohibitive and high energy consuming dehumidification system.
- Wall mounted thermal pool blankets to minimise overnight heat loss.
- Installation of two 30,000L rainwater tanks.
- The indoor pool, showers and in-slab hydronic floor heating is primarily solar powered (with gas backup).
- The outdoor pool is also predominantly solar heated.
- Thermal blankets have also been incorporated into the outdoor pool to minimise heat loss
- Rainwater tanks are used to fill the hydro play balance tank to minimise water usage

2016 Community Satisfaction Survey – Sporting Facilities

Contributes to Almost 5% of Overall Satisfaction with Council



Survey N=407



BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.2 We provide cultural and recreational infrastructure that meets the needs of the community.	BE1.2.8 Develop and operate the JM Robson Aquatic Centre using Council resources and associated oncosts.	Number of: <ul style="list-style-type: none"> • Patron's utilising the Aquatic Centre facilities. • Bookings for the Kids Party Package • Children using the Learn to Swim Program. • Patrons using the exercise programs. 	5% increase	People & Services
		Number of reportable safety incidents at the Aquatic Centre.	100% Processed	
		Installation of accessible aquatic equipment to Improve accessibility of the aquatic centre.	100% complete	
		Replace the boundary fence.	100% complete	Recreation

JM ROBSON AQUATIC CENTRE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Net Revenue Cost \$
Accessible Aquatic Equipment Purchase assessable aquatic equipment including water wheel chair, floating sling, pool hoist and wall mounted change table to enable all people in our community, regardless of ability, to access and enjoy the facilities at the JM Robson Aquatic Centre.	17,605	17,605
Boundary Fence Replacement	30,000	30,000

Respectful cemetery service

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

Council's cemeteries team provides the following service:

- Coordinating the management, maintenance and development of the LGA's cemeteries including contractor and project management.
- Liaising with funeral directors, monumental masons and gravediggers in the delivery of services within the cemeteries.
- Ensuring that contractors and members of the public adhere to related policies and procedures.
- Maintaining accurate cemetery records and mapping.
- Assisting members of the public in plot reservations.
- Assisting members of the public with design and purchase of memorial plaques.
- Assisting members of the public with finding plots of family members.
- Processing and approving applications for burials and permits to erect monuments.
- Administration of all cemetery related activities.

Key Council Plans & Strategies

- Strategic Asset Management Plan

Lithgow City Council is responsible for managing and maintaining 14 cemeteries:

Capertee	Wallerawang
Cullen Bullen	Lithgow
Dark Corner	South Bowenfels – GWH - Closed
Hartley	Hartley Vale
Meadow Flat	Glen Alice
Portland	Palmers Oakey
Rydal	Lowther
South Bowenfels – Old Bathurst Road – Private	

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.1 We provide a respectful cemetery service.	BE1.1.1 Monitor and report on the number of complaints received.	Number of complaints.	< 5 received	Recreation
	BE1.1.2 Undertake improvements at Lithgow Cemetery.	Capital program implemented.	100% complete	

CEMETERY PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue Cost \$
Lithgow Cemetery	25,000	(25,000)
Sealing of access road.	20,000	(20,000)
Installation of irrigation.	5,000	(5,000)

Routine environmental health inspections

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- BE1 Our built environment blends with the natural and cultural environment

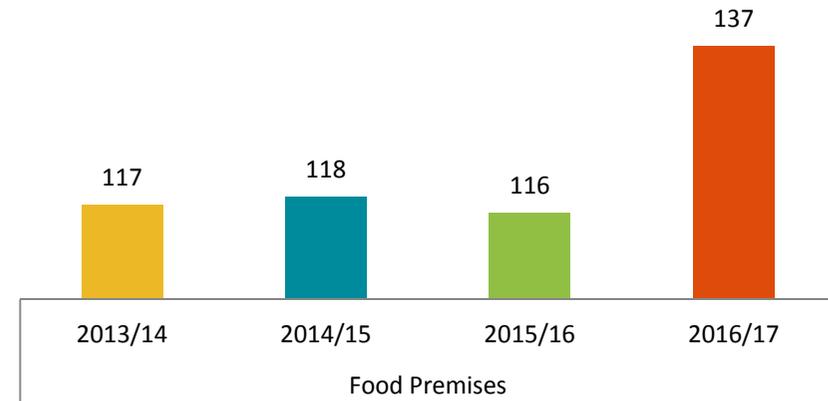
Trade Waste Inspections



The Liquid Trade Waste Program ensures all trade waste discharges are in accordance with Council's Lithgow Trade Waste Policy, NSW Best Practice Management of Water Supply and Sewerage Guidelines and the Liquid Trade Waste regulation Guidelines.

Note: The significant reduction in inspections in the 2015/16 financial year is due to staff changes.

Food Premises Inspections



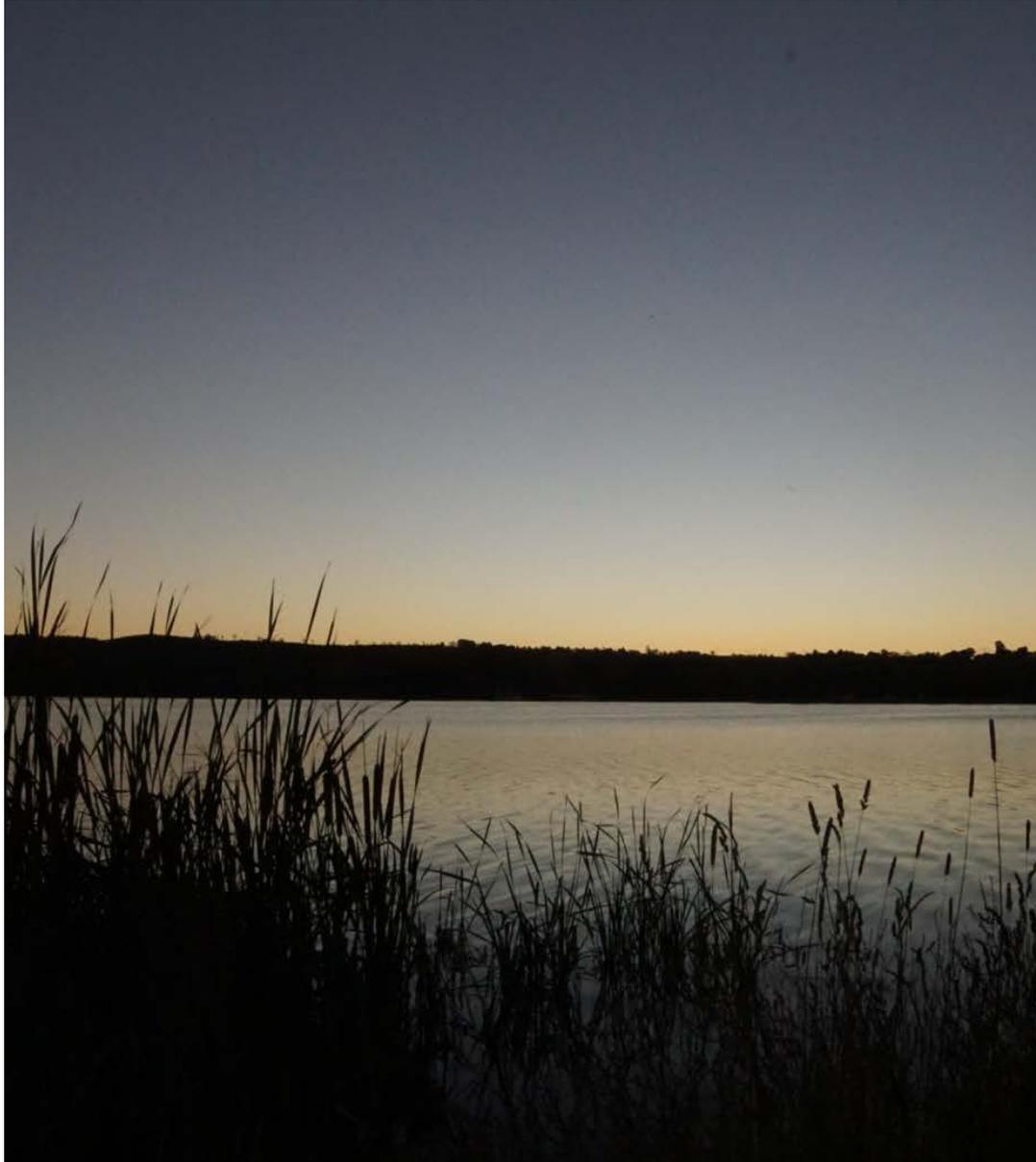
Food inspections are conducted on food premises within the Lithgow Local Government Area in accordance with the Food Regulation Partnership with the NSW Food Authority to ensure public safety and compliance with the Food Act 2003. In 2016/17, a record number of 137 Food Premises Inspections was undertaken.

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.3 Provide an Environmental Health Inspections program.	BE1.3.1 Undertake activities identified in the Trade Waste Policy.	Applications assessed and processed within 7 working days.	90% processed within 7 working days.	Environment
		Number of properties inspected for non-compliance.	100% processed.	
		Trade waste inspections undertaken.	100 per annum	
	BE1.3.2 Conduct public health and food inspections.	Number of required food safety assessments undertaken	100 per annum	
		Number of food safety complaints received per annum.	≤20 per annum	
		Number of working days taken to action food safety complaints per annum.	≤ 2 days	
		Number of critical and major non-compliance food safety outcomes notifications followed up by Council.	≤ 90% compliance outcomes.	
		All skin penetration premises inspected once per year.	100% complete	
		Conduct one inspection of each commercial swimming pool or spa per year and provide ongoing education.	100% complete	
		Conduct one inspection of cooling towers and associated systems annually.	100% complete	

BE1 – OUR BUILT ENVIRONMENT BLENDS WITH THE NATURAL AND CULTURAL ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
BE1.3 Provide an Environmental Health Inspections program.	BE1.3.2 Conduct public health and food inspections.	Complaints made in relation to cooling towers investigated, actions resolved or determined within 24 hours.	100% investigated	Environment
		Maintain a register of water cooling and warm water systems to ensure compliance with the Public Health (Microbial Control) Regulation at all times.	100% complete	
		Undertake one inspection per Caravan Park annually.	100% complete	



enhancing our environment

air

biodiversity

climate change

environmental protection
& leadership

natural heritage

stormwater & drainage

water

waste & recycling

Protecting our environment

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- NE2 We understand the environment

Programs to achieve better environmental outcomes continue through delivery of the septic safe program and alternate fuel rebate program.

Lithgow Council's Landcare coordinator works with the community to enhance environmental programs across the LGA. This includes activities such as weed management and planting of reserves and running educational programs in association with the Local Land Services to educate the community on Landcare issues and management.

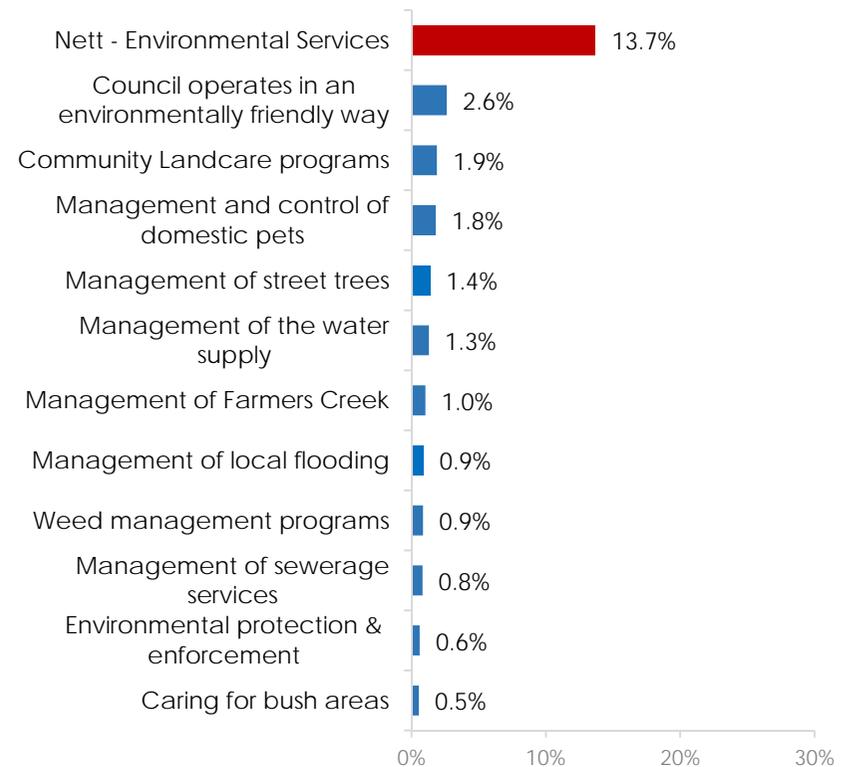
Pollution incidents or noncompliance with environmental protection licences are actioned and promptly reported to the Environmental Protection Agency to ensure no harm to the environment.

Key Council Plans & Strategies

- Landfill Environmental Management Plan
- Onsite Sewage Management Strategy
- Lithgow City Council Waste and Recycling Strategy 2017-2027
- NetWaste Strategic Waste Plan 2013-2017

2016 Community Satisfaction Survey - Environmental Services

Contributes to Almost 14% of Overall Satisfaction with Council



Survey N=407

NE1 – WE UNDERSTAND THE ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
NE2.1 Our natural environment is improved and protected.	NE2.1.1 Implement an inspection regime of systems and take appropriate action where systems are failing.	Undertake inspections of septic systems.	10 per week	Environment
		Monitor service records for aerated wastewater systems.	10 per quarter	
	NE2.1.2 Work together to share information.	Participate in the activities of the Centroc Water Utilities Alliance (CWUA).	2 per annum	Water & Wastewater
	NE2.1.3 Provide a forum for Environmental Groups to discuss matters relating to the environment and advice Council.	Conduct meetings of the Environmental Advisory Committee in accordance with the terms of reference.	4 meetings per annum	Environment
	NE2.1.4 Improve the community's knowledge of environmental issues.	Conduct waste education activities in association with Council's Waste Contractor.	Minimum of 2 per annum	
	NE2.1.5 Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternative to Lithgow, Wallerawang, Portland and Villages.	90% of Alternate Fuel Rebate applications processed within 14 days.	Number of rebates paid.	
	NE2.1.6 Plan or assist in coordinating activities that raise awareness and positively engage the community in managing their natural environment.	Community engagement activities conducted.	4 per annum	

NE1 – WE UNDERSTAND THE ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
NE2.1 Our natural environment is improved and protected.	NE2.1.7 Attend Lithgow Oberon Landcare Association and other land care groups and provide support.	Landcare Coordinator to attend meetings as required.	100% of meetings attended.	Environment.
	NE2.1.8 Promote Lithgow City Council's involvement in Landcare activities through media, social media, website, Landcare newsletter and activity Calendar.	<ul style="list-style-type: none"> • 4 media releases per annum • Regular posts on Lithgow City Council Facebook page. • Calendar of activities developed and promoted. • 2 Landcare newsletters distributed per annum 	100% complete	
	NE2.1.9 Link funding opportunities to groups, projects and activities in the area. Distribute information and assist where applicable in helping groups to acquire funding.	Seek opportunities to increase funding for environmental activities.	100% complete	
NE2.2 Minimise negative impacts on the environment.	NE2.2.1 Control environmental and/or noxious weeds on public land through Council and/or services provided by the Upper Macquarie County Council.	Weed control undertaken at Farmers Creek.	100% complete	Recreation

NE2 – WE UNDERSTAND THE ENVIRONMENT

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
NE2.2 Minimise negative impacts on the environment.	NE2.2.2 Undertake energy audits of Council buildings/facilities and consider recommendations in the Operational Plan.	Staff Sustainability Team to meet as required to: <ul style="list-style-type: none"> Identify energy and water saving initiatives. Promote project activities to highlight the 'green credentials' of Council. 	100% of meetings attended.	Community and Culture
		Investigate energy efficiency opportunities at water and wastewater plants.	100% complete	Water and Wastewater
	NE2.2.3 Comply with the Environment Protection Licences for: <ul style="list-style-type: none"> Lithgow Sewerage Treatment Plant Lithgow Water Treatment Plant Portland Sewerage Treatment Plant Wallerawang Sewerage Treatment Plant 	Number of incidences of non-compliance identified in relation to Sewerage Treatment Plant facilities.	100% of incidences reported	
	NE2.2.4 Comply with the environment protection licences for Lithgow Solid Waste Facility and Portland Garbage Depot.	Number of incidences of non-compliance identified in relation to waste management facilities.	100% incidences reported	Environment
	NE2.2.5 To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	Respond to pollution incidents within 24 hours where Council is the appropriate Regulatory Authority.	100% complete	
	NE2.2.5 To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	Pollution incidents responded to within 24 hours for: <ul style="list-style-type: none"> Sewage Management Water Treatment Distribution 	100% complete	

ENVIRONMENT PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded From Net Revenue \$
Hillcrest Reserve maintenance & community engagement Continue council's investments on Council reserves to maintain the environmental values of the reserve and provide the growing population at Hillcrest Estate with a natural recreation space.	5,000	(5,000)
Weed Control	26,250	(26,250)
Farmers Creek	7,500	(7,500)
Noxious weeds within Council lands.	18,750	(18,750)

Reducing waste to landfill

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- NE1 We use our resources wisely

Changing how we do things

In 2018-19 Council will commence construction of a Resource Recovery Centre (RRC) at the Lithgow Solid Waste Facility.

The RRC will consist of a recycling shed and transfer station to serve as a drop off location for small residential vehicles with separate areas to sort and place re-usable and recyclable items. Included will be a Community Recycling Centre where problem wastes can be dropped off including paint, oil, batteries, gas cylinders, fluorescent light tubes and smoke detectors.

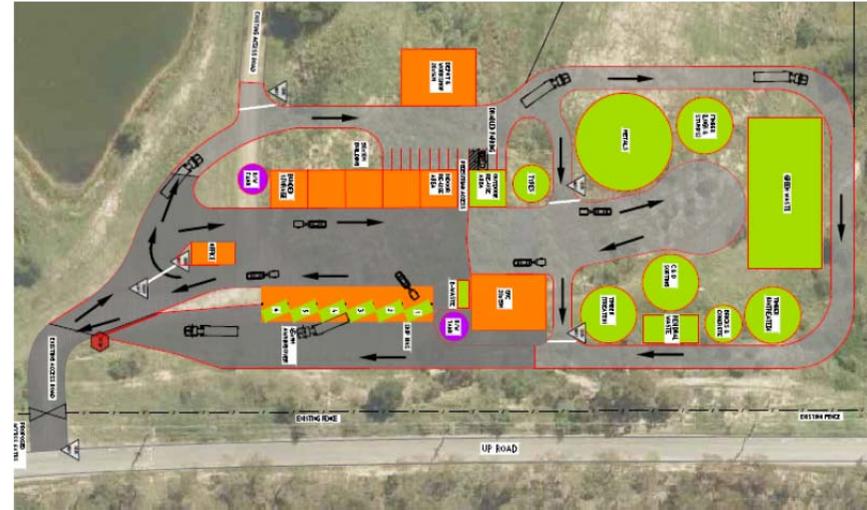
Recovered materials will be sent off-site for further processing and/or beneficial re-use.

A stockpile area will allow sorting and processing of construction and commercial waste to provide further resource recovery and increased diversion from landfill.

All residual waste, along with kerbside collection vehicles, will be sent to the existing landfill area.

The RRC is expected to be operational in 2019/20.

Based on current volumes the Cullen Bullen landfill is expected to be full in 2018-19. Once full, the landfill will be closed and the site rehabilitated. As rural landfills close some of these sites will be converted to transfer stations to allow a drop-off point for local residents.



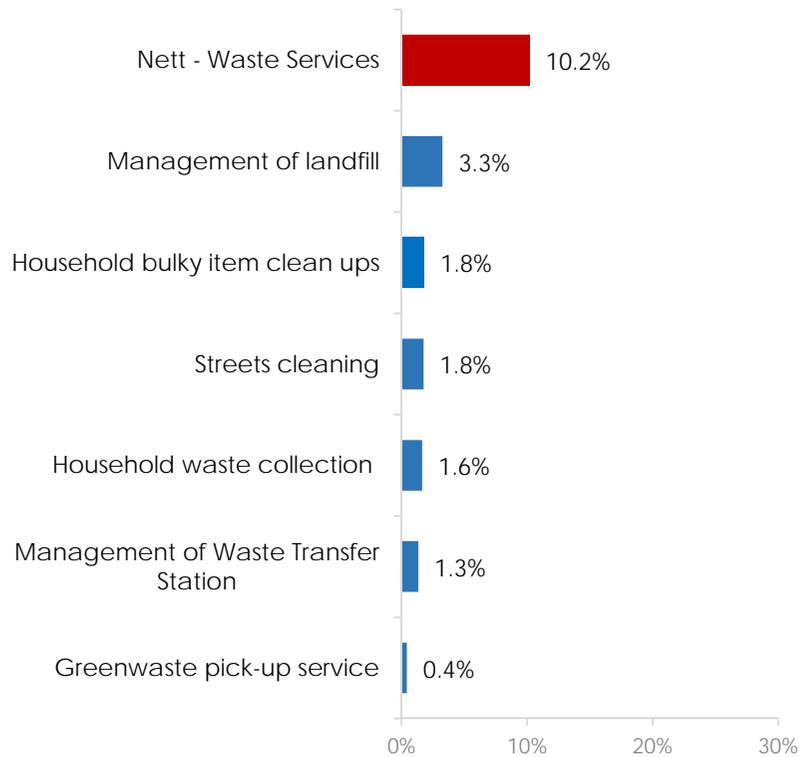
Lithgow Resource Recovery Centre – total project \$2.3m commenced in 2017/18.

Key Council Plans & Strategies

- Lithgow City Council Waste and Recycling Strategy 2017-2027
- NetWaste Strategic Waste Plan 2013-2017
- Upgrade waste infrastructure to improve resource recovery
- Provide greater resource recovery opportunities at all landfill sites
- Increase diversion from landfill through adoption of appropriate recycling opportunities
- Increase household recycling through ongoing education.

2016 Community Satisfaction Survey - Waste Services

Contributes to Almost 10% of Overall Satisfaction with Council



Survey N=407

Lithgow City Council is responsible for:

- Lithgow Solid Waste Recovery Centre
- Portland Rubbish Tip
- Wallerawang Rubbish Tip
- 3 Rural Tips
 - Cullen Bullen, Capertee, Glen Davis
- 3 Transfer Stations
 - Angus Place, Meadow Flat, Tarana

NE1 – WE USE OUR RESOURCES WISELY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
NE1.1 Reduce, reuse and recycle our resources.	NE1.1.1 Provide garbage disposal facilities within the LGA.	Number of kerbside collection bins reported as missed from collection.	<10 per month	Environment
		Amount of kerbside collection waste diverted from landfill	>20%	
		Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.	4 per annum	
		Provide a clean-up collection service to residents.	2 per annum	
		Assist in the provision of the Chemical Collection Service provided by NetWaste.	Kg of chemicals collected annually	
		Attend meetings and participate in NetWaste Programs considered beneficial for the Lithgow LGA.	Attend 1 Meeting per annum	
NE1.1 Reduce, reuse and recycle our resources.	NE1.1.1 Provide garbage disposal facilities within the LGA.	Undertake and Environmental Education Program targeting school aged children.	100% complete	Environment

WASTE SERVICES PROGRAM - PROJECTS 2018/2019

Project	Project Costs \$	Funded From Grants \$	Funded From Net Revenue \$
Lithgow Resource Recovery Centre			
Design and construction of Lithgow Resource Recovery Centre	1,750,000	(1,000,000)	(750,000)
Rural Garbage Depots			
New trenches at rural garbage depots	30,000		(30,000)

Protecting our waterways

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- NE1 We use our resources wisely

Changing how we do things

Council's water loss management system has allowed council to better account for all water produced. In 2016/17, council installed meters on all council facilities which will result in a decrease in unaccounted water for Council.

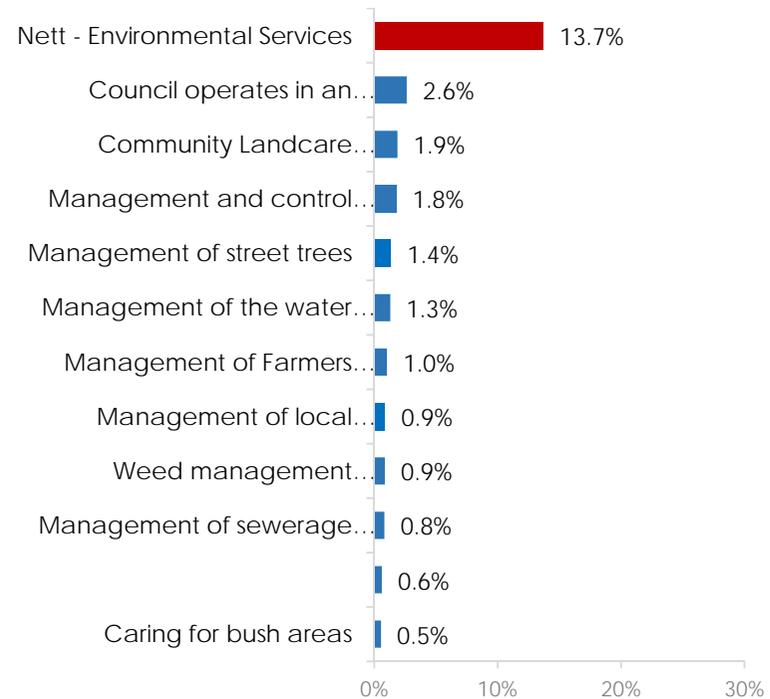
Council is also rolling out new metered standpipes across the Local Government Area to allow easier access for all residents to bulk treated potable water.

Plans & Strategies

- Strategic Asset Management Plan
- Water and Sewer Strategic Business Plan
- Integrated Water Cycle Management Plan
- Developer Servicing Plans
- Best Practice Guidelines for Water & Sewer
- Drought Management Plan
- Drinking Water Quality Management Plan

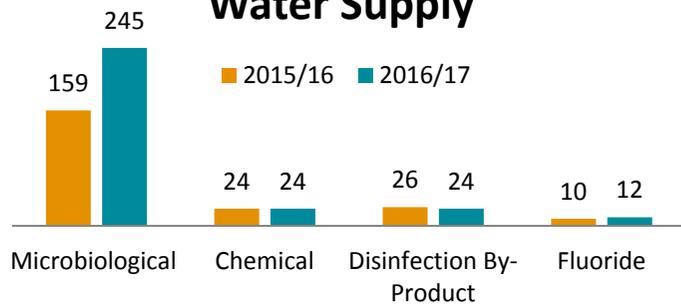
2016 Community Satisfaction Survey - Environmental Services

Contributes to Almost 14% of Overall Satisfaction with Council



Survey N=407

Routine Samples of the Reticulated Drinking Water Supply



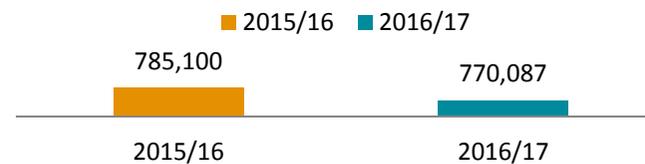
The drinking water monitoring program enables regional rural water utilities to monitor their water in line with the Australian Drinking Water Guidelines 2004. Representative samples are taken by local water utilities and provided to NSW Health for analysis and recording to ensure water provided to consumers complies with the Guidelines.

Blue Green Algae Sampling in Partnership with Energy Australia



The increase shown in 2015/16 represents a prolonged period of hot weather combined with very little rainfall, which is conducive to increased chances of Blue Green Algae outbreaks. Therefore increased testing was undertaken during this period.

Water Purchased from Fish River Water Supply (kL)



The Areas of Wallerawang, Portland, Cullen Bullen, Blackmans Flat, Pipers Flat, Lidsdale, Rydal and Glen Davis are supplied with water purchased from the Fish River Water Supply. In recent years, the amount of water purchased has decreased as Council is able to supplement the supply to the villages when needed thus reducing demand on the Fish River system.

NE1 – WE USE OUR RESOURCES WISELY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
NE1.2 Implement total water cycle management practices.	NE1.2.1 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA	Undertake a Water Loss Management Program and implementation of its actions to achieve a reduction in Unaccounted for Water to less than 25%.	25% reduction achieved	Water and Wastewater
	NE1.2.2 Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.	Install new drainage inlets on Main Street, Lithgow between Cupro Street and Laurence Street.	100% complete	Operations
	NE1.2.3 Protect the catchment around Farmers Creek Dam.	Provide drinking water to residents with the Farmers Creek Reticulated Supply System in accordance with the Australian Drinking Water Guidelines.	100% compliance	Water and Wastewater
	NE1.2.4 Conduct routine monitoring of Council's reticulated drinking water supplies.	Percentage of water samples undertaken as part of the NSW Health Drinking Water Monitoring Program	100% per annum	Environment
	NE1.2.5 Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.	Samples taken in partnership with Energy Australia upon trigger of Red Alert.	Minimum of 1 per month under red alert	Environment
	NE1.2.6 Purchase water from State Water to supply Cullen Bullen, Glen Davis, Lidsdale, Portland, Wallerawang and Marrangaroo.	Water purchased from Fish River Water Supply.	Total Kilolitres per quarter	

WATER SERVICES PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Water Loss Renewal Program	150,000	150,000
Meter replacement of domestic water meters		
Further upgrades to Network Monitoring system following Telemetry system upgrade	150,000	150,000



governance & civic leadership

planning our future

civic leadership

communication

corporate management

customer service

employer of choice

information systems

management

plant & equipment

A Sustainable Council

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- GL2 – moving towards a sustainable Council
- GL3 – we are all valued citizens

Changing how we do things

Since 2017, the Council has commenced implementation of actions, projects and programs to strengthen the financial sustainability of the Council. This includes:

- An organisation restructure to give prominence to Financial Services and Reporting
- Implementation of actions identified in the Financial Management Maturity Assessment Report (Morrison Low)
- Ongoing implementation of the Fit for the Future Improvement Plan (over 6 years from July 2017)
- Establishment of a Council Finance Committee
- Establishment of the Central Tablelands Alliance Audit Committee (with Oberon Council)
- Implementation of zero-based budgeting to prepare the 2018/19 Operational Plan
- Staff training to commence Service Reviews
- Implementation of the TechnologyOne Enterprise Asset Management Solution
- Taking a commercial approach to optimising income through cost recovery
- Review of the Operations Department (business improvement)
- Improved infrastructure planning
- Review of the Council's borrowing capacity.

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL2.1 Revenue opportunities, cost savings and/or efficiencies are achieved.	GL2.1.1 Service level reviews will be undertaken in accordance with the Fit for the Future Improvement Plan.	<ul style="list-style-type: none"> Develop a Service Planning Framework. A minimum of 3 Service Level Reviews will be undertaken per annum. 	100% complete	Corporate
	GL2.1.2 Manage and monitor Council's finances.	Implement the Financial Management Improvement Plan.	100% complete	Finance
		Annual Financial Statements prepared, audited and lodged with the Office of Local Government by 31 October.	100% complete	
		Prepare and submit an application for a Special Rate Variation.	100% complete	Corporate Finance
		Review Council's Fees and Charges to ensure commercial competitiveness and best practice management.	100% complete	Corporate
		Develop and implement processes to streamline tendering and identify Aggregated Purchasing.	100% complete	
		Review and adjust Operating Grants budget to reflect actual levels.	100% complete	Finance

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL2.1 Revenue opportunities, costs savings and/or efficiencies are achieved.	GL2.1.2 Manage and monitor Council's finances.	implement the Asset Management Solution including Finance Asset Register and Finance system integration	100% complete	Finance
	GL2.1.3 Report the outcome of a quarterly performance review of the Delivery Program, Operational Plan and provide a budget review statement to Council prior to 30 November, 29 February, 31 May.	July to September Quarter Report	30 November	Finance
		January to March Quarterly Report	31 May	
		October to December Quarterly Report	29 February	
	GL2.1.4 Report on the outcome of Council's performance against the Delivery Program.	Six Monthly Report prepared and reported to Council by 29 February.	100% complete	Corporate
		Annual Report prepared, adopted by Council and submitted to the Office of Local Government by 30 November.	100% complete	
	GL2.1.5 Planning agreements are negotiated and administered according to the adopted policy.	Development contributions are collected and administered in accordance with the adopted Contributions Plan and Planning Agreements.	100% complete	Development
GL2.1.6 Ensure legal compliance and transparency of the administration of Council's Public Land Portfolio.	Land Register is updated and maintained quarterly.	100% complete	Strategic Land Use Planning	

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL2.2 Use modern operating systems and apply contemporary practices.	GL2.2.1 Investigate processes/applications/technologies to increase efficiencies and reduce costs.	Implement a paperless office to achieve a 5% reduction in printing/paper costs.	5% per annum	Information Technology
		Achieve a 5% increase on residents utilising electronic billing.	5% per annum	Finance
	GL2.2.2 Maintain Council's fleet of plant and equipment to the satisfaction of internal and external customers.	<ul style="list-style-type: none"> Fleet maintained to ensure maximum availability of plant and equipment. Review of Council's fleet of Lease vehicles. 	100% complete	Operations
	GL2.2.3 Work together to interweave and optimise the sharing and coordination of resources and information.	Attend CENTROC board meetings quarterly.	4 per annum	Executive
		Attend GMAC board meetings quarterly.	4 per annum	
		Attend the Local Government NSW Conference.	100% complete	
GL2.3 Provide effective risk and safety practices.	GL2.3.1 Develop and implement risk management strategies in areas of corporate management to improve the annual score by 3% per annum.	Implement the Risk Management Action Plan.	100% complete	Organisational Development
	GL2.3.2 Implement and assess the Business Continuity Plan that ensures Lithgow City Council operates in a fluid and dynamic environment, subject to changes in personnel, processes, market, risk, environment and geography and business strategy.	One training drill per annum.	100% complete	

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL2.3 Provide effective risk and safety practices.	GL2.3.3 Provide insurance coverage of Council's activities and assets.	Secure adequate and cost effective insurance coverage which is current at all times.	100% complete	Finance
		Liaise with the insurance company and process claims within 14 days of receipt.	100% processed	
	GL2.3.4 Implement Internal Auditing Programs.	Undertake activities identified in the Internal Audit Plan and ensure completed by due date.	100% complete	
	GL2.3.5 Perform Council's legal responsibilities under applicable Acts and Regulations and ensure compliance.	All legislative decisions implemented to ensure compliance.	100% complete	
	GL2.3.6 Ensure the integrity and security of Council's records.	Assess determine and respond to complaints in accordance with GIPA Act and procedures.	100% processed	
GL2.3 Provide effective risk and safety practices.	GL2.3.6 Ensure the integrity and security of Council's records.	Register, collate, archive and dispose of Council's records in accordance with legislation, policies and procedures.	100% complete	

GL3 – WE ARE ALL VALUED CITIZENS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.2 Responsive and efficient services.	GL3.2.1 Ensure efficient customer service standards: <ul style="list-style-type: none"> • Internal and external customer feedback • Completion of all certificates in 14 days. • Register all applications in 2 days. • Monthly reporting completed within days. 	Number of: <ul style="list-style-type: none"> • Section 68 Solid Fuel Heater applications registered within 2 days. • On-Site Sewer Management Applications registered within 2 days. • Complying Development Applications registered within 2 days. • Water Applications registered within 2 days • Complying Development Applications registered within 2 days • Section 96 Modification of Consent applications registered within 2 days • Community Hall Bookings processed within 14 days. • Quotes for applications issued on request. • Subdivision Certificate requests registered within 2 days. • Action Requests registered daily. • Certificates processed within 14 days. • Development Applications registered within 2 days. • Construction Certificates registered within 2 days. • Sewer Applications registered within 2 days. 	100% processed	Customer Service
		Correspondence responded to within 14 days in accordance with Policy 4.6 – Customer Service.	100% of enquiries responded to	Finance

GL3 – WE ARE ALL VALUED CITIZENS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.2 Responsive and efficient services.	GL3.2.2 Issue certificates including: <ul style="list-style-type: none"> • Section 149 Certificates • Building Certificates • Subdivision Certificates 	Process and issue building and planning certificates in accordance with regulatory requirements.	90% processed within 7 working days	Development

OUR COUNCIL PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Special Rate Variation Project	66,000	(66,000)

Engaging the community

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- GL1 Our Council works with the community
- GL3 – We are all valued citizens

Changing how we do things

Council is continuing to adapt to the changing environment of modern communications. In 2016, we introduced two weekly e-newsletters; A weekly subscriber newsletter for the community which provides information on Council activities, links to media releases and opportunities to participate in Council engagement activities encouraging the community to have their say on matters on exhibition. Members of the community can subscribe to Council Connections on Council's website at <http://council.lithgow.com/council-publications/> Information published in the eNewsletter is also published in the Council Column of The Village Voice, a free community newspaper, distributed Friday's throughout the LGA.

The second eNewsletter, for education providers, is distributed during school term and provides up-to-date information on Council activities specific to youth.

The following websites and social media channels are managed and maintained by Council:

Websites

- www.council.lithgow.com
- www.tourism.lithgow.com
- www.library.lithgow.com
- www.eskbank.lithgow.com
- www.business.lithgow.com



- @LithgowCityCouncil
- @LithgowLibrary&Museum
- @lithgowtourism
- @revitaliseLithgow
- @LithgowLgaYouth
- @LithgowAnimalShelter
- @lithgowHalloween
- Lithgow Halloween – Businesses (closed group for Lithgow LGA Business operators)



- @LithgowCouncil



- @lithgow_tourism

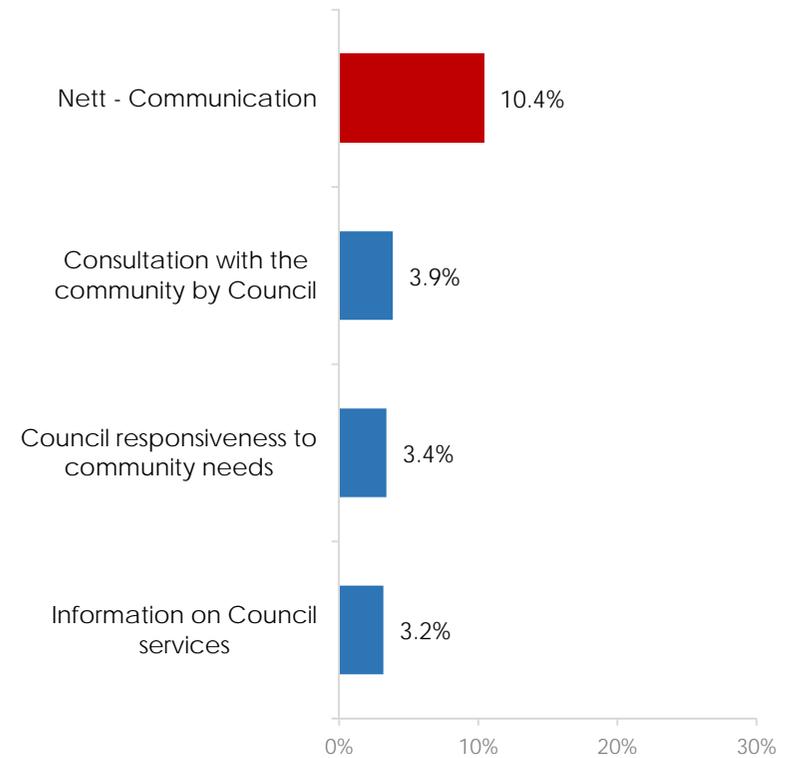
Find us on the App Store and Google Play



Download the Lithgow Waste Info App for information on bin collections days and recycling.

2016 Community Satisfaction Survey – Communication

Contributes to Almost 10% of Overall Satisfaction with Council



Survey N=407

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
<p>GL1.1 Our community is involved in the planning and decision making processes of Council.</p>	<p>GL1.1.1 Prepare, review and implement Asset Management Plans and Policies.</p>	<p>Implement the Asset Management Improvement Plan.</p>	<p>100% complete</p>	<p>Operations Finance Information Technology</p>
	<p>GL1.1.2 Identify and develop new plans and strategies in line with the community's needs.</p>	<p>Develop and implement a Plan of Management for Lake Wallace.</p> <ul style="list-style-type: none"> Plan prepared, consulted upon and adopted. 	<p>100% complete</p>	<p>Economic Development</p>
		<p>Prepare a Comprehensive Development Control Plan to provide detailed planning and design guidelines to support the planning controls in the Lithgow LEP 2014.</p> <ul style="list-style-type: none"> Plan prepared, consulted upon and adopted. 	<p>100% complete</p>	<p>Strategic Land Use Planning</p>
		<p>Commence development of a Masterplan for Hassans Walls Reserve.</p> <ul style="list-style-type: none"> Undertake a Mine Subsidence Audit. 	<p>100% complete</p>	<p>Strategic Land Use Planning</p>

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL1.1 Our community is involved in the planning and decision making processes of Council.	GL1.1.2 Identify and develop new plans and strategies in line with the community's needs.	Develop and implement a Floodplain Risk Management Study and Plan <ul style="list-style-type: none"> Plan prepared, consulted upon and adopted. 	100% complete	Strategic Land Use Planning
	GL1.1.3 Prepare, review and implement Council's Policies in accordance with Policies Register.	Council policies developed and reviewed.	100% complete	Executive
	GL1.1.4 Prepare the Operational Plan 2019/20 in accordance with the requirements of the Local Government Act and Regulations.	Plan prepared, consulted upon and adopted by Council.	100% complete	Corporate
	GL1.1.5 Conduct the business of Council in an open and democratic manner.	Business papers, minutes for Council Meetings, Committee Meetings and Extraordinary Meetings produced and delivered in accordance with the Local Government Act and Regulations and the Code of Meeting Practice.	100% complete.	Executive
		Ordinary Meetings of council held on the fourth Monday of each month except for December. Extra-Ordinary Meetings held as required.	100% complete	

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL1.1 Our community is involved in the planning and decision making processes of Council.		Number of Council decisions made at meetings closed to the public.	≤ 10	Executive
		Councillor attendance at council meetings.	100% attended	

GL3 – WE ARE ALL VALUED CITIZENS

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.1 We provide prompt, knowledgeable, friendly and helpful advice.	GL3.1.1 Support Councillors in their role.	Provide information to Councillors regularly in the form of briefing sessions, memos, email and meetings.	100% complete	Executive
		Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.	12 payments per annum	People & Services
		Identify Councillor's training requirement in the Training Plan and complete training.	100% complete	Executive

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.1 We provide prompt, knowledgeable, friendly and helpful advice.	GL3.1.2 Disseminate concise and effective information to the community about Council's programs, policies and activities.	Produce and deliver: <ul style="list-style-type: none"> • Council Connections eNewsletter • Schools eNewsletter • A Year in Review 	100% complete	Corporate
		Provide information through the Council Column weekly in the Lithgow Mercury.	52 per annum	Executive
		Produce and distribute Media Releases weekly.	100% complete	
	GL3.1.2 Disseminate concise and effective information to the community about Council's programs, policies and activities.	Maintain Council's website to accurately reflect Council's programs, policies and activities of the time.	100% complete	Information Technology
		Monitor and update Council's social media presence to accurately reflect Council's programs, policies and activities of the time.	100% complete	Corporate
	GL3.1.3 Celebrate Local Government Week by undertaking activities that focus on Council in the community.	Provide information and/or undertake activities that promote Council to the community.	100% complete	Executive

Employer of choice

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- GL3 – We are all valued citizens

Changing how we do things

Council has a relatively small employee base with limited resources. In order to remove any barriers that restrict staff to step-up and take initiative, Council has implemented a program of 'up-skilling'. This ensures that people are multi-skilled and flexible in order to meet community expectations

Over the last 12 months, Council has made a concerted effort to "re-set" organisational culture boundaries by promoting and workshopping our Dignity and Respect at Work (DRAW) program. The DRAW program emphasises that ALL employees no matter where they are in the hierarchy have a responsibility to ensure that our workplace is free from bullying, harassment, discrimination, violence, and vexatious complaints.

Exploring and implementing new ways of creating a flexible working environment that is sensitive to balancing work and family responsibilities is a key action in Council's Employer of Choice program. Council has an obligation to assist staff wherever possible to enable them to fulfil their responsibilities to their families. This also includes being sensitive to the needs of older workers who may wish to transition to retirement. This has benefits to both Council and the community because skills are retained in the workplace and the experience and knowledge of older workers can be transferred to younger less experienced workers.

Council has been pro-active in raising employee awareness of asbestos and managing the risks associated with asbestos in the workplace. As part of Council's on-going commitment to the safety of its workforce and its community we have commenced implementation of the Asbestos Management Plan. This has included:

- Raising staff awareness through training.
- Ensuring that Council buildings and infrastructure assets are managed according to assessed risk.

Like any modern business Council continues to strive to keep pace with technological change and the productivity improvements that go hand in hand with new technology. Council has implemented a program of actively promoting mobile technology and removing barriers to make technology user friendly. This is not without its challenges as employees are constantly asked to adapt to new technology. A series of trials and active consultation with staff have been key to ensuring that Council achieves the benefits of technological change and avoids the pitfalls.

Council's bi-annual 'Safety Day' is to be held in May 2018. Council continues to run this major in-house safety awareness and well-being event for staff which has a focus on mandatory worker health checks, manual handling and mental health, with activities tailored to specific occupations at Council.

Council recognises that many of our employees are not fully equipped with the leadership skills needed to manage a diverse and complex workplace. Over the last 3 years Council has been developing and refining its leadership training program to provide up-coming and existing managers with the management and leadership skills that they rarely receive as part of their tertiary training.

Many of the actions identified in Council’s Workforce Plan are directly attributable to feedback from staff. One source of staff feedback is the employee survey which was last conducted in 2016. Council will again run an employee survey project in 2018 using a leading staff survey tool recognised across the industry as a way of accurately identifying organisational strengths and areas for improvement.

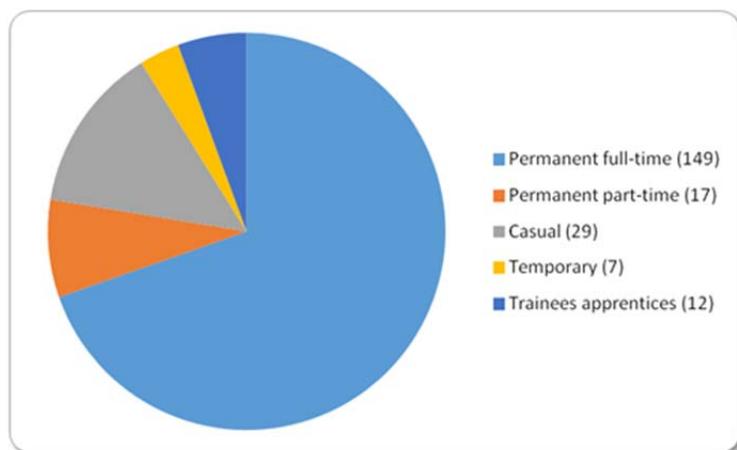


Figure 1: Total Workforce Summary as at May 2017

The Full Time Equivalent (FTE) of 173 equates to approximately 8.3 FTE per 1,000 residents. The average for surveyed NSW councils is 9.3 FTE per 1,000 residents

Gender

Lithgow City Council’s workforce is made up of approximately 34% female employees and 66% male employees. The NSW surveyed council average is 40% female and 60% male. Typically male employees predominately occupy roles in the engineering, operational, and recreational services. In 2016 34% of our workforce was female. (see Fig. 2 below)

Women occupied approximately 25% of the management roles at Council in 2016.

AGE	FEMALE	MALE	
Baby Boomers (1943 - 1966)	13%	35%	48%
Generation X (1967 - 1980)	12%	16%	28%
Generation Y (post 1980)	9%	15%	24%
Figure 2	34%	66%	

Source: Workforce Plan 2017-2021

Key Council Plans & Strategies

- Workforce Plan

Our Council

Personal Assistant to General Manager & Mayor

General Manager

Director
Wastewater &
Operations

- Water & Waste Water Works & Projects
- Water Treatment Plants
- Sewer Treatment Plants
- Reticulation
-

Executive
Manager
Operations

- Roads
- Footpaths
- Plant
- Cemeteries
- Recreation & Open Space Management
- Parks & Gardens
- Golf Course
- Sporting Fields
- Asset Management

Director Economic
Development &
Environment

- Economic Development
- Tourism
- Strategic Land Use Planning
- Urban Planning
- Development Assessment
- Landcare
- Waste & Recycling
- Environmental Health
- Ranger
- Lithgow Animal Shelter
-

Chief Financial &
Information
Officer

- Financial Services
- Customer Service
- Records Management
- Information Technology
- Governance
- Asset Management

Executive
Manager People
& Services

- Human Resources & Organisational Development
- Work Health Safety
- Risk Management
- Corporate Strategy
- Governance – Business Improvement
- Communications
- Community Development
- Cultural Development
- Library Services
- Aquatic Centre

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.3 Encourage a motivated and adaptive workforce.	GL3.3.1 Enhance employee engagement.	Design and commence a Reward and Recognition Program.	100% complete	Organisational Development
		Conduct an Employee Opinion Survey to measure employee engagement.	100% complete	
		Conduct annual performance appraisals of staff.	31 October	
		Recognise longer serving employees through the recognition of service procedure at the Annual Presentation Day.	31 December	
		Implement the Health and Wellbeing program.	100% complete	
		Implement the Dignity and Respect Program.	100% complete	
		GL3.3.2 Ensure the organisational structure is relevant to the organisations' needs/service development.	Implement the Workforce Plan. <ul style="list-style-type: none"> Customer Service Improvement Program. Leadership Program. 	
	Review Council's operational requirements to identify areas where 'Seasonal Workforce' could be utilised to meet operational targets.		Annual	
	Review Council's Salary System		100% complete	
	GL3.3.3 Provide a workplace that promotes the principles of equal employment and is free of discrimination.	Implement improvements to recruitment practices that enhance equal employment opportunity.	1 significant improvement per annum	

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.3 Encourage a motivated and adaptive workforce.	GL3.3.3 Provide a workplace that promotes the principles of equal employment and is free of discrimination.	Ensure that all harassment and discrimination complaints are resolved in corrective actions within 3 months of complaint.	100% complete	Organisational Development
		Review Standard Working Procedures (on maturity) to ensure they are in line with the Equal Employment Opportunity Management Plan.	100% complete	
	GL3.3.4 Provide a safe and healthy workplace.	Implement the WHS Action Plan 2015-2017 as per priority program.	100% complete	
		Annual audit undertaken by State Cover of the Work Health and Safety Rehabilitation and Environment Management System.	1 audit	
		Provide relevant immunisations to appropriate staff against: <ul style="list-style-type: none"> • Hepatitis A & B • The Flu 	100% complete	
		Conduct the Work Health Safety Committee meetings.	8 per annum	
		Implement a biennial program of noise monitoring and hearing tests for employees.	100% complete	

GL1 – OUR COUNCIL WORKS WITH THE COMMUNITY

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL3.3 Encourage a motivated and adaptive workforce.	GL3.3.4 Provide a safe and healthy workplace.	Undertake noise monitoring and hearing test for employees on commencement and retirement.	100% complete	
		Promote WHS activities within the workplace and committee initiatives: <ul style="list-style-type: none"> • 1 promotional activity per annum • Biannual Safety Day conducted in 2020. 	100% complete	Organisational Development
	GL3.3.5 Enhance the skills and knowledge of the workforce.	Implement the Training Plan	100% complete	
		Prepare the annual draft Training Plan from training objectives identified in the annual performance appraisals of staff by 30 November.	100% complete	

EMPLOYER OF CHOICE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Workforce Planning Implementing workforce & succession planning initiatives aimed at mitigating the risks of skill shortages and the aging workforce.	7,500	(7,500)
Employee Opinion Survey Survey of existing staff to provide data on key employee engagement issues at Lithgow City Council.	12,000	(12,000)
Implementation of Asbestos Management Plan (for LCC Employees) Implementation of Council's Asbestos Management Plan with respect to worker safety.	20,000	(20,000)
WHS Health Monitoring of workers and workplace environment	22,500	(22,500)
WHS Emergency Preparedness SWP Implementation Ensure resources are available to implement the procedure adequately across all Council areas.	15,000	(15,000)

Information Technology

Actions included in the 2018/19 Operational Plan support the following objectives included in the Community Strategic Plan 2030:

- GL2 Moving towards as sustainable Council.

Changing how we do things

Asset management is a critical function of Council. In the 2017/18 financial year Council implemented the Asset and Works system. Further development of this system to enable staff in the field to access and maintain asset information is a key project for the 2018/19 year.

Reducing risk from the ever changing cyber threat landscape is the objective of the continuing security audit program. In the 2017/18 financial year addressed potential external threats, in the upcoming year Council will focus on areas of internal weaknesses and will provide education and training for staff.

The upgrade of the Library server to a managed service will see the first of Council's business systems migrated to "the cloud". The benefits of transitioning to the cloud include reduction in hardware and maintenance by Council staff and improvement in business continuity and disaster management capabilities.

Key Council Plans & Strategies

- Community Strategic Plan
- IT Strategy 2015-2020

Lithgow City Council's IT Department is responsible for:

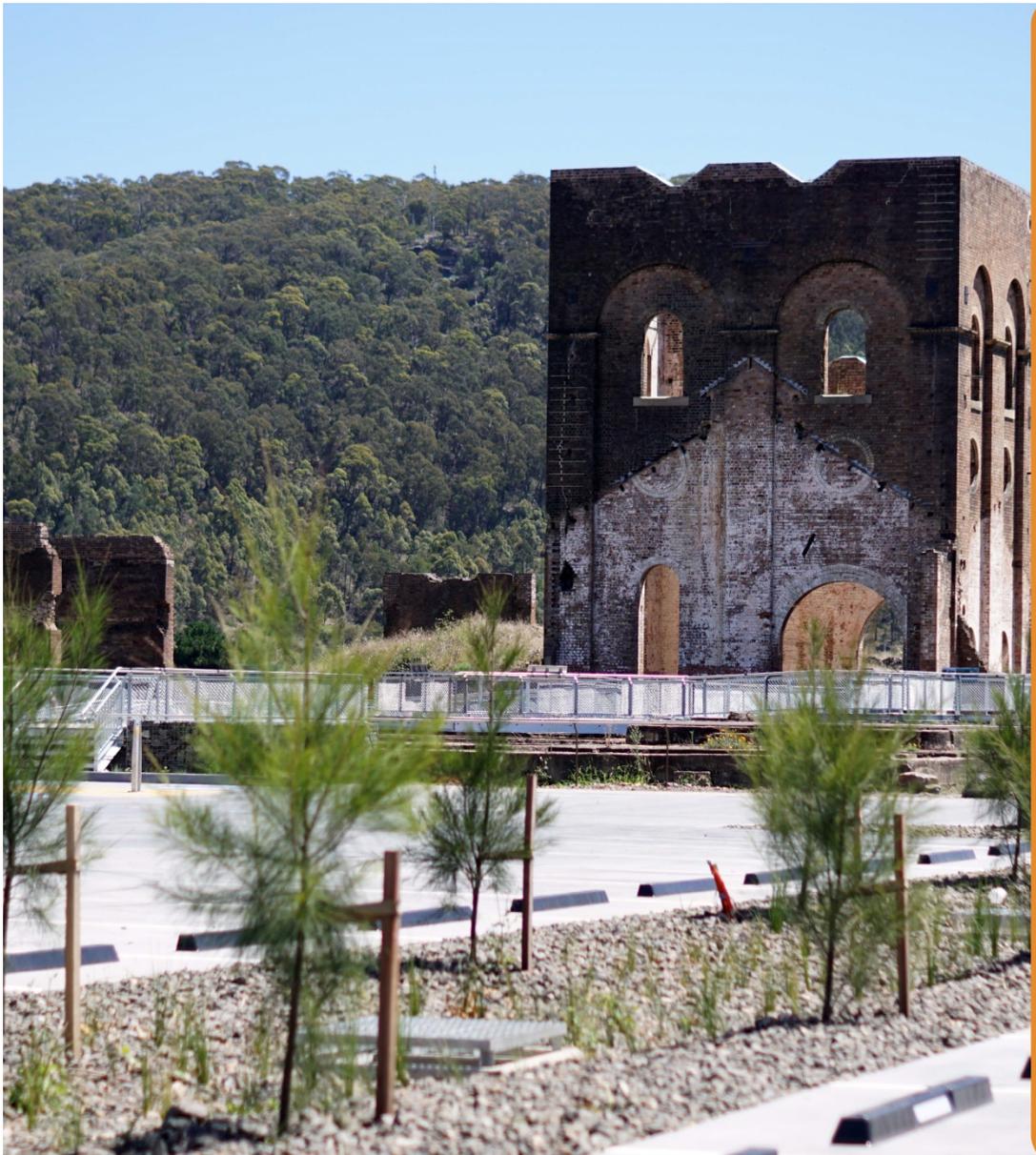
- Administration and maintenance of business systems
- Management of Council's information and communication networks
- IT support to Council staff
- Web services

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	Action	Performance Measure	Target	Responsible Department
GL2.2 Use modern operating systems and apply contemporary practices.	GL2.2.1 Investigate processes/applications/technologies to increase efficiencies and reduce costs.	Investigate and implement new technologies to improve the ability of Inspection Staff (indoor & outdoor employees) to send and receive information and comply with WHS requirements.	100% complete	Information Technology
	GL2.2.4 Ensure high service levels of Council's information and communications network.	Manage and maintain the communications networks ensuring they are operational and accessible greater than 98% of the year. <ul style="list-style-type: none"> • All software revisions implemented as recommended. • Network equipment is maintained and functional. 	100% complete	
		PC's and servers replaced in accordance with priority program.	100% complete	
		Ensure all software licencing is current: <ul style="list-style-type: none"> • Property System • Finance/Assets/Payroll System • ECM • Microsoft • Pulse • Map Info/Exponaire • Spydus Library System • ID Profile/Atlas 	100% complete	

INFORMATION TECHNOLOGY PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs \$	Funded from Net Revenue \$
Library System upgrade Upgrading Spydus to V10 on a cloud environment	50,000	(50,000)
PC and Server replacement program	50,000	(50,000)
Asset Management Mobility Allows for work orders, inspections, defects and asset survey to be done via mobile devices	316,956	(316,956)
Security Audit Security testing with staff to educate against malware infections.	20,000	(20,000)



our revenue policy

Revenue Policy

Council's Revenue Policy is detailed in its Resourcing Strategy and consists of:

- Long-Term Financial Plan;
- Strategic Asset Management Plan; and
- Workforce Plan

The Resourcing Strategy identifies the resources required to the implement the strategies established by the Community Strategic Plan that will be delivered through the Delivery Program and Operational Plan including:

- The levels of service the community expects in terms of asset management;
- The cost of any proposed major works or programs and the impact these may have on council's financial sustainability;
- Proposed scenarios which may be applied to achieve the strategic objectives;
- Whether external funding may be available for some projects;
- The implications of the Community Strategic Plan in terms of the Council's workforce planning; and
- The ongoing operational costs of council.

Long Term Financial Plan - 10 years



Fees & Charges

The proposed fees to be levied are detailed in the Fees and Charges 2018/19 document.

Council's full suite of documents within the Integrated Planning and Reporting Framework can be viewed on Council's website www.council.lithgow.com – under the Council drop down menu – Strategic Plans and Reports.

2018/19– 2020/21			
Estimated Budget – Income and Expenditure Funds Consolidated (\$'000)			
	2018/19	2019/20	2020/21
Operating income	51,043	45,125	45,974
Operating expenditure	43,059	42,322	42,296
Operating result	7,346	2,803	3,679
Operating result before capital	(637)	1,739	2,608

Capital Budget 2018/19 – 2020/21*			
	2018/19 \$	2019/20 \$	2020/21 \$
General Fund			
Buildings & Infrastructure			
Asset Renewals	7,437	8,001	8,493
New Assets	5,310	1,241	209
Other Assets			
Asset Renewals	2,984	910	929
New Assets	418	266	271
Water Fund			
Asset Renewals	2,518	1,631	1,294
New Assets	75	259	317
Sewer Fund			
Asset Renewals	2,510	1,532	2,682
New Assets	11,093	569	53
Total Capital	32,345	14,409	14,248

*Based on LTFP scenario 3 capital program

Consolidated 2018-19 Cash Budget (\$'000)	
Rates & Annual Charges	(26,273)
Fees & Other Revenue	(9,664)
Sale of Plant	(335)
New Loans	(9,537)
Grants & Contributions	(14,820)
Net Income to/(from) Reserves	(3,579)
Employment Costs	14,657
Operating Costs	16,130
Capital Expenditure	32,345
Borrowing Costs	1,076
Net Cash (Surplus)/Deficit	0

Capital Works Program 2018/19 – Funding Sources	
General Fund Revenue	6,806,341
Water Fund Revenue	1,075,000
Sewer Fund Revenue	3,535,000
Special Rate Variation 2009	451,365
Capital Grants & Contributions	6,364,362
Operating Grants	817,138
Reserves	3,758,959
Loans	9,536,786
Total Capital Program	32,344,951

Capital Works Program 2018/19	
Aquatics	47,605
Bridges	53,750
Buildings	2,130,362
Bus Shelters	15,695
Cemeteries	25,000
Cultural Heritage	60,000
Depot Improvements	100,000
Drainage	452,284
Eskbank House	51,390
Footpaths	300,952
Information Technology	411,956
Library	22,300
Lithgow CBD Revitalisation	2,692,335
Plant Replacement	1,200,000
Recreation	2,185,879
Roads	3,783,657
Sewer	14,328,393
Tourism	35,000
Waste	1,780,000
Water	2,518,393
Water & Sewer	150,000
Total Capital Program	32,344,951

Ordinary Rates

Council has 4 categories of ordinary rate, being residential, farmland, business and mining. These categories are further divided into subcategories for residential, farmland and business. An ordinary rate will be applied to each parcel of rateable land within the Local Government Area in 2018/2019.

In accordance with the Local Government Act 1993, the task of setting the annual rate peg is delegated to the Independent Pricing and Regulatory Authority (IPART).

In December 2017, IPART announced that the 2018/2019 Rate Peg Determination would be 2.3%. The rate pegging limit has been reflected in the Draft Operational Plan 2018/2019.

Land valuations as at 1 July 2016 will be applied for the 2018/2019 annual rate levy.

This Operational Plan has been prepared based upon an increase in the rate peg limit for 2018/2019 of 2.3% and subsequently this amount has been incorporated into the rate model. 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 is proposed to continue in 2017-2018.

Interest

In accordance with section 566(3) of the *Local Government Act 1993*, the Minister for Local Government determines the maximum rate of interest payable on overdue rates and charges. For the 2018/2019 rating year the interest rate is 7.5%.

Residential			
	Base Amount (\$)	Ad Valorem Amount (c in the \$)	
Lithgow (Including Strathlone, Littleton and Marrangaroo)	292	0.593342	4,421,401
Wallerawang	255	0.460839	488,787
Portland	249	0.441131	467,879
Lidsdale	292	0.440290	92,984
General	205	0.329205	1,748,521
Farmland			
Intense Use	380	0.291753	191,924
Farmland	380	0.291753	1,644,282
Business			
Lithgow	411	2.369504	1,530,133
Wallerawang	411	1.480240	110,886
Portland	411	1.140570	41,991
Lidsdale	278	1.823440	7,926
General	278	1.869992	170,174
Mining			
Coal Mines	10,048	9.953514	2,085,933
Total Estimated Yield			13,002,882



Special Rates

Parking

The special rate for parking for 150 CBD properties will continue within the designated area of Lithgow. This rate is to fund the maintenance of parking facilities within the designated area. The ad valorem rate and estimated yield is provided below.

Parking		
	Ad Valorem Amount (\$)	Estimated Yield (\$ GST Exclusive)
Designated area of Lithgow	0.9539	254,768

Special Variation to the Ordinary Rate for Infrastructure Improvements

At its meeting held on 9 March 2009, Council resolved to apply for a special variation to the ordinary rate to fund infrastructure improvements. On 3 July 2009, the Minister for Local Government approved a special variation to the ordinary rate which involves a 4.77% increase to the ordinary rate for infrastructure improvements. This special rate will be ongoing for 10 years including 2018/2019.

The table below provides details:

- Rate pegging of 2.3% for the 2018/2019 financial year.
- The outcomes, measurement and reporting requirements of the special variation to the ordinary rate to fund infrastructure improvements.

Infrastructure Levy: Special Rate Variation

s508 (2) of the Local Government Act 1993

Improve the condition of the following roads, streets & lanes.	2018/19 \$	Measurement	Reporting
Roads			
Forty Bends Road, South Bowenfels	176,390	Road works completed.	Report 'on-the-ground' works undertaken in the Quarterly Progress Report and Annual Report.
Bathurst Street, Wallerawang	75,500		
Lett Street, Portland	36,865		
Lithgow/Portland Lanes			
Falnash/Ilford Lane, Portland	15,500	Road works completed.	Report 'on-the-ground' works undertaken in the Quarterly Progress Report and Annual Report.
Commonwealth/Portland Lane, Portland	35,500		
Williwa/Commonwealth Lane, Portland	40,500		
Total Road Improvements	380,255		
Improvement works to the following buildings: .	2018/19 \$	Measurement	Reporting
General Asset Building Maintenance	71,110	Improvement works completed.	Report on works completed in the Quarterly Progress Report and Annual Report.
Total Building Improvements	71,110		
TOTAL EXPENDITURE SPECIAL RATE	451,365		

Section 94A Levy Contributions

Council has undertaken a review of its Development Contributions Framework and has proceeded with the introduction of a Section 94A Levy Plan that will apply across the LGA.

Note: The table below identifies the Section 94A Levy Contribution portion only for each project.

Proposed 3 Year Works Program – Section 94A Levy Contributions			
	2018/19	2019/20	2020/21
	\$		
Roads			
Rural Roads Rehabilitation	150,000	150,000	150,000
Open Space and Recreation Facilities			
Aquatic Centre Stage 4 – Loan Repayments	100,000	100,000	100,000
Civic, Community & Cultural Facilities			
CCTV Cameras in Main Street, Lithgow	16,000	16,000	16,000
Village Improvement Program	30,000	30,000	30,000
Total Expenditure Section 94A	296,000	296,000	296,000

Charges

Council proposes to make the following annual charges:

Sewerage Charges

Over recent years Council has spent approximately \$43 million on the upgrade of the Lithgow, Wallerawang and Portland Sewerage Treatment Plants. Work is planned to commence on both the Cullen Bullen Sewerage Scheme and the West Bowenfels Sewerage Scheme, to which Council has allocated \$10 million in the 2018/2019 budget.

In 2018/2019, the following residential or business sewerage access charges will be levied on all rateable and non-rateable properties which are connected to or within 75 metres of Council's reticulated sewerage system.

Council has reviewed the sewerage access and usage charges and has decided to increase residential and business access and business usage charges by 2.3% from the 2017/2018 year.

The sewerage usage charges will be levied to all properties using Council's reticulated sewerage system.

The residential sewer charge is calculated by guidelines issued by Best Practice pricing using the following formulae:

$$BR = SDF \times (AC20 + (CR \times UC))$$

Where:

BR = Annual residential sewerage bill (\$)

AC20 = Annual non-residential sewerage access charge for 20mm water service connection (\$)

SDF = Sewer discharge factor – the proportion of total residential water consumption that is discharged to the sewerage system

CR = Average annual residential consumption (kL)

UC = Sewer usage charge (\$/kL)

Sewerage Charges		
Sewerage Access Charge		
Type	Charge (\$)	Estimated Yield (\$)
Residential	936.00	6,727,961
Less write-off pension rebate		(168,246)
Business (main size):		
200mm	1,212.26	727
100mm	1,212.26	24,815
50mm	1,065.97	65,344
20mm	805.10	287,461
Total Estimated Yield		6,938,062
Sewerage Business Usage Charges		
Type	Charge (\$)	
Business (most commonly 95% of water usage)	1.74	

Stormwater Charges

It is proposed that the following stormwater charges will be levied on all residential and business properties within identified urban areas (except those which are vacant land) and remain unchanged from the 2017/2018 stormwater charges.

There is no proposed increase to the residential stormwater levy which will remain at \$25 per residential assessment, \$12.50 per strata unit and \$25 per 350 sq metres or part thereof for businesses with a cap on business properties of \$1,500.

Income raised from the stormwater charge is allocated to both capital and recurrent projects relating to new or additional stormwater management services such as the:

- Construction & maintenance of drainage systems, pipes basins & waterways
- Stormwater treatment
- Stormwater reuse projects
- Stormwater pollution education campaigns

- Inspection of commercial & industrial premises for stormwater pollution prevention
- Stormwater pollution incidents
- Water quality
- Flood management
- Stormwater Management

Stormwater Charges		
Type	Charge (\$)	Estimated Yield (\$)
Residential	25.00	155,825
Strata Unit (Residential)	12.50	1,625
Business	25.00 per 350sq metres (\$1,500 Cap)	86,825
Total Estimated Yield		244,275

Waste Charges

For 2018/19 there will be no increase in Waste charges for residential and business properties.

Waste Charges		
Type of Service	Charge (\$) (GST ex)	Estimated Yield (\$) (GST ex)
Residential	431.81	3,650,738
Business	431.81	273,552
Non Rateable	431.81	54,840
Unoccupied Urban	176.11	85,413
Rural	113.54	269,658
Total Estimated Yield		4,334,200

Water Charges

The following residential or business water availability charge will be levied on all rateable and non-rateable properties which are connected to or within 225 metres of Council's reticulated water supply system. Water usage charges will be levied to all properties using Council's reticulated water supply system.

Water Residential

The residential water Access charge will increase by \$4.36 to \$189.26. This is an increase of 2.3%.

The Water usage charge for the first 250kl will increase to \$3.23 and for water used in excess of 250kl the charge will be \$4.85. This is an increase of 2.3%. Council will comply with the NSW Best Practice Guidelines of 75% of residential income from usage and 25% of revenue from access charges.

Water Business

Business Access Charges will increase by 2.3% and the access charge depends on the size of the meter servicing the property.

The 2017/18 financial year was the first year in which the tier structure was used for Business Usage Charges. Based on feedback received during the year, Tier 2 for business has been adjusted to >500 kl water usage. Based on historical data, approximately 80% of businesses use less than 500 kl of water per annum and will only pay Tier 1 usage charges.

Water Charges		
Water Availability Charges		
Type	Charge (\$)	Estimated Yield (\$)
Residential	189.26	1,472,782
Less write-off pension rebate		(171,076)
Business (main size):		
200mm	1,204.00	1,204
100mm	1,204.00	32,499
50mm	1,059.00	83,667
20mm	800.00	334,337
Total Estimated Yield		1,753,413
Water Usage Charges - Residential		
Kilolitres Used	Charge (\$)	
0 – 250 Residential	3.23 / kl	
250+ Residential	4.85 / kl	
Water Usage Charges - Business		
Kilolitres Used	Charge (\$)	
0 – 500 Business	3.23 / kl	
500+ Business	4.85 / kl	

Septic Tank Charges

Following a review and public consultation process during 2010, Council adopted a revised Onsite Wastewater Strategy in November 2010. This strategy was further revised in 2013/2014. All on-site sewage management systems will be allocated a risk rating according to their type, location and proximity to waterways and property boundaries as follows. This risk rating may be altered where an inspection reveals additional risk factors:

High Risk Systems

Septic Systems located within 100 metres of a permanent watercourse or within 12 metres of a property boundary or another residential dwelling, or within a village.

Septic Systems located on commercial properties including cabins, caravan parks, B&Bs, hotels, mines etc.

High risk systems will be given a two (2) year Approval to Operate and will be inspected every two (2) years.

Medium Risk Systems

Septic Systems on land 5 hectares and less in size.

Medium risk systems will be given a five (5) year Approval to Operate and will be inspected every five (5) years.

Low Risk Systems

Septic systems located on rural land greater than 5 hectares provided they are not located within 100 metres of a permanent watercourse or within 12 metres of a property boundary or another residential dwelling.

All Aerated Wastewater systems (AWTS)

Low risk systems will be given a ten (10) year approval to Operate and inspected every ten (10) years.

There will be no Approval to Operate charges for Aerated Wastewater Systems (AWTS).

Proposed Borrowings

There are two borrowings planned for new projects in 2018/2019. These will be for water and sewer projects. Council may draw down a loan for the Portland Sewerage Treatment Plant approved by Council for the 2015/16 budget; the amount required is \$3,800,000. The borrowings will be sought from lending institutions approved by the Office of the Local Government. The loans will be secured against future Council income.

Proposed Loan Borrowings			
	2018/19 \$	2019/20 \$	2020/21
Water Reservoirs Upgrade	2,500,000		
West Bowenfels Sewer Scheme	6,200,000		
Cullen Bullen Sewer Scheme		2,000,000	



Our Place Our Future

Fees & Charges
2018- 2019

DRAFT
for Consultation

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COVER IMAGE: Photography by Sharon Murray

Pricing Methodology for Goods and Services Provided by Council

The pricing methodology for goods and services provided by council is based on the concept of user pays and cost recovery.

Description Column

Identifies the relevant fee.

Fee Charge Basis

Provides a description of how the fee will be charged.

Policy Link/s

Identifies appropriate relevant Council Policies which have a direct effect on the fee proposed. *Note: Not all fees are linked to Policies.*

Taxable

Identifies if GST is applicable or otherwise to a fee.

Responsible Department

Identifies the Department responsible for the programs to which the fees are applicable. Although Responsible Departments are required to set the relevant fees for programs, all queries in relation to fees should be directed through the Customer Administration Centre.

Legislated Fees

A large number of fees and charges are legislated. Council has no control over what these charges may be. These fees may be subject to change at any stage throughout the year. Changes may not be reflected in this document.

GST

In 2012/13 it was reported that changes to the Commonwealth, Tax Law Amendment (2011 Measure No 2) Bill 2011, would have a major impact on Local Government specifically in relation to charging GST on Special Rates & Waste charges proposed from 1 July 2013

Local Government NSW, on behalf of all NSW Councils, applied to the ATO for a class ruling on the treatment of GST and in January 2013 the ATO handed down Class Ruling 2013/1 which advised that all Council rates & charges remain 'exempt' from GST.

Bonds

Any portion of bonds/deposits retained will be subject to GST of 10%.

Fee Waivers, Refunds and Reductions

Section 610E of the Local Government Act 1993 provides that *“...a council may waive payment of, or reduce, an approved fee (whether expressed as an actual or a maximum amount) in a particular case if the council is satisfied that the case falls within a category of hardship or any other category in respect of which the Council has determined payment should be so waived or reduced.”*

The Council assesses applications for fee waivers/refunds/reductions on a case-by-case basis, taking into account the financial situation of the applicant. All requests for a refund, reduction or waiver of a fee or charge must be made in writing.

Some service fees are subject to reductions, refunds or waivers as per specific service terms and conditions. These may include:

- Land use applications submitted by local non-profit organisations;
- Hiring of community halls – cancellations;
- Cemeteries – surrender of burial licence and ashes reservations;
- JM Robson Aquatic Centre – concessions on general fees for seniors, pensioners, veterans and students and discounts for families;
- Libraries – fine concessions; and
- Eskbank House Museum - concessions on general fees for seniors, pensioners, veterans and students and local residents.

Section 95 of the Companion Animals Act 1998 provides for the reduction or waiver of fees payable to Council under the Act for persons in receipt of a pension, benefit or allowance under the Commonwealth Social Security Act 1991. Requests for refunds by persons not in receipt of a pension, benefit or allowance under the Social Security Act are referred to Council for determination on a case by case basis.

The Council also has a Hardship Policy (Policy 8.6), which establishes clear guidelines on financial relief provided to ratepayers who are experiencing financial difficulty in paying their annual rates and charges.

Fees and Charges – Summary of Changes

Below is a summary of the main changes to the fees and charges compared to the previous year including:

- New Fees
- Deleted Fees
- Changes to the structure or application of fees: and
- Significant increases of more than the General Rate Pegging amount of 2.3%

Note: A consistent rounding has been applied to all fees up to the nearest 50c or \$. This may increase fees higher than the General Rate Pegging amount and are identified throughout the document.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
Animals				
12-15	Microchipping and vaccination of animal	New & Increased Fee	23.00 - 55.00	New fees to cover the costs of re-homing an animal.
	Hire of dog traps	Delete	33.50 - 208	Community demand is not significant for Council to provide this service.
	Surrender and disposal	Increased	35.00 & 65.00	New fees to cover the costs of rehoming or euthanizing the animal
Certificates				
37	<ul style="list-style-type: none"> • Section 602 Certificate LGA – Property information non-financial (Valuers) 	Delete	308.50	Fee no longer required.
	<ul style="list-style-type: none"> • Section 121ZP Certificate Orders 		135.00	Fee no longer exists under the EPA Act.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
Buildings and Grounds				
17-21	Eskbank House and Grounds <ul style="list-style-type: none"> • Grounds Function Hire – Ground Rental 	Delete	54.00	Duplication of Venue Hire – Hourly Fee
Development				
49-51	Review of Determination	Fee Changes and New Fees	Various	Changed and new fees included as per the Environmental Planning and Assessment Regulation 2000
Documents				
56-59	ISD	Delete	17.50	Fee no longer required.
	Government Information Public Access Act 2009 – Copies for GIPA Applications	New	Various 1.50 – 9.00	Recommended copying charge – No GST for GIPA applications.
	Purchase of documents	Delete	Various 34.50 – 182.50	Fee no longer required – Download available from Council website.
Finance				
60	Rates - Receipting fee for Returned Funds– Charge to process refund.	Delete	19.50	Fee no longer required.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
	Credit Card Transaction Fee	New	0.90% of the payment	Cost recovery only – set in accordance with the RBA Surcharging Standard. Applicable to credit card transactions, including rate payments, debtors' payments, application lodgement fees and purchase and services from all Council sites. Not applicable to EFTPOS or debit card transactions.
Footpaths and Roads				
61-64	Restoration - Kerb and Gutter <ul style="list-style-type: none"> • Gutter only • Kerb only • Minimum • Standard 	Delete	Various 197.00 – 246.50	Work is undertaken as full kerb & gutter and these fees are not utilised.
Health Inspections				
65	Food Premises <ul style="list-style-type: none"> • Home-based food business/mobile food vending vehicles. 	New	228.50	Regulatory requirement to inspect.
	<ul style="list-style-type: none"> • P1 to P2 Reinspection 	New	120.00	Regulatory requirement to inspect
66	Premises <ul style="list-style-type: none"> • Hairdressers/barbers/Beauty Salon (non- skin penetration). 	New	\$58.50	Regulatory requirement to inspect.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
Hoarding Approvals				
67	Parking <ul style="list-style-type: none"> • Associated activities (change in signage and advertising etc.) 	Delete	Full cost recovery	Fee no long required
Library				
69-71	Lost/damaged item replacement fee	New	Full cost recovery of time + Processing Fee	New fee to recover the costs of lost/damaged items.
JM Robson Aquatic Centre				
73-79	Child 3 years and under Child (4-16 years)	Changed Fee	Various	<ul style="list-style-type: none"> • Changed in line with other Swimming Centres in the region. – Child 3 years and under FOC. Child 4-16 years) – age changed down from 5 years.
	6 and 12 month Leisure Members – Exercise upgrade <ul style="list-style-type: none"> • Child (4-16 years)/Concession Card Holder • Adult 			Updated to include entry fee for clarity to users and name changed to: <ul style="list-style-type: none"> • 6 month exercise membership • 12 month exercise membership
	One on two private Learn to Swim Lesson			Fee not used.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
74 & 78-79	10 visit passes Learn to Swim Squad Preparation Classes	New Fee	Various	Fees developed to: <ul style="list-style-type: none"> • To cater for demand/short-term users. • Ensure commercial operators are responsible for their equipment. • To prepare Learn to Swim Students for Squad.
Parks and Sporting Fields Hire				
80-81	Blast Furnace Park <ul style="list-style-type: none"> • Hire fees 	New	Various 110.00 – 440.00	New fees developed due to upgrade of facility and opportunities to attract hire for events.
Plant Hire				
86-87	Plant	Changed Fees and Deleted	Various	Fees have been significantly reduced in line with commercial rates to encourage hire and the fee structure has been simplified
Tourism				
91-92	Trade Show	Delete	\$165 and \$318	Removed to encourage operator involvement in tradeshows and promotion of the LGA.
	Refundable deposit per family bicycle hire	Delete	\$309.00	
	Membership – Operator – Non LGA	New	200.00	To encourage membership from outside the LGA and to provide LGA operators incentive to become members.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
Waste				
93-95	Disposal charges	New/Delete	Various	To allow the contractor to continue to process off site reducing waste to landfill.
	Compost Bin and Worm Farm	Delete	44.50 & 90.50	Direct competition with local hardware stores who supply this product.
Wastewater				
96-97	Septic Systems <ul style="list-style-type: none"> • 2 + reminder letters • Inspection conveyancing or property sale 	New	53.00 and 300.00	Regulatory requirement to inspect Onsite Sewage Management System.
	AWTS Systems	Significantly Increased	150.00 & 226.00	Regulatory requirement to inspect.
	Septic Systems inspection conveyancing for property sale.	New	226.00	Regulatory requirement to inspect.
Water				
108	Consumption Charge <ul style="list-style-type: none"> • Inaccessible Meter 	Significantly Increased	132.00	The charge applies only if Council has given written notice that a water meter will be read on a particular date & it is inaccessible on that day.

Page/s	Type of Fee/Charge	<ul style="list-style-type: none"> • New Fee • Deleted Fee • Changed Fee • Significantly increased Fee 	Total \$ payable	Comment
109	Standpipe <ul style="list-style-type: none"> • Water usage 	Changed Fee	As per Residential Tier 2	This charge has been brought in line with Council residential water charges.
Work at owners cost/Private Works				
110	Kerb and gutter, footpath, drain, mains extensions and associated costs.	Delete	Full Cost + 20%	Fee no longer required – not charged in recent history – works are undertaken as part of an overall renewal strategy.

2018/19 Schedule of Fees and Charges

Animals

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Cat Traps							
Daily Hire	Per day	5.6	No	Y	Environment	\$28.00	\$29.00
3 Day Hire	Per 3 days	5.6	No	Y	Environment	\$32.50	\$33.50
Weekly Hire	Per week	5.6	No	Y	Environment	\$52.00	\$53.50
Refundable Deposit	Per hire GST only applied to used portion of bond	5.6	No	Y	Environment	\$155.50	\$159.50
Citronella Collar							
Daily Hire	Per hire	5.6	No	Y	Environment	\$19.00	\$19.50
3 Day Hire	Per 3 days	5.6	No	Y	Environment	\$52.00	\$53.50
Weekly Hire	Per week	5.6	No	Y	Environment	\$83.00	\$85.00
Refundable Deposit	Per hire GST only applied to used portion of bond	5.6	No	Y	Environment	\$161.50	\$165.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Companion Animals Registration							
Non-desexed companion animal	Per dog	5.6	Yes	N	Environment	\$201.00	\$201.00
Desexed Companion Animal	Per dog	5.6	Yes	N	Environment	\$55.00	\$55.00
Non-desexed companion animal owned by registered breeder	Per dog	5.6	Yes	N	Environment	\$55.00	\$55.00
Desexed Companion Animal sold by an eligible pound or shelter	Per dog	5.6	Yes	N	Environment	\$27.50	\$27.50
Working Dog	Per dog	5.6	Yes	N	Environment	\$0.00	\$0.00
Desexed Companion Animal owned by an eligible pensioner	Per dog	5.6	Yes	N	Environment	\$23.00	\$23.00
Impounding							
Surrender & Disposal	Per animal	5.6	No	N	Environment	\$32.50	\$65.50
Surrender & Disposal (Animal owned by Pensioner)	Per animal	5.6	No	N	Environment	\$11.50	\$35.00
Maintenance weekdays	Per day	5.6	No	N	Environment	\$18.00	\$18.50
Maintenance weekends	Per day	5.6	No	N	Environment	\$28.00	\$29.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Release of animal	Per day	5.6	No	N	Environment	\$69.50	\$71.50
Microchipping and Vaccination of Animal							
Microchipping if impounded	Per animal	5.6	No	Y	Environment	\$43.50	\$55.00
Microchipping of animal for release with sale	Per animal	5.6	No	N	Environment	New Fee	\$23.00
Vaccination of animal	Per animal	5.6	No	Y	Environment	New Fee	\$23.00
Microchipping of animal owned by pensioner/health card holder	Per animal	5.6	No	Y	Environment	\$22.00	\$23.00
Sale of animal							
Sale of animal	Per animal	5.6	No	Y	Environment	\$54.00	\$55.50
Stock Impounding							
Maintenance - sheep	Per day - Monday to Friday (except public holidays).	5.6	No	N	Environment	\$18.00	\$18.50
Maintenance - sheep	Per day - weekends and public holidays	5.6	No	N	Environment	\$29.00	\$30.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Maintenance - Horse, cow, pig, goat	Per day - Monday to Friday (except public holidays)	5.6	No	N	Environment	\$38.50	\$39.50
Servicing of notice of impounded animal	Per notice	5.6	No	N	Environment	\$51.00	\$52.50
Stock Transport to Pound							
Transport	Actual cost of transport per animal	5.6	No	Y	Environment	Actual Cost of Transport	Actual Cost of Transport

Articles

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Impounding							
Abandoned article conveying and release fee	Per article	N/A	No	N	Environment	\$300.00	\$307.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Storage at the Pound	Per article Per day	N/A	No	N	Environment	\$24.00	\$25.00
Servicing of notice of impounded article	Per article	N/A	No	N	Environment	\$92.50	\$95.00
Shopping Trolleys							
Impounding and Release Fee	Per trolley	N/A	No	N	Environment	\$55.00	\$56.50
Penalty after 14 days	Per article/per day	N/A	No	N	Environment	\$2.50	\$3.00
Skateboards/bicycles etc.							
Confiscation/impounding/release	Per article	N/A	No	N	Environment	\$46.00	\$47.50

Buildings & Grounds

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Administration Centre							
Committee Room							
Commercial/Government usage	Per hour	N/A	No	Y	Executive	\$52.00	\$53.50
Commercial/Government usage	Per day	N/A	no	Y	Executive	\$264.50	\$271.00
Council Chambers							
Commercial/Government usage	Per hour	N/A	No	Y	Executive	\$89.50	\$92.00
Commercial/Government usage	Per day	N/A	No	Y	Executive	\$511.50	\$523.50
Eskbank House & Grounds							
Council Coordinated Public Programs							
Workshops and programs	Per workshop/program	4.6	No	Y	Community & Culture	Full Cost Recovery	Partial Recovery
Exhibition Fee							
Exhibition Fee - for profit	Per day	4.6	No	Y	Community & Culture	\$27.00	\$28.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Exhibition Fee - Not for profit group	Per day	4.6	No	N	Community & Culture	Not for Profit Group	Not for Profit Group
Entry							
Adult (17 years +)	Non Lithgow LGA Resident Per day	4.6	No	Y	Community & Culture	\$7.00	\$7.00
Child (5-16 Years)/Concession Card Holder	Non Lithgow LGA Resident Per day	4.6	No	Y	Community & Culture	\$5.00	\$5.00
Child (under 5 years)	Non Lithgow LGA Resident Per day	4.6	No	N	Community & Culture	Free of charge	Free of charge
Adult (17 years +)	Lithgow LGA Resident Per day	4.6	No	Y	Community & Culture	\$3.50	\$3.50
Child (5-16 Years)/Concession Card Holder	Lithgow LGA Resident Per day	4.6	No	Y	Community & Culture	\$2.50	\$2.50
Child (under 5 years)	Lithgow LGA Resident Per day	4.6	No	N	Community & Culture	Free of charge	Free of charge

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
School Groups	Per person	4.6	No	Y	Community & Culture	\$2.50	\$2.50
Tour Groups (non-school) - Non Lithgow LGA Resident	Per person	4.6	No	Y	Community & Culture	\$5.00	\$5.00
Tour Groups (non-school) - Lithgow LGA Resident	Per person	4.6	No	Y	Community & Culture	\$2.50	\$2.50
Grounds Function Hire							
Wedding Booking Cancellation Charge	Per booking	4.6	No	Y	Community & Culture	\$65.20	\$67.00
Wedding Ceremony	Per booking Between 10am and 4pm.		No	Y	Community & Culture	\$632.50	\$647.50
Wedding Reception (including ceremony)	Per booking Maximum of 6 hours		No	Y	Community & Culture	\$1,387.00	\$1,419.00
Wedding Reception (including ceremony)	Per hour for additional hours of hire over 6 hours.		No	Y	Community & Culture	\$89.50	\$92.00
Commercial photography in garden	Per booking Between 10am and 4pm.		No	Y	Community & Culture	\$128.50	\$131.50
Refundable Bond	GST applies if the bond is used	4.6	No	N	Community & Culture	\$300.50	\$307.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Full day hire - for profit	Per day 1 day hire (10am - 4pm) Venue hire hourly fee charged for every hour before 10am or after 4pm.	4.6	No	Y	Community & Culture	\$300.50	\$307.00
Full Day Hire - Non for Profit	Per day 1 day hire (10am - 4pm) Venue hire hourly fee charged for every hour before 10am or after 4pm.	4.6	No	Y	Community & Culture	\$160.00	\$160.50
Venue Hire Hourly Fee - for Profit	Per hour	4.6	No	Y	Community & Culture	\$55.00	\$55.00
Venue Hire Hour Fee - Non for Profit	Per hour	4.6	No	Y	Community & Culture	\$30.00	\$30.00
Market Stalls							
Hobbyist Vendor	Per site 2.4msq. Site with own stall/van/tables		No	Y	Community & Culture	\$17.00	\$17.50
Hobbyist Vendor	Per site 2.4msq. Powered Site with own stall/van/tables		No	Y	Community & Culture	\$32.50	\$33.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Not for profit organisation	Per site 2.4msq. Site with own stall/van/tables		No	Y	Community & Culture	Not for Profit Group	Not for Profit Group
Commercial Vendor	Per site 2.4msq. Site with own stall/van/tables		No	Y	Community & Culture	\$31.50	\$32.50
Commercial Vendor	Per site 2.4msq. Powered Site with own stall/van/tables		No	Y	Community & Culture	\$52.00	\$53.50
Hall Hire							
Chair & Table Hire for Special Events							
Refundable Deposit	Per event GST applies if the bond is used.		No	N	Customer Service	\$426.50	\$397.00
Chairs and tables 0-50 items	Per event Hire only, delivery charges extra		No	Y	Customer Service	\$98.50	\$101.00
Chairs and tables 0-100 items	Per event Hire only, delivery charges extra		No	Y	Customer Service	\$155.50	\$155.50
Chairs and tables 0-200 items	Per event Hire only, delivery charges extra		No	Y	Customer Service	\$259.00	\$265.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Chairs and tables > 200 items	Per event Hire only, delivery charges extra		No	Y	Customer Service	\$316.00	\$323.50
Delivery and collection - Chairs and tables 0-50 items	Per event Delivery cost only, hire fee separate		No	Y	Customer Service	\$98.50	\$101.00
Delivery and collection - Chairs and tables 0-100 items	Per event Delivery cost only, hire fee separate		No	Y	Customer Service	\$160.50	\$164.50
Delivery and collection - Chairs and tables 0-200 items	Per event Delivery cost only, hire fee separate		No	Y	Customer Service	\$259.00	\$265.00
Delivery and collection - Chairs and tables > 200 items	Per event Delivery cost only, hire fee separate		No	Y	Customer Service	\$316.00	\$323.50
Replacement cost - chairs	Per chair		No	Y	Customer Service	\$92.50	\$95.00
Replacement cost - tables	Per table		No	Y	Customer Service	\$143.00	\$146.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Civic Ballroom <ul style="list-style-type: none"> NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							
Per event Refundable Deposit	Per event GST applies if the bond is used.	4.6, 4.7 and 4.8	No	N	Customer Service	\$524.00	\$536.00
Charity/Community/Resident Function	Per event	4.6, 4.7 and 4.8	No	Y	Customer Service	50% of commercial hire	50% of commercial hire
Function - Commercial Hire	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$1,047.50	\$1,072.00
Function - Commercial Hire 2nd Day	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$524.00	\$536.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Function - Commercial Hire - 3rd Day	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$262.00	\$268.50
Bump-in/Bump-out	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$262.00	\$268.50
Rehearsal per day	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$262.00	\$268.50
Rehearsal - Monday to Thursday per day	Per day	4.6, 4.7 and 4.8	No	Y	Customer Service	\$197.00	\$202.00
Microphone							
Microphone refundable deposit	Per event	4.6, 4.7 and 4.8	No	N	Customer Service	\$262.00	\$262.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Crystal Theatre							
<ul style="list-style-type: none"> NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							
Refundable Deposit	Per hire GST applies if bond used.	4.6 and 4.7	No	N	Environment & Development	\$263.00	\$263.00
Charity/Community/Resident Function	Per hire	4.6 and 4.7	No	Y	Environment & Development	50% of commercial hire	50% of commercial hire
Function - Commercial Hire	Per day	4.6 and 4.7	No	Y	Environment & Development	\$344.00	\$352.00
Rehearsal for function	Per day	4.6 and 4.7	No	Y	Environment & Development	\$112.00	\$115.00
Upstairs Meeting Room	Per day	4.6 and 4.7	No	Y	Environment & Development	\$17.00	\$17.50
Movie Screenings	Per screening	4.6 and 4.7	No	Y	Environment & Development	\$70.50	\$72.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Vale of Clwydd Hall							
<ul style="list-style-type: none"> NOTE: Fees are set by the Vale of Clwydd Hall Committee. NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							
Union Theatre							
<ul style="list-style-type: none"> NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							
Refundable Deposit	Per hire GST applies if bond used.	4.6, 4.7 and 4.8	No	N	Environment & Development	\$263.00	\$269.00
Function - Commercial Hire	Per day	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$428.50	\$438.50
Function - Commercial Hire - 2nd day	Per day	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$150.50	\$154.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Function - Commercial Hire - 3rd Day	Per day	4.6, 4.7. and 4.8	No	Y	Environment & Development	\$76.00	\$78.00
Function - Charity/Community/Resident	Per hire	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$188.50	\$193.00
Function - Charity/Community/Resident - 2nd day	Per day	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$76.00	\$78.00
Function - Commercial Hire - 3rd Day	Per day	4.6, 4.7 and 4,8	No	Y	Environment & Development	\$38.50	\$39.50
Small community performance - Less than 2 hours	Per hire	4.6, 4.7 and 4,8	No	Y	Environment & Development	\$54.00	\$55.50
Bump-in/Bump-out	Per day	4.6, 4.7 and 4,8	No	Y	Environment & Development	\$188.50	\$193.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Rehearsal per day	Per day	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$188.50	\$193.00
Rehearsal - Monday to Thursday per day	Per day	4.6, 4.7 and 4.8	No	Y	Environment & Development	\$141.00	\$144.50
Wallerawang Memorial Hall							
Playgroup/community group - Yearly usage	Per annum	4.6 and 4.7	No	Y	Customer Service	\$903.00	\$924.00
Meadow Flat Hall							
<ul style="list-style-type: none"> NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							
Refundable Deposit (functions)	Per hire GST applies if bond used.	4.6 and 4.7	No	N	Environment & Development	\$161.50	\$165.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Refundable deposit (community Groups and Members)	Per hire GST applies if bond used.		No	N	Environment & Development	\$81.00	\$83.00
Charity/Community/Resident Function	Per hire	4.6 and 4.7	No	Y	Environment & Development	\$81.00	\$83.00
Function - Commercial Hire	Per hire	4.6 and 4.7	No	Y	Environment & Development	\$161.50	\$165.50
Rehearsal for function	Per hire	4.6 and 4.7	No	Y	Environment & Development	\$22.00	\$23.00
Community uses (e.g. meetings)	Per hire	4.6 and 4.7	No	Y	Environment & Development	\$22.00	\$23.00
Meadow Flat School Use	Per hire	4.6 and 4.7	No	Y	Environment & Development	\$11.50	\$12.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Hermitage Hall							
<ul style="list-style-type: none"> • NOTE: Fees are set by the Hermitage Hall Committee. • NOTE: Hiring of Council owned premises is prohibited to individual operators whose sole purpose is retailing unless this retail Operation is part of a larger community event (Ordinary Meeting of Council 12 July 2010 Minute Number 10-267). • NOTE: Where a booking by a community group or promoter is for a performance by a commercial/professional artist/s it is classed as a commercial hire and commercial charges apply. 							

Cemetery Services

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Ashes Removal							
Removal	Per removal		No	Y	Recreation	\$380.00	\$389.00
Beam							
Wallerawang/Portland/Lithgow							
Bronze plaque 381 x 216mm	Per plaque	2.1	No	Y	Recreation	\$724.50	\$741.50
Plaque (Dual) 1st detachable plate	Per plaque	2.1	No	Y	Recreation	\$873.00	\$893.50
Plaque (Dual) 2nd detachable plate	Per plaque	2.1	No	Y	Recreation	\$463.00	\$474.00
Burial/Grave Rights							
Site/plot	Per site	2.1	No	Y	Recreation	\$1,092.00	\$1,117.50
Destitute	Per site	2.1	No	Y	Recreation	\$594.50	\$608.50
Columbarium Wall Plaques							
Bronze plaque 275 x 225mm	Per plaque	2.1	No	Y	Recreation	\$724.50	\$741.50
Bronze plaque 190 x 190mm	Per plaque	2.1	No	Y	Recreation	\$588.00	\$602.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Plaque on Satin chrome 135 x 95mm	Per plaque	2.1	No	Y	Recreation	\$588.00	\$602.00
Plaque on Satin chrome 270 x 250mm	Per plaque	2.1	No	Y	Recreation	\$689.50	\$705.50
Columbarium Walls (Niches)							
Lithgow/Portland/Wallerawang/Cullen Bullen/Capertee/Hartley	Per niche	2.1	No	Y	Recreation	\$712.50	\$729.00
Lithgow North and Western Garden Wall	Per niche	2.1	No	Y	Recreation	\$712.50	\$729.00
Exhumations							
Less than 7 years	Per site	2.1	No	Y	Recreation	\$1,389.00	\$1,421.00
More than 7 years	Per site	2.1	No	Y	Recreation	\$920.50	\$942.00
Interment							
Double depth	Per site	2.1	No	Y	Recreation	\$1,033.00	\$1,057.00
Single depth	Per site	2.1	No	Y	Recreation	\$689.50	\$705.50
Destitute	Per site	2.1	No	Y	Recreation	\$516.50	\$528.50
Outside Working Hours (3.30pm)	Per hour	2.1	No	Y	Recreation	Full Cost Recovery	Full Cost Recovery

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Outside Working Hours - Saturday	Per hour	2.1	No	Y	Recreation	Full Cost Recovery	Full Cost Recovery
Stillborn/premature baby	Per site	2.1	No	Y	Recreation	\$339.50	\$347.50
Lowther Cemetery: Catholic Section only	Per burial/interment	2.1	No	Y	Recreation	\$1,206.00	\$1,234.00
Lowther Cemetery: Stillborn/premature baby	Per site	2.1	No	Y	Recreation	\$339.50	\$347.50
Re-opening - Monumental	Per site	2.1	No	Y	Recreation	\$574.50	\$588.00
Interment/Ashes							
Cremains	Per interment		No	Y	Recreation	\$427.50	\$437.50
Memorial Garden (Ashes)							
Lithgow/Portland/Wallerawang/Cullen Bullen	Per position	2.1	No	Y	Recreation	\$933.00	\$954.50
Monumental Permit							
Single/Double	Per monument	2.1	No	Y	Recreation	\$105.00	\$107.50
Private Plaque Install							
Plaque installation	Per installation	2.1	No	Y	Recreation	\$116.00	\$119.00

Certificates

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Building Certificates							
Additional Inspections	Per inspection		Yes	N	Development	\$90.00	\$90.00
Class 1 or Class X Building	Dwelling		Yes	N	Development	\$250.00	\$250.00
Floor area <200sqm	Per application		Yes	N	Development	\$250.00	\$250.00
Floor area > 200sqm < 2000sqm	Per application Plus 0.50c per m ² over 200m ²		Yes	N	Development	Plus 0.50c per sqm over 200 sqm	Plus 0.50c per sqm over 200 sqm
Floor area >2000sqm	Per application Plus 0.75c per m ² over 2000m ²		Yes	N	Development	Plus 0.75c per sqm over 2000 sqm	Plus 0.75c per sqm over 2000 sqm
Part building - external wall/nil floor area	Per application		Yes	N	Development	\$250.00	\$250.00
Copy	Per copy		Yes	N	Development	\$13.00	\$13.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Essential Service Compliance							
Compliance	Per year		No	N	Development	\$110.50	\$115.00
Compliance Certificate & Inspections for Swimming Pool							
Swimming Pool Compliance Certificate	Per certificate		Yes	N	Development	\$150.00	\$150.00
Swimming Pool Inspection	Per inspection		Yes	N	Development	\$150.00	\$150.00
Swimming Pool Re-inspection	Per inspection		Yes	N	Development	\$100.00	\$100.00
Land Classification Certificate							
Section 54 Local Government Act	Per certificate		No	N	Strategic Planning	\$35.50	\$36.50
Planning Certificates (Section 10.7 of EP&A Act)							
Planning Certificate (2) Standard Planning/Zoning/Land	Per certificate		Yes	N	Development	\$53.00	\$53.00
Planning Certificate (2) within 24 hours	Additional to ordinary fee		Yes	N	Development	\$100.00	\$100.00
Planning Certificate (5) + (2) Additional information	Per certificate		Yes	N	Development	\$133.00	\$133.00
Planning Certificate(5) within 24 hours	Additional to ordinary fee		Yes	N	Development	\$100.00	\$100.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Section 602 Certificate LGA							
Property information non-financial	Per request		Yes	N	Finance	\$42.50	\$43.50
Historical information print for Values	Per print		Yes	N	Finance	\$56.00	\$57.50
Section 603 Certificates							
Property debt information (As per OLG)	Per certificate		Yes	N	Finance	\$75.00	\$80.00
Urgent S603	per certificate		Yes	N	Finance	\$180.50	\$180.00
Sections 735(A) Certificate (Local Government Act)							
Orders	Per certificate		No	N	Development	\$129.50	\$132.50

Development

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Advertising/Notification Fee							
Designated Development	Per advertisement/notification		Yes	N	Development	\$2,220.00	\$2,220.00
Other development requiring notice (EPI or DCP)	Per advertisement/notification		Yes	N	Development	\$1,105.00	\$1,105.00
Neighbours and/or nearby residents	Per notification		Yes	N	Development	\$140.00	\$140.00
Advertised Development (CL252(1)(b) EP&A Regulation)	Per advertisement		Yes	N	Development	\$1,105.00	\$1,105.00
Prohibited Development	Per advertisement		Yes	N	Development	\$1,105.00	\$1,105.00
Archive Fee							
Archiving	Per application/certificate		Yes	N	Development	\$57.00	\$57.00
Assessment under Part 5 of EP&A Act							
Assessment	Per hour		No	N	Development	\$130.00	\$130.00
Building Specifications							
Brick, veneer, timber buildings	Per specification		No	Y	Development	\$28.00	\$29.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Complying Development							
Compliance Certificate - Footing/slab/frame	First 3 inspections		No	Y	Development	\$197.00	\$202.00
Compliance Certificate - Additional inspection	Per inspection		No	Y	Development	\$135.00	\$138.50
Private Certifier - Holding fee	Per certificate		Yes	N	Development	\$36.00	\$36.00
Complying Development Certificate A) - Minimum	Per certificate		No	Y	Development	\$124.50	\$127.50
Complying Development Certificate B)	Per certificate		No	Y	Development	\$124.50	\$127.50
Complying Development Certificate B) plus 0-\$100,000	Per certificate Plus \$4.00 per thousand from 5001-100,000		No	Y	Development	Plus 0.38%	Plus 0.38%
Complying Development Certificate C)			No	Y	Development	\$518.00	\$530.00
Complying Development Certificate c) plus \$100,001 - \$250,000	Per certificate Plus \$3.00 per thousand from \$100,001 - \$250,000.		No	Y	Development	Plus 0.26% for amounts over \$100,000	Plus 0.26% for amounts over \$100,000
Complying Development Certificate D)	Per certificate		No	Y	Development	\$983.50	\$1,006.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Complying Development Certificate D) plus 250,000 +	Per certificate Plus \$2.00 per thousand in excess of \$250,000.		No	Y	Development	Plus 0.15% for amounts over \$250,000	Plus 0.15% for amounts over \$250,000
<p>Construction Certificates/Section 68 Manufactured Homes</p> <p>Note: The General Manager has the authority to negotiate reduced fees for compliance certificates construction certificates and complying development certificates in excess of \$1 million.</p>							
Application Fee - A) - Work up to \$5,000	First 3 inspections Plus 0.6% of the building contract price.		No	Y	Development	\$98.50	\$101.00
Application Fee - B) - Work \$5,000 - \$100,000	First 3 inspections Plus 0.47% of the building contract price for amounts over \$5,000		No	Y	Development	\$129.50	\$132.50
Application Fee - C) - \$100,001 - \$250,000	First 3 inspections Plus 0.25% of the building contract price for amounts over \$100,000.		No	Y	Development	\$611.00	\$625.50
Application Fee - D) - \$250,000 +	First 3 inspections Plus 0.15% of building contract price for amounts over \$250,000.		No	Y	Development	\$1,019.50	\$1,043.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Advertising	Per Construction Certificate		No	Y	Development	\$419.50	\$429.50
Compliance Certificate - Footing/slab/frame	First 3 inspections		No	Y	Development	\$197.00	\$202.00
Compliance Certificate - Additional inspections	Per inspection		No	Y	Development	\$135.00	\$138.50
Private Certifier - Holding fee	Per certificate		Yes	N	Development	\$36.00	\$36.00
Copy of certificate	Per certificate		No	Y	Development	\$176.00	\$180.50
Certified copy (cl262 EP&A Regulation)	Per certificate		No	N	Development	\$53.00	\$53.00
Transfer of Principal Certifying Authority role to Council	Per application 0.5% of building contract price (plus necessary certificates)		No	Y	Development	0.50% of building contract price	0.50% of building contract price
Council Officer/Bushfire Assessment Level Report							
For extra DA/CC consent requirements	Per inspection		No	Y	Development	\$150.50	\$154.00
Bushfire Assessment Level Report by council Officer	Per report		No	Y	Development	\$393.50	\$403.00
Damage Default							

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Deposit (\$30.00 retained)	Residential		No	N	Development	\$828.00	\$850.00
Deposit (\$30.00 retained)	Commercial		No	N	Development	\$1,759.50	\$1,800.00
Deposit (\$30.00 retained)	Minor <20,000		No	N	Development	\$238.50	\$245.00
Re-inspection	Per inspection		No	Y	Development	\$155.50	\$160.00
Demolition Applications							
Commercial demolition application	As per DA fee.		Yes	N	Development	As per DA Fee	As per DA Fee
Commercial security deposit	Per deposit.		No	N	Development	\$3,208.50	\$3,282.50
Residential demolition application	As per DA fee.		Yes	N	Development	As per DA Fee	As per DA Fee
Residential Security Deposit	Per deposit		No	N	Development	\$1,811.50	\$1,850.00
Designated Development							
Designated Development	As per DA fee.		Yes	N	Development	As per DA Fee	As per DA Fee
Designated Development - maximum additional fee	Per application		Yes	N	Development	\$920.00	\$920.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Developer Contributions							
<ul style="list-style-type: none"> • Section 64 Developer Servicing Plan - Sewer - Refer to Developer Servicing Plans for details of payments schedule. • Section 64 Developer Servicing Plan - Water - Refer to Developer Servicing Plans for details of payments schedule. • Section 7.11 Contributions Plan (old S94)- Refer to Development Contributions Plans for details of payments schedule. <p>Note 1: The following charges will be repealed upon the adoption of the Developer Servicing Plans.</p> <p>Note 2: 10% GST is payable on Developer Contributions from 2012-2013.</p>							
Headworks Water (former PWD)	Per dwelling. Note: Developer contribution plans to be reviewed.		No	N	Water and Wastewater	\$3,105.00	\$3,176.50
Headworks Water (South Bowenfels)	Per dwelling. Developer contribution plans to be reviewed.		No	N	Water and Wastewater	\$1,552.50	\$1,588.50
Headworks Sewer (former PWD)	Per dwelling. Developer contribution plans to be reviewed.		No	N	Water and Wastewater	\$2,587.50	\$2,647.50
Headworks Sewer (South Bowenfels)	Per dwelling. Developer servicing plans to be reviewed.		No	N	Water and Wastewater	\$1,759.50	\$1,800.00
Development Applications							
Proposal with estimated cost of up to \$5,000	Per application		Yes	N	Development	\$110.00	\$110.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Proposal with estimated cost between \$5001-\$50,000	Per proposal		Yes	N	Development	\$170.00	\$170.00
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per \$5,001-\$50,000.		Yes	N	Development	\$3.00	\$3.00
Proposal with estimated cost between \$50,001 - \$250,000	Per application		Yes	N	Development	\$352.00	\$352.00
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per \$50,001 - \$250,000		Yes	N	Development	\$4.00	\$4.00
Proposal with estimated cost between \$250,001 to \$500,000	Per application		Yes	N	Development	\$1,160.00	\$1,160.00
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per \$250,001 - \$500,000		Yes	N	Development	\$2.50	\$2.50
Proposal with estimated cost between \$501,000 - \$1m	Per application		Yes	N	Development	\$1,745.00	\$1,745.00
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per \$501,000 - \$1m		Yes	N	Development	\$2.00	\$2.00
Proposal with estimated cost between \$1,000,001 - \$10m	Per application		Yes	N	Development	\$2,615.00	\$2,615.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per \$1,000,001 - \$10m		Yes	N	Development	\$1.50	\$1.50
Proposal with estimated cost more than \$10,000,000	Per application		Yes	N	Development	\$15,875.00	\$15,875.00
Plus for each \$1,000 of estimated cost or part thereof in addition to the base fee	Per more than \$10m		Yes	N	Development	\$1.50	\$1.50
Development Control Plan Amendments							
Development Control Plan Amendment (not requested by Council)	Per amendment		No	N	Development	Full Cost Recovery	Full Cost Recovery
Dwellings							
House rural - \$100,000 or less - as per scale maximum fee	Per application		Yes	N	Development	\$455.00	\$455.00
Residential - \$100,000 or less - as per scale maximum fee	Per application		Yes	N	Development	\$455.00	\$455.00
Minor non-exempt (garages, pools, etc) No construction certificate - as per scale maximum fee	Per application		Yes	N	Development	\$364.00	\$364.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Pre-application inspection prior to lodgement	Per application		No	N	Development	\$103.50	\$106.00
Dual Occupancy - for relative only	Per application		No	N	Development	\$176.00	\$180.00
Dual Occupancy - other	As per DA fee		Yes	N	Development	As per DA Fee	As per DA Fee
DA not involving building, subdivision	Per application		Yes	N	Development	\$285.00	\$285.00
DA change of use	Per application		Yes	N	Development	\$285.00	\$285.00
DA not involving building or subdivision or demolition	Per application		Yes	N	Development	\$285.00	\$285.00
Compliance Certificate	Per application		Yes	N	Development	\$58.00	\$58.00
Enquiry							
Written response - Minor enquiry	Per enquiry		No	N	Development	\$109.00	\$115.00
Written response - Major enquiry	Per enquiry		No	N	Development	Full Cost Recovery	Full Cost Recovery
Environmental Impact Statement							
Copy	Per EIS		Yes	N	Development	\$36.00	\$36.00
Inspection Fee							

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Inspection fee for sundry building enquiries etcetera.	Per inspection		No	Y	Development	\$197.00	\$202.00
Same day inspection	Per inspection		No	Y	Development	\$197.00	\$202.00
Integrated/Concurrence							
Note: A fee of \$320.00 to the Integrated/Concurrence Authority in addition to the DA sliding scale fee applies.							
Concurrence/Integrated (Additional Processing Fee)	Per application		Yes	N	Development	\$140.00	\$140.00
Modification of Consent							
Modification application - as per the maximum fees set out in the EP&A regulation	Per application		Yes	N	Development	As per EP&A regulation	As per EP&A regulation
Occupation Certificate							
Private Certifier - Lodgement Occupation Certificate	Per application		Yes	N	Development	\$36.00	\$36.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Pre-Lodgement Advice							
Pre-Lodgement Advice for commercial/industrial/residential development	Per meeting		No	N	Development	\$400.00	\$410.00
Relocatable Home							
Outside LCC area	Per inspection Maximum 120km then add \$1 per kilometre		No	Y	Development	\$1,061.00	\$1,085.50
Within LCC area	Per inspection		No	Y	Development	\$621.50	\$636.00
Bond	Per deposit GST applies if the bond is retained.		No	Y	Development	\$32,085.50	\$32,823.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Retention							
Structural Engineer Certificate	Unchecked		No	Y	Development	\$57.00	\$58.50
Within 12 months of Disapproval/Lapse	% fee (27.50min.)		No	Y	Development	\$91.50	\$94.00
Review of Determination							
Development Application not involving erection of a building or carrying out of work or the demolition of a work or building.	Per review As per EP&A Regulation 257.		Yes	N	Development	50% of original fee	50% of original fee
Development application for erection of a dwelling with estimated cost of \$100,000 or less	Per review As per EP&A Regulation 257.		Yes	N	Development	\$190.00	\$150.00
Additional for advertising under Part 8 Division 8.2 of EPA Act	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$620.00
In any other case							
Development application with estimated cost up to \$5,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$55.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Development application with estimated cost between \$5001-\$250,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$85
Plus for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$250,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	1.50
Development Application with estimated cost between \$250,001 - \$500,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$500.00
Plus for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds 500,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$0.85
Development Application with estimated cost between \$500,001 to \$1,000,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$712.00
Plus for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$500,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$0.50
Development Application with estimated costs between \$1,000,001 to \$10,000,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$987.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Plus for each \$1,000 (or part of \$1,000) by which estimated cost exceeds \$1,000,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$0.40
Development Application with estimated cost of more than \$10,000,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$4,737
Plus for each \$1,000 (or part of \$1,000) by which estimated cost exceeds \$10,000,000	Per review As per EP&A Regulation 257.		Yes	N	Development	New Fee	\$0.27
Rezoning Applications							
Minor Planning Proposal	Per Proposal Relates to LEP definitions: heritage listings; minor additional permitted uses or single clause/mapping amendment consistent with Comprehensive Land Use Strategy.		Yes	N	Strategic Planning	\$8,000.00	\$8,000.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Major Planning Proposal	Per Proposal Relates to change of zoning and/or Minimum Lot Size and development yield is below 20 lots; multiple clause/mapping amendment and/or inconsistent with Comprehensive Land Use Strategy.		Yes	N	Strategic Planning	\$15,000.00	\$15,000.00
Development Control Plan Amendment – Proponent initiated	Per application		Yes	N	Strategic Planning	\$5,000.00	\$5,000.00
Significant Planning Proposal	Per Proposal Relates to change of zoning and/or Minimum Lot Size; multiple clause/mapping amendment and development yield exceeds 20 lots and/or development cost is more than \$10m.		Yes	N	Strategic Planning	\$25,000.00	\$25,000.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Section 68 approvals							
Water - Up to 3 lots	<ul style="list-style-type: none"> Per application Includes up to 2 inspections. Each additional inspection will be invoiced per additional inspection. 		No	N	Development	\$217.50	\$225.00
Water - additional lots - per lot	Per lot		No	N	Development	\$16.00	\$20.00
Sewer application - Up to 3 lots	<ul style="list-style-type: none"> Per application Includes up to 2 inspections. Each additional inspection will be invoiced per additional inspection. 		No	N	Development	\$217.50	\$225.00
Sewer - additional lots - per lot	Per lot		No	N	Development	\$16.00	\$20.00
Stormwater - Up to 3 lot	Per application		No	N	Development	\$217.50	\$225.00
Stormwater - additional lots - per lot	Per lot		No	N	Development	\$16.00	\$20.00
Other solid fuel	Per application		No	N	Development	\$129.50	\$140.00
Inspection Fee - Up to 2 inspections	Per application		No	N	Development	\$217.50	\$225.00
Additional Inspections - per inspection	Per application		No	N	Development	\$114.00	\$120.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
SEPP 1							
Council Fee	Per application		Yes	N	Development	\$250.00	\$250.00
Concurrence required paid to Department of Planning	Per application		Yes	N	Development	\$320.00	\$320.00
SEPP 4							
Change of usage	Per application		Yes	N	Development	\$75.00	\$75.00
Signs							
Note: Fees for signage may be as per the scheduled fee below or DA scale of fees - whichever the greater amount is.							
Signs	Per application		No	N	Development	\$310.50	\$320.00
Additional Signs	Per application		No	N	Development	\$109.00	\$115.00
Signs: Swimming Safety							
Private pool signs	Per sign		No	Y	Development	\$36.50	\$37.50
Structural Certificate							
As required and appointed by Council	Per certificate		No	Y	Development	\$373.00	\$382.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Subdivision Certificate/Linen Release							
Administration costs	Per linen plan		No	N	Development	\$217.50	\$225.00
Administration costs additional with seal	Per linen plan		No	N	Development	\$88.00	\$90.00
Linen Re-release/Surveyor Error	Per linen plan		No	N	Development	\$88.00	\$90.00
Linen Re-release/LPI Requisition	Per linen plan		No	N	Development	\$88.00	\$90.00
Subdivisions							
No new road	Per application		Yes	N	Development	\$330.00	\$330.00
Plus for each lot	Per lot		Yes	N	Development	\$53.00	\$53.00
Strata	Per application		Yes	N	Development	\$330.00	\$330.00
Plus for each lot	Per lot		Yes	N	Development	\$65.00	\$65.00
With new road	Per application		Yes	N	Development	\$665.00	\$665.00
Plus for each lot	Per lot		Yes	N	Development	\$65.00	\$65.00
Private Certifier - Lodgement Subdivision Certificate	Per application		Yes	N	Development	\$36.00	\$36.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Withdrawn Application							
If written notice is received before assessment	Per application		No	N	Development	86%	86%
If initial correspondence referrals sent etc.	Per application		No	N	Development	77%	77%
If assessment commenced	Per application		No	N	Development	50%	50%
If assessment substantially completed	Per application		No	N	Development	27%	27%
If assessment fully completed	Per application		No	N	Development	10%	10%

Documents

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Facsimile							
Local	First 3 pages		No	N	Finance	\$5.00	\$5.50
STD	First 3 pages		No	N	Finance	\$6.00	\$6.50
Additional pages	Per page		No	N	Finance	\$2.00	\$2.50
GIS Services							
A2 Colour print	Per sheet		No	N	Information Technology	\$17.00	\$17.50
A1 Colour print	Per sheet		No	N	Information Technology	\$22.00	\$23.00
AO Colour print	Per sheet		No	N	Information Technology	\$42.50	\$43.50
Custom Mapping/Data Extraction	Per sheet		No	N	Information Technology	\$81.00	\$83.00
Government Information Public Access Act 2009							
Original	Per application		Yes	N	Finance	\$30.00	\$30.00
Processing of application	Per hour		Yes	N	Finance	\$30.00	\$30.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Review	Per review		Yes	N	Finance	\$40.00	\$40.00
Copies for GIPA Applications A4 - Maximum 50 copies	Per page		Yes	N	Finance	New Fee	\$1.50
Copies for GIPA Applications A3 - Maximum 50 copies	Per page		Yes	N	Finance	New Fee	\$2.00
Copies for GIPA Applications Plan - Maximum 50 copies	Per page		Yes	N	Finance	New Fee	\$9.00
Officers Response							
Verbal or written response	Per sheet		No	N	Finance	\$125.50	\$128.00
Photocopying							
A4 - Maximum 50 copies	Per page		No	Y	Finance	\$1.00	\$1.50
A3 - Maximum 50 copies	Per page		No	Y	Finance	\$1.50	\$2.00
Plan - Maximum 50 copies	Per page		No	Y	Finance	\$8.50	\$9.00
Plan Printing							
AO	Per sheet		No	N	Environment & Development	\$20.00	\$21.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
A1	Per sheet		No	N	Environment & Development	\$13.50	\$14.00
A2	Per sheet		No	N	Environment & Development	\$11.50	\$12.00
Purchase of Documents							
Small B&W (1-20 pages)	Per document		No	N	Finance	\$16.00	\$16.50
Small colour (1-20 pages)	Per document		No	N	Finance	\$29.00	\$30.00
Medium B&W (21-50 pages)	Per document		No	N	Finance	\$29.00	\$30.00
Medium Colour (21-50 pages)	Per document		No	N	Finance	\$43.50	\$44.00
Large B&W (51+ pages)	Per document		No	N	Finance	\$43.50	\$44.00
Large Colour (51+ pages)	Per document		No	N	Finance	\$58.00	\$59.00
Development Control Plans	Per document		No	N	Strategic Planning	\$23.00	\$24.00
Lithgow City LEP 2014 (including written statement and maps)	Per document		No	N	Strategic Planning	\$11.50	\$12.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Lithgow City LEP 2014 written statement	Per document		No	N	Strategic Planning	\$11.50	\$12.00
Lithgow City LEP 1994 individual map	Per document		No	N	Strategic Planning	\$13.50	\$14.00
Rylstone LEP 1996 written statement	Per document		No	N	Strategic Planning	\$39.50	\$40.00
Certified Zoning Extract Map - 10.8(3)EP&A Act & cl262 EP&A Regulation	Per document		No	N	Strategic Planning	\$59.00	\$60.00
Marrangaroo Local Environmental Study	Per document		No	N	Strategic Planning	\$64.50	\$66.00
Marrangaroo Structure Plan	Per document		No	N	Strategic Planning	\$50.00	\$51.00
Engineering Codes and Specifications	Per document		No	N	Finance	\$104.00	\$105.00
Subdivision code	Per document		No	N	Finance	\$37.50	\$38.00
Subpoena Research							
Research	Per hour		No	N	Finance	\$125.50	\$128.00

Finance

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Debt Recovery As per actual court charge or recovery agent. Charged to Property/Debtor. See Policy 8.4 - Debt Recovery.							
Rates Interest - Section 566(3) Local Government Act 1993 - 9% pa calculated or rate specified by the Minister for Local Government in the Government Gazette.							
Rating Inspection	Per inspection		No	N	Finance	\$116.00	\$118.70
Returned Cheques							
Charge for processing dishonoured cheques	Per cheque		No	N	Finance	\$55.00	\$56.25
Credit Card Transaction Fee							
Credit Card Transaction Fee	Per credit card transaction GST included if payment attracts GST		Yes	Y/N	Finance	New Fee	0.90% of the payment

Footpaths and Roads

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Driveway Construction							
Concrete	Per metre square		No	Y	Operations	\$138.00	\$141.50
Restoration							
Footways							
Concrete Industrial	Per metre square	10.6 and 10.17	No	Y	Operations	\$492.00	\$503.50
Concrete Residential	Per metre square	10.6 and 10.17	No	Y	Operations	\$197.00	\$202.00
Formed and grassed	Per metre square	10.6 and 10.17	No	Y	Operations	\$136.00	\$139.50
Hotmix	Per metre square	10.6 and 10.17	No	Y	Operations	\$246.50	\$252.50
Paved	Per metre square	10.6 and 10.17	No	Y	Operations	\$564.50	\$577.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Kerb & Gutter							
Dish	Per metre square	10.6 and 10.17	No	Y	Operations	\$333.50	\$341.50
Kerb inlet lintels	Per metre square	10.6 and 10.17	No	Y	Operations	\$492.00	\$503.50
Roof water outlets	Per metre square	10.6 and 10.17	No	Y	Operations	\$126.50	\$129.50
Road							
Concrete	Per metre square		No	Y	Operations	\$492.00	\$503.50
Flush Seal	Per metre square		No	Y	Operations	\$197.00	\$202.00
Formed earth	Per metre square		No	Y	Operations	\$126.50	\$129.50
Gravel	Per metre square		No	Y	Operations	\$126.50	\$129.50
Hotmix	Per metre square		No	Y	Operations	\$492.00	\$503.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Road/Footpath Bond							
Restoration Bond	Per metre square GST is applied if the bond is retained.		No	N	Operations	\$476.50	\$487.00
Road/Footpath Drainage							
Drainage connection inspection	Per inspection		No	Y	Operations	\$149.50	\$153.00
Road/Footpath Lease							
Lease investigation	Per investigation Plus costs		No	Y	Operations	\$321.00	\$328.50
Road/Footpath Opening							
Opening permit	Per permit		No	Y	Operations	\$98.50	\$101.00
Default fee	No previous permission		No	Y	Operations	\$234.00	\$239.50
Pavement opening	Per opening		No	Y	Operations	\$161.50	\$165.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Road/Footpath Purchase for Closure							
Closing application	Per application Plus additional purchase costs.		No	Y	Operations	\$1,663.50	\$1,702.00
Road/Footpath Temporary Events closure							
Application	Per application Plus costs		No	Y	Operations	\$326.50	\$334.50
Temporary	Per application Plus costs Includes set up and removal of barricade, 2 weeks advertising and resident, emergency and business notification.		No	Y	Operations	\$1,200.00	\$1,228.00

Health Inspections

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Food Premises							
Home-based food business/mobile food vending vehicles	Per inspection		Yes	N	Environment	New Fee	121.00
P4 low risk	Per inspection		No	N	Environment	\$76.00	\$78.00
P3 medium risk	Per inspection		No	N	Environment	\$118.00	\$121.00
P1 and P2 high risk - 1 hour	Per inspection		No	N	Environment	\$223.00	\$228.50
P1 and P2 high risk - per hour after 1st hour	Per inspection		No	N	Environment	\$102.50	\$105.00
P3 to 4 reinspection	Per re-inspection		Yes	N	Environment	\$76.00	\$78.00
P1 to P2 reinspection	Per reinspection		Yes	N	Environment	New Fee	\$120.00
S3-4 temporary food stall low to medium risk	Per inspection		No	N	Environment	\$47.00	\$48.50
S1-3 temporary food stall high risk	Per inspection		No	N	Environment	\$70.50	\$72.50
Commercial water supply	Per inspection		No	N	Environment	\$223.00	\$228.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
School canteen, charities and not for profit organisations	Per inspection		No	N	Environment	Nil	Nil
Mortuary							
Public Health Act	Per year		No	N	Environment	\$372.00	\$381.00
Premises							
First inspection regulated health premises (cooling towers, public swimming pools and spa pools)	Per inspection		No	N	Environment	\$105.00	\$107.50
Reinspection	Per re-inspection		No	N	Environment	\$76.00	\$78.00
Hairdressers / Barbers/Beauty Salon (non-skin pen)	Per inspection		No	N	Environment	New Fee	\$58.50
Skin penetration premises inspection	Per inspection		No	N	Environment	\$57.00	\$58.50
Water Truck							
Sample for carter	Per sample		No	Y	Environment	\$99.50	\$102.00
Water Truck inspection	Per year		No	Y	Environment	\$68.50	\$70.50

Hoarding Approvals

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Footpath trading							
Application fee	Per application	5.4	No	Y	Development	\$62.50	\$64.00
Annual Renewal	Per application	5.4	No	Y	Development	\$31.50	\$32.50
Hoarding Approval - Footway							
Per lineal metre per month (min 1 month)	Per lineal metre		No	Y	Operations	\$31.50	\$31.50
Application fee	Per application		No	Y	Operations	\$161.50	\$161.50
Hoarding Approval - Roadway							
Per lineal metre per month (min 1 month)	Per lineal metre		No	Y	Operations	\$49.00	\$49.00
Application fee	Per application		No	Y	Operations	\$148.50	\$148.50
Parking							
Application for parking during construction	Per vehicle per event		No	Y	Operations	\$68.00	\$70.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Stalls/Markets							
Street Stall - charge for community group	Per stall		No	Y	Customer Service	\$12.50	\$13.00
Street Stall - charge for commercial users	Per stall		No	Y	Customer Service	\$69.50	\$71.50
Temporary Stall/premises	Per year		No	Y	Customer Service	\$149.50	\$153.00
Country stall/market	Per inspection		No	Y	Customer Service	\$86.00	\$88.00

Library

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Inter Library Loans							
ILL Search Fee	Per search		No	Y	Library	\$8.00	\$8.00
Lending Library Imposed Fee	Per item		Yes	Y	Library	As charged	As charged by the Lending Library
Non NSW Libraries	Per item		Yes	Y	Library	\$16.50	\$16.50
Internet/WIFI							
Computer/WIFI - first hour	Per hour		No	N	Library	Nil	Nil
Computer/WIFI - subsequent hours	Per hour		No	Y	Library	\$4.50	\$5.00
Lost/Damaged Items							
Processing fee	Per item Non-refundable		No	N	Library	\$16.00	\$16.50
Lost Cards	Per card		No	N	Library	\$4.00	\$4.50
DVD/Music CD/Cases	Per item		No	N	Library	\$5.50	\$6.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Lost/damaged item replacement fee	Per item		No	N	Library	New Fee	Full cost of item + Processing Fee
Meeting Room Hire - Business Hours							
Business	Per hour		No	Y	Library	\$95.50	\$98.00
Business	Per day		No	Y	Library	\$277.50	\$284.00
Community Groups - Non profit	Per hour		No	Y	Library	\$10.00	\$10.50
Late Key Return	Per hire		No	N	Library	\$31.50	\$32.50
Community Groups - Non Profit	Per day		No	Y	Library	\$54.00	\$55.50
Membership							
Residents and Ratepayers	Per membership		No	N	Library	Nil	Nil
Reciprocal Borrowers	Per membership		No	N	Library	Nil	Nil
Miscellaneous							
Scanning of photographs			No	Y	Library	\$3.00	\$3.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Laminating - A4	Per item		No	Y	Library	\$3.50	\$4.00
Family history/local history searches written requests	Per search		No	Y	Library	\$66.50	\$68.50
Second-hand Library item sales	Per item		No	Y	Library	\$0.50	\$0.50
Library bags	Per bag		No	Y	Library	Full Cost + 20%	Full Cost + 20%
Laminating - A3	Per item		No	Y	Library	\$5.50	\$5.50
Photocopying and Printing							
A4	per copy		No	Y	Library	\$0.50	\$0.30
A3	Per copy		No	Y	Library	\$1.00	\$0.40
Colour A4	Per copy		No	Y	Library	\$1.50	\$0.50
Colour A3	Per copy		No	Y	Library	\$2.50	\$0.80

JM Robson Aquatic Centre

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Council Coordinated Public Programs							
Workshops and programs	Per workshop/program	4.6	No	Y	People & Services	Full Cost Recovery	Full Cost Recovery
Entry							
Child 3 years and under	Per entry		No	Y	People & Services	Free of charge	Free of Charge
Family	Per entry 2 Adults Anybody living at the address that is listed on current Medicare Card.		No	Y	People & Services	\$17.00	\$17.50
Adult	Per entry		No	Y	People & Services	\$6.50	\$7.00
Spectator (non-swimming)	Per entry		No	Y	People & Services	\$3.00	\$2.50
Child (4-16 years)/Concession Card Holder	Per entry		No	Y	People & Services	\$4.50	\$5.00
Over 75 years	Per entry		No	N	People & Services	Free of Charge	Free of Charge

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
10 Visit pass							
Swimming only Valid for 6 months from date of purchase. Direct Debit arrangement can be made at the Council Administration Centre for 6 monthly and annual fees.							
Child 3 years and under	Per entry		No	Y	People & Services	New Fee	Free of charge
Family	Per entry 2 Adults Anybody living at the address that is listed on current Medicare Card.		No	Y	People & Services	New Fee	\$160.00
Adult	Per entry		No	Y	People & Services	New Fee	\$60.00
Spectator (non-swimming)	Per entry		No	Y	People & Services	New Fee	\$20.00
Child (4-16 years)/Concession Card Holder	Per entry		No	Y	People & Services	New Fee	\$45.00
Over 75 years	Per entry		No	N	People & Services	New Fee	Free of Charge

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
6 month Leisure Membership Swimming only Valid for 6 months from date of purchase. Direct Debit arrangement can be made at the Council Administration Centre for 6 monthly and annual fees.							
Child (5-16 years)/Concession Card Holder	Per membership		No	Y	People & Services	\$160.50	\$165.00
Over 75 years	Per membership		No	Y	People & Services	Free of Charge	Free of Charge
Adult	Per membership		No	Y	People & Services	\$214.50	\$220.00
Family	Per membership 2 Adults Anybody living at the address that is listed on current Medicare Card.		No	Y	People & Services	\$375.00	\$385.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
6 month Exercise Membership Valid for 6 months from date of purchase. Direct Debit arrangement can be made at the Council Administration Centre for 6 monthly and annual fees.							
Child (4-16 years)/Concession Card Holder	Per membership		No	Y	People & Services	\$122.50	\$290.00
Over 75 years	Exercise upgrade applies.		No	Y	People & Services	\$83.00	\$83.00
Adult	Per membership		No	Y	People & Services	\$160.50	\$384.00
12 month Leisure Membership Swimming only Valid for 12 months from date of purchase. Must be purchased before 31 December. Direct Debit arrangement can be made at the Council Administration Centre for 6 monthly and annual fees.							
Child (4-16 Years)/Concession Card Holder	Per membership		No	Y	People & Services	\$305.50	\$315.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Family	Per membership 2 Adults Anybody living at the address that is listed on current Medicare Card.		No	Y	People & Services	\$712.50	\$730.00
Over 75 years	Per membership		No	N	Operations	Free of charge	Free of charge
Adult	Per membership		No	Y	Operations	\$407.00	\$420.00
<p>12 month Exercise Membership Valid for 12 months from date of purchase. Must be purchased before 31 December. Direct Debit arrangement can be made at the Council Administration Centre for 6 monthly and annual fees.</p>							
Child (4-16 Years)/Concession Card Holder	Per membership Must be purchased in addition to 12 month Leisure Membership.		No	Y	Operations	\$232.00	\$550.00
Over 75 years	Membership - Free of Charge Exercise upgrade applies.		No	Y	Operations	\$157.50	\$160.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Adult	Per membership Must be purchased in addition to 12 month Leisure Membership.		No	Y	Operations	\$305.50	\$730.00
<p>Learn to Swim (30 Minute lessons once per week, 10 week term payable upfront) School Term and School Holiday Accelerated Programs. Bookings are essential for Learn to Swim Program. Includes pool entry fee for child (under 12 years) plus 1 supervising parent or guardian.</p>							
First Child (includes pool entry fees)	Per 10 lesson program.		No	N	People & Services	\$150.50	\$155.00
Second Child (includes pool entry fee)	Per 10 lesson program.		No	N	People & Services	\$140.00	\$145.00
Third Child (includes pool entry fee)	Per 10 lesson program.		No	N	People & Services	\$129.50	\$135.00
School Swimming and Water Safety Program.	Per child Daily lessons of 45 minutes over 10 consecutive days.		No	N	People & Services	\$83.00	\$85.00
One on one private Learn to Swim Lesson	Per 10 lesson program. 30 minute sessions Per child		No	N	People & Services	\$321.00	\$330.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Commercial learn to swim equipment and storage	Per term for use of platforms and storage of personal learn to swim equipment		No	Y	People and Services	New Fee	\$150.00
10 visit Adult Swim Fit Class	10 visit adult swim lessons per hour class		No	N	People and Services	New Fee	\$150.00
<p>Squad Preparation Classes (45 Minute lessons once per week, 10 week term payable upfront) School Term and School Holiday Accelerated Programs. Bookings are essential for this Program. Includes pool entry fee for child (under 12 years) plus 1 supervising parent or guardian.</p>							
Dolphin level swim classes (once a week)	Per 10 lesson program		No	N	People and Services	New Fee	\$160.00
Dolphin level swim classes (twice a week)	Per 10 lesson program		No	N	People and Services	New Fee	\$290.00
Shark level swim classes (once a week)	Per 10 lesson program		No	N	People and Services	New Fee	\$170.00
Shark level swim classes (twice a week)	Per 20 lesson program		No	N	People and Services	New Fee	\$300.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Pool entry and Exercise Class							
Child (4-16 years)/Concession Card Holder	Per entry Must be purchased in addition to entry fee.		No	Y	People & Services	\$6.50	\$12.00
Adult	Per entry Must be purchased in addition to entry fee.		No	Y	People & Services	\$10.50	\$18.00
Private Lane Hire Bookings are essential for Private Lane Hire							
Commercial Hire - Private Learn to Swim Contractor	Per lane or part thereof. Per 30 minute time slot. Includes pool entry for 1 child (under 12 years) and 1 supervising parent or guardian.		No	Y	Operations	\$16.00	\$17.00
Commercial Hire (excluding entry)	Per lane or part thereof. Per 30 minute time slot.		No	Y	People & Services	\$22.00	\$23.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Aquatic Centre Kids Parties							
Party Package	Per child 10 children minimum Personal party host 1.5 hours of fun, games and prizes.		No	Y	People & Services	\$10.50	\$10.50
Catering for Party Package	Per child		No	Y	People & Services	Price on application	Price on application
Carnivals							
Swimming Club Regional Carnival (excluding entry)	Per carnival per hire		No	Y	People & Services	\$137.73	\$138.00
School Carnival (excluding entry)	Per carnival per hire		No	N	People & Services	\$137.73	\$138.00

Other

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Amusement Devices							
Inspection and approval	Per small device	5.1	No	Y	Development	\$72.50	\$74.50
Inspection and approval	Per large device	5.1	No	Y	Development	\$93.50	\$96.00
Late application on the day	Per application	5.1	No	Y	Development	\$155.50	\$159.50
Mobile Dwelling							
Caravan Park	Per site		No	Y	Development	\$72.50	\$74.50
Rural Address Numbering							
Applications for dwelling in rural zone not included with development application	Per application	10.9	No	Y	Development	\$83.00	\$85.00
Number	Per number	10.9	No	Y	Development	\$16.00	\$16.00

Parks and Sporting Fields Hire

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
All Parks/Ovals							
Not for profit organisation - No hire charge provided refundable bond is paid	Per event/season Nil + Refundable Bond GST applies if bond retained	4.6	No	Y	Recreation	Nil plus refundable bond	Nil plus refundable bond
Minor Sports Fields/Parks							
Refundable deposit	Per event GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Blast Furnace Park							
General fees for all bookings							
Note: Bookings do not entitle the hirer to exclusive use of the facility.							
Refundable deposit	Per event GST applies if bond retained.	4.6	No	N	Recreation	\$309.50	\$317.00
Hire (with no power)	Per half day	4.6	No	Y	Recreation	New Fee	\$110.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Hire (with power)	Per day	4.6	No	Y	Recreation	New Fee	\$440.00
Hire (with power)	Per half day	4.6	No	Y	Recreation	New Fee	\$220.00
Hire (with no power)	Per day	4.6	No	Y	Recreation	New Fee	\$330.00
Conran Oval							
General fees for all bookings							
Refundable deposit	Per event GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Glanmire Oval							
General fees for all bookings							
Refundable deposit	Per event GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire (electricity/amenities not available)	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Kremer Park							
General fees for all bookings							
Refundable deposit	Per event GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire (includes electricity/amenities)	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Special Event	Per event up to 3 days	4.6	No	Y	Recreation	\$516.50	\$528.50
Harness Racing							
Training	Per calendar year		No	Y	Recreation	\$1,841.50	\$1,884.00
Rugby League - Centennial Cup							
Ground Rental	Per season		No	Y	Recreation	\$1,212.00	\$1,240.00
Training (including lighting)	Per season		No	Y	Recreation	\$1,212.00	\$1,240.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Lake Wallace							
Circus							
Note: General Fees plus relevant Building and Food Inspections apply							
Hire - Performance	Per performance day	4.6	No	Y	Recreation	\$534.50	\$547.00
Hire - Non Performance	Per non-performance day	4.6	No	Y	Recreation	\$238.50	\$244.00
Per day							
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Per Event/Season							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Marjorie Jackson Oval							
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Ground Rental	Per season	4.6	No	Y	Recreation	\$1,188.50	\$1,216.00
Training (including lighting)	Per season	4.6	No	Y	Recreation	\$1,188.50	\$1,216.00
Saville Park							
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Touch Football							
Competition	Per season	4.6	No	Y	Recreation	\$333.50	\$341.50
Wallerawang Oval							
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Rugby League - Centennial Cup							

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Ground Rental	Per season	4.6	No	Y	Recreation	\$1,188.50	\$1,216.00
Training (including lighting)	Per season	4.6	No	Y	Recreation	\$1,188.50	\$1,216.00
Watsford Oval							
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Zig Zag Oval							
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$309.50	\$317.00
Hire (electricity not available)	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50

Plant Hire

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Plant 1. • Plant Hire rates are not inclusive of labour. 2. • Hire of plant must be operated by a licensed Council Operator and will be charged a minimum of 4 hours.							
Light vehicle (Utility/4WD/Truck ≤4.5t)	Per hour (or part)		No	Y	Operations	New Fee	\$13.00
Truck > 4.5t <10t	Per hour (or part)		No	Y	Operations	New Fee	\$34.50
Truck ≥ 10t			No	Y	Operations	New Fee	\$62.00
Hiab/Tar Truck	Per hour (or part)		No	Y	Operations	New Fee	\$45.50
Water Tanker >5t <10t	Per hour (or part)		No	Y	Operations	New Fee	\$45.50
Water Tanker ≥10t	Per hour (or part)		No	Y	Operations	New fee	\$49.50
Small Trailer	Per hour (or part)		No	Y	Operations	New Fee	\$48.00
Large Trailer	Per hour (or part)		No	Y	Operations	New Fee	\$66.00
Small Excavator	Per hour (or part)		No	Y	Operations	New Fee	\$54.00
Backhoe	Per hour (or part)		No	Y	Operations	New Fee	\$47.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee		GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Loader	Per hour (or part)		No	Y		Operations	New Fee	\$120.00
Tractor	Per hour (or part)		No	Y		Operations	New Fee	\$75.00
Small Roller	Per hour (or part)		No	Y		Operations	New Fee	\$42.00
Large Roller	Per hour (or part)		No	Y		Operations	New Fee	\$55.50
Small Grader	Per hour (or part)		No	Y		Operations	New Fee	\$92.00
Large Grader	Per hour (or part)		No	Y		Operations	New Fee	\$125.50
Reach Mower	Per hour (or part)		No	Y		Operations	New Fee	\$88.00
Ride on Mower/Forklift	Per hour (or part)		No	Y		Operations	New Fee	\$49.50
Street Sweeper	Per hour (or part)		No	Y		Operations	New Fee	\$70.50
Sweeper Scrubber	Per hour (or part)		No	Y		Operations	New Fee	\$15.00

Queen Elizabeth Park

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Queen Elizabeth Park							
Refundable deposit	Per event GST applies if bond retained		No	N	Recreation	\$309.50	\$317.00
Hire (includes electricity)	Per day		No	Y	Recreation	\$143.00	\$146.50
Charles Lewins Bandstand							
Refundable deposit	Per event GST applies if bond retained		No	N	Recreation	\$309.50	\$317.00
Hire	Per day		No	Y	Recreation	\$34.50	\$35.50

Tony Luchetti Sportsground

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
General fees for all bookings							
Refundable deposit	Per event/season GST applies if bond retained	4.6	No	N	Recreation	\$427.50	\$437.50
Lighting	Per hour	4.6	No	Y	Recreation	\$60.50	\$62.00
Part Lighting	Per hour	4.6	No	Y	Recreation	\$25.00	\$26.00
Hire (all facilities)	Per day	4.6	No	Y	Recreation	\$511.50	\$523.50
Part hire (not including playing fields)	Per day	4.6	No	Y	Recreation	\$246.50	\$252.50
Harness Racing							
Training	Per calendar year		No	Y	Recreation	\$1,800.00	\$1,841.50
Lithgow Show							
Show	Per show		No	Y	Recreation	\$4,240.50	\$4,338.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Rugby League - Centennial Coal Cup							
Ground Rental	Per season		No	Y	Recreation	\$1,188.50	\$1,216.00
Training (excluding lighting)	Per season		No	Y	Recreation	\$1,188.50	\$1,216.00
Rugby League - Group 10							
Ground Rental	Per season		No	Y	Recreation	\$2,548.50	\$2,607.50
Training (excluding lighting)	Per season		No	Y	Recreation	\$1,865.50	\$1,908.50
Senior Cricket							
Training/Competition	Per season		No	Y	Recreation	\$1,188.50	\$1,216.00
Touch Football							
Training/Competition	Per season		No	Y	Recreation	\$427.50	\$437.50

Tourism

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Membership - Operator - Non Local Government Area	Annual		No	Y	Tourism	\$67.50	\$200.00
Membership - Non for profit	Annual		No	Y	Tourism	Free of Charge	Free of Charge
Souvenirs - Postage	Per package		No	Y	Tourism	\$13.50	\$18.00
WIFI usage	Per hour		No	Y	Tourism		
On Board Bus Tour	Per hour		No	Y	Tourism	\$38.50	\$40.00
Bicycle Hire							
Single bicycle hire	Per day		No	Y	Tourism	\$27.00	\$28.00
Bicycle hire per family (2 Adults and 2 Children)	Per day		No	Y	Tourism	\$83.00	\$85.00
Refundable deposit per single bicycle hire	Per bicycle hire GST applies if the bond is retained.		No	N	Tourism	\$167.00	\$80.00
Marquee Hire							
Refundable Deposit	GST applies if the bond is used.		No	N	Tourism	\$231.00	\$236.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Daily Hire	Per day		No	Y	Tourism	\$58.00	\$59.50
Daily Hire - Charity	Per day		No	Y	Tourism	\$38.50	\$39.50
Membership - Operator - Lithgow Local Government Area	Annual		No	Y	Tourism	\$134.00	\$137.50
WIFI usage	Per hour		No	Y	Tourism	Free of charge	Free of charge
Advertising on App	Annual		No	Y	Tourism	\$67.50	\$75.00

Waste

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Delivery & Pick-Up of Garbage/Recycling Bins							
Delivery and pick up of Garbage bins	Per event	11.2	No	Y	Environment	Full Cost Recovery	Full Cost Recovery
Additional garbage/recycling service	Per service	11.2	No	N	Environment	As per adopted waste charge	As per adopted waste charge
Additional garbage service only	Per service	11.2	No	N	Environment	50% of adopted waste charge	50% of adopted waste charge
Additional recycling service only	Per service	11.2	No	N	Environment	\$77.00	\$77.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Disposal Charge							
Note: There is no charge for domestic/household solid waste (excluding asbestos, mattresses and tyres) from residents of the Lithgow LGA.							
Asbestos (or other supervised burial)	Per tonne	11.2	No	Y	Environment	\$173.00	\$177.00
Mixed waste (commercial/building waste)	Per tonne	11.2	No	Y	Environment	\$87.00	\$95.70
Soil	Per tonne	11.2	No	Y	Environment	\$47.00	\$48.50
Cover Material with ENM/VENM Report	Per tonne	11.2	No	N	Environment	Free of Charge	Free of Charge
Green waste	Per tonne	11.2	No	Y	Environment	\$64.50	\$74.00
Mattresses	Per item	11.2	No	Y	Environment	New Fee	\$10.00
Car/Motorcycle Tyre	Per item	11.2	No	Y	Environment	New Fee	\$5.00
Truck/Tractor Tyre	Per item	11.2	No	Y	Environment	New Fee	\$25.00
MGB Bin Replacement							
MGB Bin Replacement	Per bin	11.2	No	Y	Environment	\$131.50	\$135.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Transfer Station							
Key	Per key	11.2	No	Y	Environment	\$31.50	\$32.50
Replacement Key	Per key	11.2	No	Y	Environment	\$31.50	\$32.50
Transportation Fee							
Transportation Fee - commercial	Per annum GST applies to full cost recovery.	11.2	No	Y	Environment	Full Cost Recovery	Full Cost Recovery

Wastewater

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Liquid Waste							
Septic Tank - Discharge to STP							
Septic Waste - Minimum Charge 1KI	Per 1,000 litres		No	Y	Water & Wastewater	\$41.50	\$42.50
Septic							
Septic Safe Program and Aerated Wastewater Treatment Systems (AWTS)							
AWTS Systems							
AWTS 10 year approval to operate	Per 10 years		No	N	Environment	Nil	Nil
AWTS Inspection	Per 10 years		No	N	Environment	Nil	Nil
AWTS Re-inspection for non-compliance	Per 1st hour		No	N	Environment	\$85.00	\$150.00
Aerated wastewater treatment systems - 2 + reminder letters	Per reminder letter		No	N	Environment	\$53.00	\$54.50
AWTS Inspection conveyancing or property sale	Per hour for first 2 hours		Yes	N	Environment	\$85.00	\$226.00
Approval to operate for commercial AWTS service 20 or more people	Per year		No	N	Environment	\$287.00	\$294.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
AWTS Inspection additional hour/s	Per additional hour		No	N	Environment	\$91.50	\$94.00
Septic Systems							
<ul style="list-style-type: none"> • Note: Fees listed for Low, Medium and High Risk Systems are annual fees which will be included on rates notices. • Note: Fees listed are set as per Council resolution of 22 November 2010. 							
Septic Low Risk initial inspection and approval to operate	Annual fee		No	N	Environment	\$40.00	40.00
Septic Medium Risk initial inspection and approval to operate	Annual fee		No	N	Environment	60.00	60.00
Septic High Risk initial inspection and approval to operate	Annual fee		No	N	Environment	90.00	90.00
Septic System - 2 + reminder letters	Per reminder letter		No	N	Environment	New Fee	\$54.50
Additional bacterial sampling	Per sample		No	N	Environment	\$84.00	\$86.00
Septic System Inspection conveyancing or property sale	Per hour for first 2 hours		Yes	N	Environment	New Fee	\$226.00
Septic System Inspection additional hour/s	Per additional hour/s of reinspection		No	N	Environment	\$95.50	\$98.00
Septic Tank							
Alterations/additions on Septic Tank	Per application		No	Y	Development	\$98.50	\$101.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Receipt of Pump Out - Application	Per application		No	N	Water & Wastewater	\$84.00	\$86.00
Receipt of Pump Out - Original	Per original		No	N	Water & Wastewater	\$72.50	\$74.50
Absorptivity Test	Per hour		No	N	Water & Wastewater	\$134.00	\$137.50
Pump out	Per litre		No	N	Water & Wastewater	\$0.50	\$1.00
Disposal of septic/grease trap waste at STP	Per kilolitre		No	N	Water & Wastewater	\$39.50	\$40.50
Pump out of septic/grease trap at STP	Per pump out		No	Y	Water & Wastewater	External Plant Hire Rate	External Plant Hire Rate
On site disposal application	Per application		No	Y	Development	\$321.00	\$330.00
Commercial Development							
On site disposal application 0-50 persons	Per application		No	N	Development	\$662.50	\$700.00
On site disposal application 51-100 persons	Per application		No	N	Development	\$942.00	\$964.00
On site disposal application 101-150 persons	Per application		No	N	Development	\$1,294.00	\$1,324.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
On site disposal application 151 and greater persons	Per application		No	N	Development	Price on application	Price on application
Sewage							
Connection							
Connection - Outside sewer rate area	Per connection		No	Y	Water & Wastewater	Full Cost Recovery	Full Cost Recovery
Connection - subdivision/development	Per connection		No	Y	Water & Wastewater	Full Cost Recovery	Full Cost Recovery
Drainage Plan							
Alteration to covers (1 inspection)	Per alteration		No	Y	Water & Wastewater	\$99.50	\$102.00
Amended covers (1 inspection)	Per amendment		No	Y	Water & Wastewater	\$99.50	\$102.00
Copy of drainage plan	Per copy		No	Y	Water & Wastewater	\$50.00	\$51.50
Draft and prepare	Per preparation		No	Y	Water & Wastewater	\$99.50	\$102.00
Inspection Plan							
Dwelling/Drainage covers (2 Inspections)	Per plan		No	Y	Water & Wastewater	\$214.50	\$219.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Other covers (2 inspections)	Per 1st closet/urinal		No	Y	Water & Wastewater	\$137.00	\$140.50
Additional Closets	Per inspection		No	Y	Water & Wastewater	\$19.00	\$19.50
Additional /Amended Drainage	Per inspection		No	Y	Water & Wastewater	\$108.00	\$110.50
Plumbing notice of works	Per notice		No	Y	Water & Wastewater	\$49.00	\$50.50
Trade Waste							
Annual Fees							
Category 1 (including commercial premises not preparing hot food)	Per premises	11.4	Yes	N	Environment	\$150.00	\$150.00
Category 2 (including commercial premises preparing hot food)	Per premises	11.4	Yes	N	Environment	\$223.00	\$223.00
Category 3	Per premises	11.4	Yes	N	Environment	\$409.00	\$409.00
Application Fees							
Category 1	Per application	11.4	Yes	N	Environment	\$44.00	\$44.00
Category 2	Per application	11.4	Yes	N	Environment	\$66.00	\$66.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Category 3	Per application	11.4	Yes	N	Environment	\$135.00	\$135.00
Discharge of Stormwater to the Sewerage System							
As per Schedule 3.5 in Policy 11.4 - Discharge of Liquid Trade Waste into the Sewerage System	Per schedule	11.4	Yes	N	Environment	As per Schedule 3.5 in Policy 11.4	As per Schedule 3.5 in Policy 11.4
Excess mass Charge (Classification C)							
Aluminium	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Ammonia * (as N)	Per kilogram	11.4	Yes	N	Environment	\$2.50	\$2.50
Arsenic	Per kilogram	11.4	Yes	N	Environment	\$75.50	\$75.50
Barium	Per kilogram	11.4	Yes	N	Environment	\$38.00	\$38.00
Biochemical oxygen demand* (BOD)	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Boron	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Bromine	Per kilogram	11.4	Yes	N	Environment	\$15.50	\$15.50
Cadmium	Per kilogram	11.4	Yes	N	Environment	\$347.00	\$347.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Chloride	Per kilogram	11.4	Yes	N	Environment	Nil	Nil
Chlorinated hydrocarbons	Per kilogram	11.4	Yes	N	Environment	\$38.00	\$38.00
Chlorinated phenolics	Per kilogram	11.4	Yes	N	Environment	\$1,501.00	\$1,501.00
Chlorine	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Chromium	Per kilogram	11.4	Yes	N	Environment	\$25.50	\$25.50
Cobalt	Per kilogram	11.4	Yes	N	Environment	\$15.50	\$15.50
Copper	Per kilogram	11.4	Yes	N	Environment	\$15.50	\$15.50
Cyanide	Per kilogram	11.4	Yes	N	Environment	\$75.50	\$75.50
Fluoride	Per kilogram	11.4	Yes	N	Environment	\$4.00	\$4.00
Formaldehyde	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Oil and Grease * (Total O&G)	Per kilogram	11.4	Yes	N	Environment	\$1.50	\$1.50
Herbicides/defoliants	Per kilogram	11.4	Yes	N	Environment	\$751.00	\$751.00
Iron	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Lead	Per kilogram	11.4	Yes	N	Environment	\$38.00	\$38.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Lithium	Per kilogram	11.4	Yes	N	Environment	\$8.00	\$8.00
Manganese	Per kilogram	11.4	Yes	N	Environment	\$8.00	\$8.00
Mercaptans	Per kilogram	11.4	Yes	N	Environment	\$75.50	\$75.50
Mercury	Per kilogram	11.4	Yes	N	Environment	\$2,502.00	\$2,502.00
Methylene blue active substances (MBAS)	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Molybdenum	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Nickel	Per kilogram	11.4	Yes	N	Environment	\$25.50	\$25.50
Nitrogen * (Total Kjeldahl Nitrogen - Ammonia) as N	Per kilogram	11.4	Yes	N	Environment	\$0.50	\$0.50
Organoarsenic compounds	Per Kilogram	11.4	Yes	N	Environment	\$751.00	\$751.00
Pesticides general (excludes organochlorines and organophosphates)	Per Kilogram	11.4	Yes	N	Environment	\$751.00	\$751.00
Petroleum hydrocarbons (non-flammable)	Per kilogram	11.4	Yes	N	Environment	\$3.00	\$3.00
Phenolic compounds (non-chlorinated)	Per kilogram	11.4	Yes	N	Environment	\$8.00	\$8.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Phosphorous* (Total P)	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Polynuclear aromatic hydrocarbons	Per kilogram	11.4	Yes	N	Environment	\$15.50	\$15.50
Selenium	Per kilogram	11.4	Yes	N	Environment	\$53.00	\$53.00
Silver	Per kilogram	11.4	Yes	N	Environment	\$1.50	\$1.50
Sulphate* (SO4)	Per kilogram	11.4	Yes	N	Environment	\$0.50	\$0.50
Sulphide	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Sulphite	Per kilogram	11.4	Yes	N	Environment	\$2.00	\$2.00
Suspended Solids* (SS)	Per kilogram	11.4	Yes	N	Environment	\$1.00	\$1.00
Thiosulphate	Per kilogram	11.4	Yes	N	Environment	\$0.50	\$0.50
Tin	Per kilogram	11.4	Yes	N	Environment	\$8.00	\$8.00
Total dissolved solids* (TDS)	Per kilogram	11.4	Yes	N	Environment	\$0.50	\$0.50
Uranium	Per kilogram	11.4	Yes	N	Environment	\$8.00	\$8.00
Zinc	Per kilogram	11.4	Yes	N	Environment	\$15.50	\$15.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Reinspection Fees							
Reinspection	Per inspection	11.4	Yes	N	Environment	\$85.00	\$85.00
Usage Charge							
Category 1 Discharger with appropriate equipment	Per kilolitre	11.4	No	N	Environment	Nil	Nil
Category 1 Discharger without appropriate pre-treatment (per kL)	Per kilolitre	11.4	No	N	Environment	\$2.00	\$2.50
Category 2 With approved treatment facility (per kL)	Per Kilolitre	11.4	No	N	Environment	\$2.00	\$2.50
Category 2 Without approved treatment facility	Per kL and refer to schedule 3.7 in Policy 11.4.	11.4	No	N	Environment	\$20.00	\$20.50

Water

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Analysis							
Pressure Tests	Per analysis		No	Y	Water & Wastewater	\$90.50	\$93.00
Connection							
Meter connection	Per connection Note: Charge for meters as Work At Owners Cost	12.1	No	Y	Water & Wastewater	\$93.50	\$96.00
Connection/Reconnection							
Outside working hours	Per connection/reconnection	12.1	No	Y	Water & Wastewater	Full Cost Recovery	Full Cost Recovery
Working hours - all other connections	Per connection/reconnection	12.1	No	Y	Water & Wastewater	Full Cost Recovery	Full Cost Recovery
Water Meter Key	Per connection/reconnection	12.1	No	Y	Water & Wastewater	\$14.50	\$15.00
Working hours - 20 to 25mm line up to 6m in length	Per connection/reconnection	12.1	No	Y	Water and Wastewater	\$2,960.50	\$3,029.00
Working hours - 20 to 25mm line 6m - 30m in length.	Per connection/reconnection	12.1	No	N	Water & Wastewater	\$4,098.64	\$4,193.18

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Backflow							
Initial registration - 1-2 valves	Per registration		No	Y	Water & Wastewater	\$77.00	\$79.00
Initial registration - 3-5 valves	Per registration		No	Y	Water & Wastewater	\$111.00	\$114.00
Initial registration - 6 or more valves	Per registration		No	Y	Water & Wastewater	\$153.50	\$157.50
Annual Registration - 1-2 Valves	Per annum		No	Y	Water & Wastewater	\$77.00	\$79.00
Annual Registration - 3-5 Valves	Per annum		No	Y	Water & Wastewater	\$84.00	\$86.00
Annual Registration - 6 or more Valves	Per annum		No	Y	Water & Wastewater	\$108.00	\$110.50
Late Registration	Per registration		No	Y	Water & Wastewater	\$75.00	\$77.00

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Consumption Charge							
Inaccessible Meter	Per read Note: Charge applies if Council has given written notice that a water meter will be read on a particular date and it is inaccessible on that day.		No	Y	Water & Wastewater	\$65.50	\$132.00
Delivery							
Truck/Operator and Water	Per hour or part thereof Minimum 1 hour		No	Y	Water & Wastewater	\$246.50	\$252.50
Interest							
Section 566(3) Local Government Act 1993 - As Specified by the Minister for Local Government Annually	Annual		No	N	Finance	As specified by the Minister for Local Government	As specified by the Minister for Local Government
Meter Reading							
Change of owner	Per change		No	Y	Finance	\$68.50	\$70.50
Meter Test	Per test		No	Y	Finance	\$68.50	\$70.50

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Peak Flow testing	Per test		No	Y	Water & Wastewater	\$68.50	\$70.50
Repair Meter							
Work at Owners Cost - Actual Cost	Per meter		No	Y	Water & Wastewater	Full Cost Recovery	Full Cost Recovery
Standpipe							
Water usage	Per kilolitre		No	N	Water & Wastewater	\$3.50	As per Residential Tier 2
Standpipe Key Card	Per key. Deposit or replacement.		No	Y	Water & Wastewater	\$63.50	\$65.00

Work at Owners Cost/Private Works

Fee Name	Fee Details	Policy Link/s	Legislated or Regulatory Fee	GST	Responsible Department	Previous Fee Amount Inc. GST	Fee Amount Incl. GST
Materials - Item	Per item		No	Y	Operations	Full Cost + 20%	Full Cost + 20%
Stores - Handling Fee	Per account		No	Y	Operations	\$54.00	\$55.50
Stores - Items	Per item		No	Y	Operations	Full Cost Recovery	Full Cost Recovery
Wages							
Labour - Ordinary time	Per hour		No	Y	Operations	\$60.50	\$62.00
Labour - Time and a half	Per hour		No	Y	Operations	\$89.50	\$92.00
Labour - Double time	Per hour		No	Y	Operations	\$118.00	\$121.00

General Manager
Lithgow Council
PO Box 19
LITHGOW NSW 2790

Dear General Manager,

Thank you for supporting the New South Wales Public Libraries Association through your Council's membership of the organisation. NSWPLA depends on the support and engagement of Councils across NSW for its strength and prosperity. Councillor engagement in particular is a cornerstone of the Association's capacity. As a member - your council is entitled to have three representatives to the Association.

- An Elected representatives (Councillors – who can lobby government and make political comment and thus strengthen funding campaigns. They are also a key to strengthening the partnership of the association with Local Government New South Wales (LGNSW).
- An Administration representatives – who provide the link from the association into Council and can inform council of the work of the association
- A Library Managers – who provide the professional advice that forms the basis for the work of the association.

Currently, the NSWPLA is the peak body for public libraries across NSW. The role of NSWPLA is to:

- advocate effectively and initiate partnerships
- champion the public library cause and build trust and support
- provide relevant information and foster cooperation and collaboration
- strengthen the public library network

To date, the Association has not been advised of the NSWPLA delegate(s) that have been appointed by your Council. The NSWPLA is committed to continue lobbying for significantly increased State Government funding and will shortly be launching a campaign to support the 368 public libraries provided by Councils across the state in the run up to the 2019 state election. Provision of the above information will enable us to be able to reach across all levels in all Councils across the state when the campaign begins in earnest.

To facilitate the provision of information and updates to your Council on the activities of NSWPLA please complete the enclosed form and return to The Executive Officer, NSWPLA, PO Box 172, ALBURY. NSW. 2640 or via email to [REDACTED]. Thank you in advance for your assistance and please do not hesitate to contact either myself or the Association Vice-Presidents (see contact details below) for further discussion.

Kind regards,

[REDACTED]

Cr Dallas Tout
President

Cr Romola Hollywood
Vice President

Cr Les Lambert
Vice President

[REDACTED]



MEMBERSHIP OF NSW PUBLIC LIBRARIES ASSOCIATION
(incorporated under the Associations Incorporation Act 2009)

PART ONE – COUNCIL DETAILS

.....
[Full Council name]

.....
[Postal Address]

.....

PART TWO – DELEGATE INFORMATION

a) Authorised Elected Representative:

.....
[Full name of authorised representative]

email address:

Contact phone number

b) Authorised Administrative Officer Representative:

.....
[Full name of authorised representative]

email address:

Contact phone number

c) Authorised Library Representative:





4. COMMUNITY LIAISON

Policy 4.2

Financial Assistance – Section 356 Of The Local Government Act

Version 7

4. COMMUNITY LIAISON

4.2 FINANCIAL ASSISTANCE – SECTION 356 OF THE LOCAL GOVERNMENT ACT

OBJECTIVE:

To provide a policy framework for the allocation of financial assistance under Section 356 of the Local Government Act, 1993.

POLICY:

Council provides financial assistance to not-for-profit community groups and organisations under Section 356 of Local Government Act, 1993.

Financial assistance will be provided on the basis of the relative merits of each application and the benefits to the community provided by the project/activities of the organisation.

GENERAL CONDITIONS FOR FINANCIAL ASSISTANCE

1. Council only provides financial assistance to not-for-profit community organisations located within the Lithgow Local Government Area to support local projects and activities which benefit the Lithgow community
2. Branches of charities which fund raise for projects and activities outside of the Local Government Area (at a State, National or International level) will not be supported
3. Council financial assistance will not be made to organisations which operate on a for-profit basis
4. Council does not provide in-kind assistance. All requests for Council works and services are costed through the Financial Assistance Program
5. All financial assistance requests are to be submitted to Council on the Financial Assistance Program Application Form
6. Financial assistance will not be provided retrospectively other than for Council fee waiver requests within the current financial year

FINANCIAL ASSISTANCE CATEGORIES

1. RECURRENT FINANCIAL ASSISTANCE

1. Council acknowledges that the following annual events and festivals, which are regarded as contributing to the retention and further development of social capital within individual communities, will be provided with financial assistance on a recurrent basis. Council will determine in each Operational Plan, an amount of Recurrent Financial Assistance for allocation during the year (No further financial assistance* will be provided to these organisations):

- Lithgow Show Society
- Ironfest Festival
- Lithgow Chamber of Commerce programs and events

- Western Region Academy of Sport
- White Ribbon Day
- Solid Fuel Incentive to Community
- Schools within Council's area will be provided an amount per school each year as determined in each Operational Plan towards end of year academic prizes. *Schools are eligible to apply for further financial assistance under the other financial assistance categories.
- Lithgow Tidy Towns
- Wallerawang Tidy Towns
- Portland Tidy Towns
- Cullen Bullen Tidy Towns
- Portland Golf Club
- Lithgow Information and Neighbourhood Centre Rental Assistance

All organisations in receipt of recurrent financial assistance, except schools requesting the school prize assistance, are required to submit a Financial Assistance Program Application Form in April each year for the following financial year.

2. NON-RECURRENT FINANCIAL ASSISTANCE

1. Council will determine in each Operational Plan, an amount of non-recurrent Financial Assistance for allocation during the year.
2. Council will call for applications for non-recurrent financial assistance twice each year in April and October. This financial assistance will be made available in July and December respectively.
3. Council considers at these times, applications:
 - With a demonstrated broad community benefit to the Lithgow community.
 - For the re-imbusement of the general rates component of property rates (including rates for Crown Land).
4. Applications must :
 - Include a clear demonstration of community need.
 - Show evidence/explanation of how the selected approach addresses community need.
 - Target Lithgow LGA residents/community members.
 - Have a clear plan for project development, implementation and project management.
 - Demonstrate community development and participation.
 - Connect people.
 - Increase opportunity.

- Build community capacity.
- Have a clear project budget.
- Demonstrate organisational capacity to develop and run the program.
- Provide supporting documentary evidence.

3. FEES AND CHARGES

Council will determine in each Operational Plan, an amount for the waiving of fees and charges for the use of Council owned facilities during the year as follows:

An allocation for the waiver by the General Manager of fees for the use of Council facilities throughout the year.

An allocation for Civic Ballroom and Tony Luchetti Showground fee waiver packages each up to the value of \$2,500. These are provided once only to each applicant; are not to be provided to organisations already receiving Financial Assistance for major events at these venues, and; applications are to be received at least 3 months prior to the event for consideration by a meeting of Council.

These waivers are provided in accordance with *Council Policy 4.6 Request for Donation by Waiving of Fees for Council Facilities*. Organisations may submit requests for the waiving of Council fees and charges throughout the year.

4. SCHOOLS

Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Note: Council will not support any school scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero

All organisations requesting non-recurrent financial assistance must do so on the Financial Assistance Program Application Form.

5. SPORTS RELATED FINANCIAL ASSISTANCE

Council will determine in each Operational Plan an allocation for sporting-related sponsorships/financial assistance including the waiving of sportsground hire fees and charges and financial assistance for junior representatives. These applications are considered by Council's Sports Advisory Committee and reported separately to Council for approval.

Council considers recommendations from the Sports Advisory Committee to support junior sporting achievements with the aim of addressing health issues such as the levels of obesity.

All requests to waive or reduce fees and charges for the hire of Council's sporting facilities are first considered by the Sports Advisory Committee which then makes recommendations to Council.

PAYMENT CONDITIONS

1. Payments will only be made after the receipt by Council of a valid tax invoice or Statement by Supplier form;
2. Prior to any payment of funds, Council will enter a formal agreement, in the format attached to this policy, with any organisation receiving \$10,000 or more for one project.
3. Council fees and charges incurred in the use of a Council facility for the event that Council is providing the financial assistance, will be deducted before the financial assistance is paid.

ACQUITTAL AND REPORTING REQUIREMENTS

1. Organisations receiving financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
2. Organisations receiving financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
3. Organisations receiving financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.

Maintained by Department:	Community and Culture	Approved by:	Council		
Reference:	Policy Register	Policy No:	4.2	Effective Date:	2 November 2009
Min No:	06-349 (v1) P08-33 (V2) P08-136 Exhibited 009-67 09-227 09-451 11-212 14-217 16- 183	Version No:	7	Reviewed Date:	2019
Attachments:	<ol style="list-style-type: none"> 1. Financial Assistance Guidelines 2. Sample – Acquittal for financial assistance 3. Financial Assistance Application Form 4. Funding Agreement for financial assistance of \$10,000 or more 5. Guidelines for LJ Hooker Reg Cowden Sports Star Awards 				

GUIDELINES FOR LITHGOW CITY COUNCIL FINANCIAL ASSISTANCE PROGRAM

- The Lithgow City Council Financial Assistance Program assists not-for-profit groups that offer a significant contribution to the social, economic and/or environmental well being of the community.
- Projects must be clearly described, illustrate the community benefit that the financial assistance will provide and identify which of Council's vision statements will be addressed.

GENERAL CONDITIONS OF FUNDING

- All applicants are to complete the Financial Assistance Application form – letters of request or verbal applications will **not** be accepted as funding applications.
- Applications that **match \$ for \$ will be considered favourably** – any matching funding from the applicant or other sources are to be identified on the application.
- Applications received after close of business on the due dates will not be considered.
- Assessment of applications will remain confidential.
- No funding will be allocated to meet short falls, nor will financial assistance be retrospective other than for Council fee waiver requests within the current financial year.
- All applicants must provide certificates of currency for insurance and/or constitution/rules of their organisation.
- Council **must be acknowledged in all promotional activities** and must be provided with copies of advertising or promotional materials featuring Council for Council's approval **prior** to use in any promotional activity.
- This symbol  on the application form provides tips on particular components on the application form.
- Any funds unspent at the completion of the project must be returned to Council.
- Council requires a tax invoice prior to payment of Financial Assistance. GST will be added to all financial assistance. Applicants should be registered for GST and provide their ABN. Applicants without an ABN must submit a 'Statement by a Supplier' form available from the Australian Tax Office or from Council.
- Council fees and charges incurred in the holding of an event will be deducted before the financial assistance is paid.

- For financial assistance of \$10,000 and above, a performance agreement must be completed between Council and the organisation.
- Applicants should keep the guidelines and only return the application form and any associated documentation with their application.

FINANCIAL ASSISTANCE CATEGORIES

There are five (5) financial assistance categories.

1. Recurrent Financial Assistance

Council acknowledges that the following annual events and festivals, which are regarded as contributing to the retention and further development of social capital within individual communities, will be funded on a recurrent basis. No further funding requests for these mentioned activities, by way of financial assistance, will be considered by Council:

- Lithgow Show Society
- Ironfest Festival
- Lithgow Chamber of Commerce programs and events
- Western Region Academy of Sport
- White Ribbon Day
- Solid Fuel Incentive to Community
- Lithgow Information and Neighbourhood Centre Rental Assistance
- Tidy Towns Lithgow, Portland, Wallerawang and Cullen Bullen
- Portland Golf Club
- Schools within Council's area will be provided an amount, as determined in each Operational Plan per annum as a contribution towards end of year academic prizes, for which no application will be required;

All organisations, excepts schools, in receipt of recurrent financial assistance are required to submit a Financial Assistance Program Application Form in April each year for the following financial year.

2. Non-Recurrent Financial Assistance

Council calls for applications for financial assistance **twice each year in April and October**. This financial assistance will be made available in July and December respectively.

All organisations requesting non-recurrent financial assistance must do so on the Financial Assistance Program Application Form.

Council considers at these times, applications:

- To support local projects and activities with a demonstrated broad community benefit to the Lithgow community.
- For the re-imburement of the general rates component of property rates (including rates for Crown land).
- For the waiving of fees and charges for the use of Council owned facilities.*

- Applications must:
 - Show evidence/explanation of how the selected approach addresses community need.
 - Target the Lithgow LGA residents/community members.
 - Have a clear plan for project development, implementation and project management.
 - Provide supporting documentary evidence
 - demonstrate community development and participation.
 - Have a clear project budget.
 - Demonstrate organisational capacity to develop and run the program.
 - Connect people.
 - Increase opportunity.
 - Build community capacity.

3. Fees and Charges

Council will determine in each Operational Plan, an amount for the waiving of fees and charges for the use of Council owned facilities during the year as follows:

- An allocation for the waiver by the General Manager of fees for the use of Council facilities throughout the year.
- An allocation for Civic Ballroom and Tony Luchetti Showground fee waiver packages each up to the value of \$2,500. These are provided once only to each applicant; are not to be provided to organisations already receiving Financial Assistance for major events at these venues, and; applications are to be received at least 3 months prior to the event for consideration by a meeting of Council.

These waivers are provided in accordance with *Council Policy 4.6 Request for Donation by Waiving of Fees for Council Facilities*. Organisations may submit requests for the waiving of Council fees and charges throughout the year. These are to be submitted on the Financial Assistance Program Application form. Council fees and charges will be deducted before the financial assistance is paid.

4. Schools

Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

Note: Council will not support any school scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero;

5. Sporting Related Financial Assistance

- Council's Sports Advisory committee considers **ALL** applications for sporting-related sponsorships/financial assistance including the waiving of sportsground hire fees and charges.
- The Sports Advisory Committee has existing criteria that sets the level of funding for different sporting achievements.
- All organisations seeking Sporting financial assistance or a sporting facility fee reduction must submit an application using the Financial Assistance Program Application Form.

INDICATIVE FUNDING LEVELS

Funding Type	Maximum funding levels available annually per application
Recurrent Financial Assistance	Generally up to \$10,000
School Prize Giving within the Lithgow City Council Area – per school per annum.	As resolved by Council in each Operational Plan
Non- Recurrent Financial Assistance: Projects of demonstrated broad community benefit, including school projects – the applicant must demonstrate the uniqueness of the project, how it will benefit the community and how it meets Council’s vision statement(s) objectives.	Generally up to \$3,000
Rate Reimbursement: Not for profit only and general land rates component of rates only.	As specified on rates notice
Fees and Charges	As specified in Council’s Fees and Charges.
Sporting Related: Financial Assistance for junior representatives are considered by Council’s Sports Advisory Committee.	up to \$100.00 for regional selection \$300.00 for state selection \$500.00 for national selection

PROJECT DESCRIPTION AND INFORMATION TO INCLUDE IN THE APPLICATION

The following information is to be included in the application:

- The project name
- A clear description of the project and its aims.
- How the project meets the overall visions of Council. Obtain a copy of Council’s Operational Plan to get a better picture of Council’s visions.
- Clearly identified and demonstrated needs for the project from the community’s viewpoint.
- How the project/programs will address identified needs.
- Outcomes to be achieved and the specific tasks to be undertaken
- Evidence of consultation with, and involvement in the project of, key stakeholders and others who will benefit from the project.
- Letters of support including supporting documentation from the applicant’s sponsoring or governing body.

BUDGET

- Section 4 on the application form.
- **IMPORTANT – Every** applicant should carefully consider this section and complete in full.
- Include a detailed budget that shows income and expenditure for the project and details of any other funding that is anticipated.
- Include an estimate of the in-kind contribution to be provided by your organisation as **\$ for \$** matching applications will be favourably considered.
- Applicants may attach a budget to the application in preference to completing the section.

IMPLEMENTATION SCHEDULE

- Section 5 on the application form.
- This will assist Council to understand how you will achieve the project objectives.

ACQUITTAL AND REPORTING REQUIREMENTS

- An acquittal form is provided with the application form for applicant's information only.
- A copy will be sent to all applicants at the conclusion of the funding process – applicants need to ensure that they have listed the end date of the project in section 1.
- Organisations receiving a financial assistance of less than \$500 are required to submit a letter outlining the achievements and benefits of the project.
- All organisations receiving a financial assistance of between \$500 and \$2,000 are required to submit the acquittal form and provide a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of more than \$2,000 are required to submit an acquittal form, an audited financial statement and a written report that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- Organisations receiving a financial assistance of \$10,000 and over will be required to report quarterly (or as agreed) in the performance agreement that will be created for each Category 1 application.

FUNDING AGREEMENT

- ONLY applicants seeking financial assistance of \$10,000 or more are required to complete a funding agreement but this is not required until funding is approved.
- Successful applicants will be sent a completed copy for signing following the negotiation of terms between the organisation and Council.

ATTACHMENTS TO ASSIST IN THE CONSIDERATION OF YOUR REQUEST

The following attachments must be attached with the financial assistance request:

- The organisation's constitution.
- Minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.

• The following suggested inclusions might assist in the success of the request:

- Details of promotional and marketing activities for the project.
- Evidence of ongoing communication with stakeholders regarding the project.
- Number of active members, including volunteers, in the organisation – names are not required.

Any changes to the purpose for which funding has been allocated must be submitted in writing to The General Manager, Lithgow City Council, PO BOX 19 LITHGOW NSW 2790

CHECKLIST – THESE ITEMS MUST BE INCLUDED WITH THE APPLICATION

To ensure the application is complete, please check that all the attachments are included as follows:

- A completed application form is required for **ALL** applications.
- All applicants should complete section 1
- All applicants should complete section 2 selecting one category only.
- All applicants need to sign in section 6.
- For capital assistance projects – **2 quotations** must be included.
- All Applicants must include the organisation's constitution showing its not-for-profit status.
- All Applicants must include the minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.
- Only return the application form and your attachments – keep the guidelines, draft funding agreement and draft acquittal form for your records.

Sample - ACQUITTAL FOR FINANCIAL ASSISTANCE

Successful applications will be sent an acquittal notice to prepare and submit at the conclusion of the financial assistance period. It should be accompanied by a report of the outcomes of the project.

Name of Organisation/Individual receiving financial assistance:

Address of Organisation/Individual:

Contact Person :

Contact Phone Number (during office hours): _____

FINANCIAL ASSISTANCE DETAILS:

1. Amount of Financial Assistance Received:

2. Expenditure Details of Financial Assistance (please attach budget)

Describe how the financial assistance was spent and the outcome/success of the activity (attach media coverage and more information if possible).

Signed: _____ Date: _____

FINANCIAL ASSISTANCE PROGRAM Application Form

SECTION 1: APPLICANT'S DETAILS – all applicants complete this section

The name of Your Project	
Name of the Organisation or person seeking financial assistance.	
Address	
Postal Address	
Name and position of the contact person	
Telephone, Fax and Email Address	Telephone: (bh)
	Fax:
	Mobile:
	Email:
What legal status does your organisation have? (e.g. Incorporated Association etc)	
Australian Business Number (ABN) *	
Australian Company Number (if applicable)	
General Description of your Organisation	
Is your insurance, including a minimum of \$20m for public liability insurance, current? Please state policy numbers. (Council may request a copy of certificates of currency.)	Please list policies, insurer and policy number.
What is the time frame of your project?	Start Date: End Date:

- If you don't have an ABN, please attach a copy of the Australian Taxation Office form "Statement by a supplier". Applicants with an ABN DO NOT need to complete the Statement by a Supplier form.

AMOUNT OF FINANCIAL ASSISTANCE REQUESTED:

\$

Must agree with amount stated in this application's budget in section 5) (amount EXCLUSIVE of GST)

SECTION 2: PROJECT / PROGRAM DESCRIPTION

PLEASE tick one of the following boxes

RECURRENT FINANCIAL ASSISTANCE

Lithgow Show, Lithgow Chamber of Commerce, Ironfest, Western Region Academy of Sport, White Ribbon Day, Lithgow Tidy Towns, Wallerawang Tidy Towns, Portland Tidy Towns, Cullen Bullen Tidy Towns, Portland Golf Club and Lithgow Information and Neighbourhood Centre Rental Assistance

School Prize Giving –.

NON-RECURRENT FINANCIAL ASSISTANCE

Local projects and activities with a demonstrated broad community benefit - Generally up to \$3,000 p.a.

Applications For Rate Reimbursements
General Land Rates only and available for non profit organisations only

Waiver of Council fees and charges

Schools: Local projects and activities of schools within Council's area where those projects demonstrate partnership with and benefit to the wider community.

SPORTING FINANCIAL ASSISTANCE – ALL applications under this category are referred to the Council's Sports Advisory Committee for their recommendation – note if more than one team member applies the financial assistance will be split between team members.

Junior Regional Sporting representation – up to \$100 p.a.

Junior State Sporting representation – up to \$300 p.a.

Junior National Sporting representation – up to \$500 p.a.

SECTION 3: APPLICATION / PROJECT DETAILS – all applicants to complete (including representation/prize giving).

Briefly describe your request/project. If required, attach additional details.

Is your project new? Select one **YES** **NO** **N/A**
If you answered no, please provide some information that illustrates the new part of an existing project that you are seeking funding for.

What are the aims of the request/project?

How will your request/project assist members of the Community?

Which of Council's vision statements does your project achieve?

What outcomes and benefits will your project have for the community?

Demonstrate how your project promotes community development and participation by connecting people, increased opportunity and building community capacity.

What community consultation has confirmed the need for this program?

List the organisations actively involved in the project / program.

ORGANISATION	CONTACT PERSON	Contact telephone number



TIP

You can submit supporting documentation with your application to show how other organisations support your project.

SECTION 4 : BUDGET – IMPORTANT – all applicants must complete this section.

You should include estimates of the cash and in-kind contributions you are making to the project and any other income you are applying for/expecting to receive from other grant sources. You may submit your budget as a separate attachment if you prefer.

Proposed Income:	Amount
Proposed Expenses:	Amount
TOTAL COST OF PROJECT	
TOTAL COST OF FUNDING SOUGHT	

50% ONLY of capital projects will be considered. Please indicate if you intend to match any funding applied for on a \$ for \$ basis. If you are purchasing equipment or are planning a capital improvement to your asset, 2 quotations for the goods/services need to be attached to your application.

SECTION 6: DECLARATION – ALL applicants to complete this section.

On behalf of:

(name of the organisation, if applicable)

I declare that the information provided above is complete and correct.

Signed:

Print Name:

Position in organisation:

Address:

Contact telephone numbers:

Email address:

Date:

**Financial Assistance Program - Funding Agreement
For financial assistance of \$10,000 or more**

This Agreement is made between Lithgow City Council and (**INSERT ORGANISATION NAME**)

_____ (“The Organisation”)

TERMS OF AGREEMENT and REVIEW DATE

It is agreed as follows;

1. Lithgow City Council will support the organisation by providing financial assistance of \$_____ (**INSERT AMOUNT**), for the purpose of undertaking

INSERT PROGRAM DETAILS

_____ which links to Council’s corporate plans to achieve the following objectives:

INSERT ALL VISION STATEMENTS AND COUNCIL PROGRAMS THE PROJECT SUPPORTS/ACHIEVES:

2. The financial assistance is to be used by the Organisation for the project only, unless prior written approval is provided by Lithgow City Council. The organisation needs to demonstrate they have sourced other funding, or will seek alternative funding in the future to supplement/replace Council’s contribution.
3. The Organisation will provide written quarterly reports to Lithgow City Council within one month of the end of each quarter.
4. Lithgow City Council will provide funds upon receipt of tax invoice, each **quarter/annually (DELETE ONE)**.
5. Any extension to the project duration or scope of works must be approved by Lithgow City Council in writing.
6. At the end of the financial assistance period a final report detailing the outcomes of the project and a self assessment/evaluation of the effectiveness of the project is to be provided to Lithgow City Council.
7. An Audited financial statement, identifying how the financial assistance was spent is to be provided to Lithgow City Council within three calendar months after the project ends.
8. The Organisation will take out appropriate insurance, including workers compensation, public liability insurance and personal accident and sickness insurance. Certificates of Currency will be provided to Lithgow City Council if requested.
9. Any materials produced including project publicity and the final product are to recognise Lithgow City Council as a major financial promoter.

L

10. Copyright for any material produced as a result of grant will be retained by the Organisation.
11. Lithgow City Council has the authority to use, distribute, and demonstrate any materials produced by the grant project.
12. If the Organisation fails to comply with this agreement, Lithgow City Council may withhold payment of financial assistance funds, terminate the financial assistance or request full reimbursement of the financial assistance.

Signature of parties to the Agreement.

I accept on behalf of my Organisation the terms and conditions of the funding Agreement.

Quarterly reports will be provided to Council on the following dates;

Date 1 DD/MMM/YYYY

Date 2 DD/MMM/YYYY

Date 3 DD/MMM/YYYY

Date 4 DD/MMM/YYYY

Signature of President/Chairperson etc

Date

Print Name and Position held

Signature of General Manager

Date

Print Name

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

This document sets the criteria for nomination for and selection of the Reg Cowden Memorial Junior and Senior Sports Star of the Year Awards and monthly winners.

Nominations for sporting achievements will be accepted for the Reg Cowden Memorial Sports Star of the Year Awards, in both junior (18 years and under) and senior categories, for residents of the Lithgow Local Government area.

Nominations for Reg Cowden Memorial Sports Star of the Year Awards must be received within seven (7) days of the end of the month, for example, nominations for achievements in January will be accepted until 7 February.

All applications for financial assistance are automatically nominated for the Reg Cowden Memorial Junior or Senior Sports Star of the Month Award.

Nominations for the Reg Cowden Memorial Sports Star of the Year Awards may be made by any member of the community on behalf of the nominee, however, supporting documentation verifying the applicant's achievements is required from either the team the applicant has been selected in, the local sporting organisation of the sport the applicant has been chosen to represent, or the school principal (should the applicant be selected in a school representative team).

Monthly Sports Star winners (junior and senior) will be presented with a trophy donated by the major sponsor of the Awards (presented at the annual awards night), and monthly recipients are to be voted for and determined at the regular monthly Sports Advisory Committee meetings.

A media release is prepared following the Sports Advisory Committee meeting detailing the monthly award winners. The annual Reg Cowden Memorial Sports Star Award winners will be selected by the Sports Advisory Committee, after applicants supply an update of their achievements for the year, and this updated information needs to be verified by the relevant sporting bodies the applicant has listed as representing.

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

The criteria for the Reg Cowden Memorial Sports Star Awards is as follows, however, the Sports Advisory Committee reserves the right to select a lower achievement provided a vote of the Sports Advisory Committee is undertaken and the majority supports the decision:

- Junior category is eligible for nominees aged eighteen (18) or under in the year of the Award.
- Merit is awarded in the following order, however, the selection of the recipient is at the Sports Advisory Committee's discretion:
 - Local Achievement.
 - Intertown Representation.
 - District Representation.
 - Zone Representation.
 - Regional Representation (Western) etc.
 - Half State Representation North, South, etc.
 - State Representation.
 - National Representation.
 - International Zone Representation (Oceania) etc.

Possible/probable selection is classed the category immediately prior to the selection, ie. possible/probable selection for Western Region Hockey Team would

be classified in the same category as (d) Zone Representative.

School achievements will be considered in the same order as above, provided the nominee is a resident of the Lithgow Local Government area at the time of their achievement, indifferent of which Local Government Area their school is located.

Whilst selection in a representative team is an achievement, this does not meet the criteria for a monthly achievement. As a monthly achievement, a nominee must have competed in an event, as either an individual or as part of a team, to be eligible for nomination, for example, if a nominee is selected in a regional team in June, but the team does not compete at an event until August, then the achievement is for the month of August, not June.

Merit Certificates will be distributed on an annual basis, with merit certificates being presented by the Sports Advisory Committee..

The monthly award can only be won once per person per season per sport. Applicants are eligible to win the monthly award in separate sports during the year.

Junior Annual Award and Senior Annual Award winners are eligible to win the Annual Award in future years (including consecutive years).

At the end of each year, monthly winners will be requested to provide updated details of their sporting achievements during the year. Based upon this information, the Sports Advisory Committee will determine the annual Junior and Senior Reg Cowden Memorial Sports Star of the Year Award winners. Should there not be a consensus between the members of the Sports Advisory Committee for these winners, a secret vote will occur, with the winner determined via a "first past the post" points system.

Reg Cowden Memorial Sport Star of the Year Awards – Criteria

Winning recipients of the following annual awards will be determined as detailed below:

- Reg Cowden Memorial Junior Sports Star of the Year Award
Selected by the Sports Advisory Committee members from the junior monthly award winners.
- Reg Cowden Memorial Senior Sports Star of the Year Award
Selected by the Sports Advisory Committee members from the senior monthly award winners.
- Junior Team Achievement of the Year Award
Selected by the Sports Advisory Committee members from the junior nominations made by the community as well as any junior monthly teams nominees.
- Senior Team Achievement of the Year Award
Selected by the Sports Advisory Committee members from the senior nominations made by the community as well as any senior monthly teams nominees.
- Bunny Abbott Volunteer of the Year Award
Selected by the Sports Advisory Committee members from nominations made by the community.
- Laurie Muir Official of the Year Award
Selected by the Sports Advisory Committee members from nominations made by the community.
- International Sports Achievement of the Year Award
Selected by the Sports Advisory Committee members from nominations made from the community as well as any junior or senior monthly award winners.
- Whitty Perpetual Trophy

Selected by the Sports Advisory Committee from any nomination during the year.

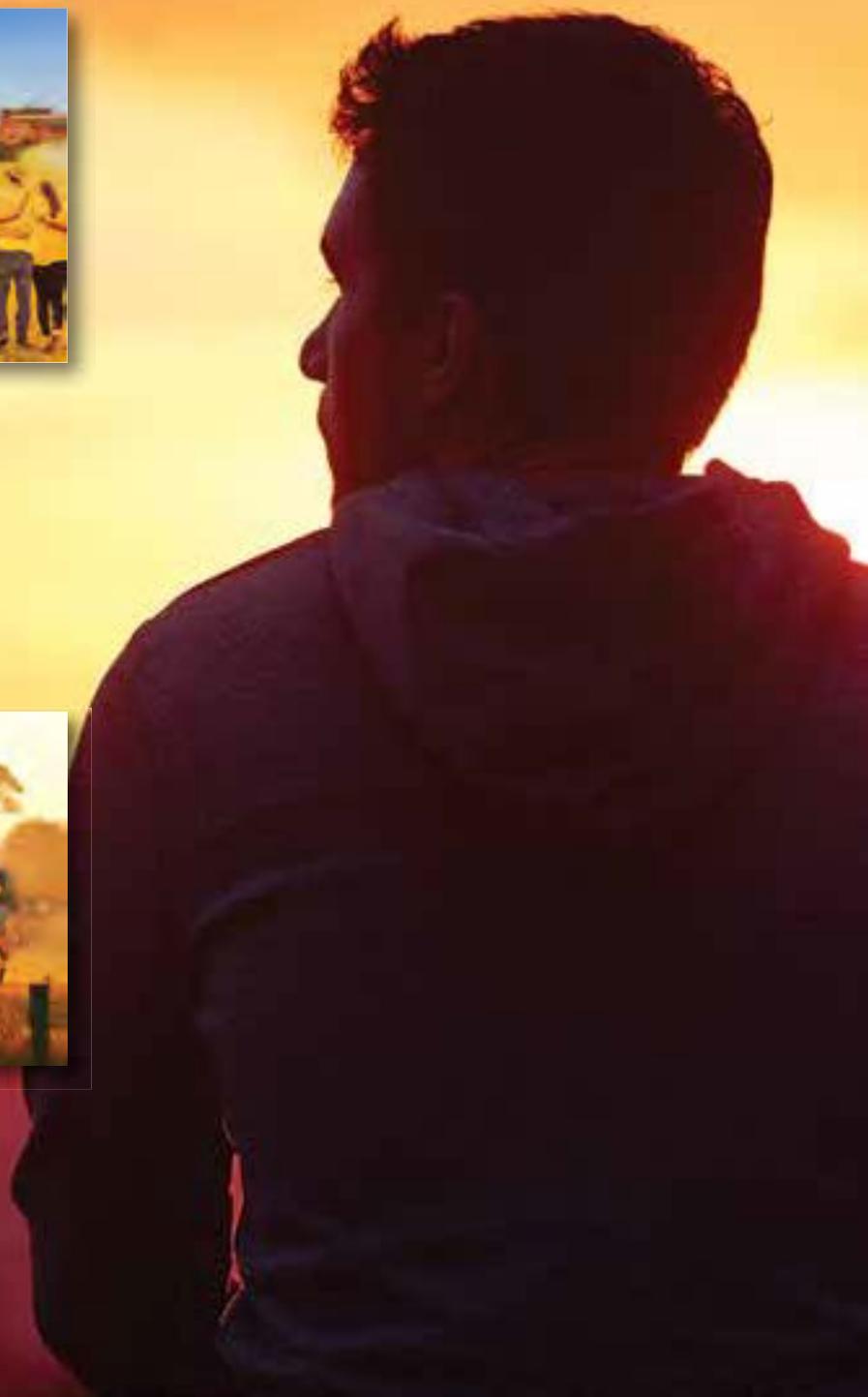
- Mac Scott Memorial Trophy for All Round Achievements
Selected by the Sports Advisory Committee members from any individual nomination during the year (teams are not eligible).
- Encouragement Award

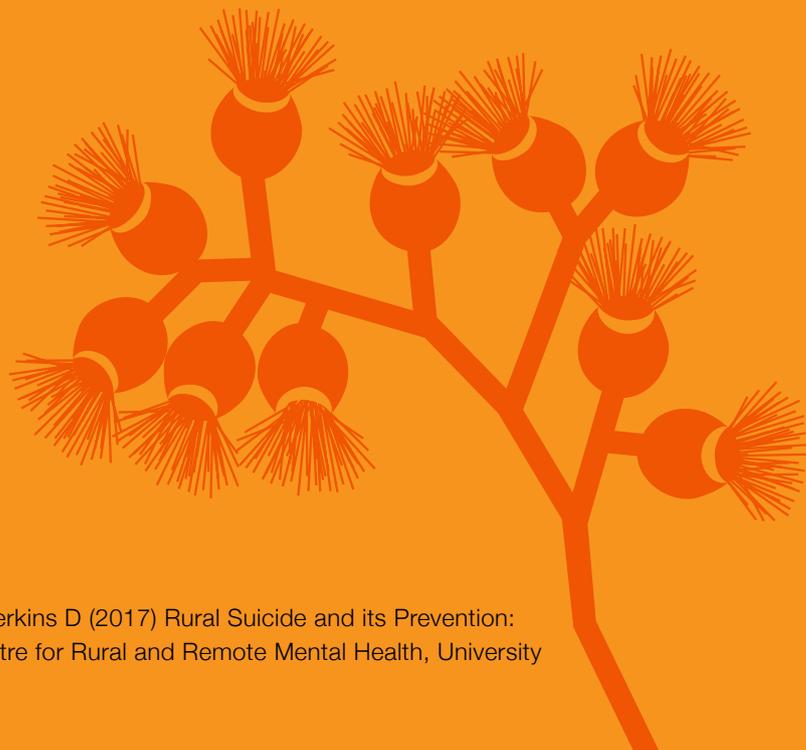
Selected by the Sports Advisory Committee members from any junior individual nomination during the year (teams are not eligible).

- Eric Arnold Memorial Trophy
Selected by the Sports Advisory Committee members from any junior individual nomination during the year (teams are not eligible).



Rural Suicide and its Prevention: a CRRMH position paper





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About the Centre for Rural and Remote Mental Health

The Centre for Rural and Remote Mental Health (CRRMH) is based in Orange NSW and is a major rural initiative of the University of Newcastle and the NSW Ministry of Health. Our staff are located across rural and remote NSW.

The Centre is committed to improving mental health and wellbeing in rural and remote communities. We focus on the following key areas:

- the promotion of good mental health and the prevention of mental illness;
- developing the mental health system to better meet the needs of people living in rural and remote regions; and
- understanding and responding to rural suicide.

As the Australian Collaborating Centre for the International Foundation for Integrated Care, we promote patient-centred rather than provider-focused care that integrates mental and physical health concerns.

As part of the University of Newcastle, all our activities are underpinned by research evidence and evaluated to ensure appropriateness and effectiveness.

Acknowledgments

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GOVERNMENT HOUSE
SYDNEY

Message from

**His Excellency General The Honourable David Hurley AC DSC (Ret'd)
Governor of New South Wales**

It was encouraging to read the headline figure in the recent Australian National Suicide Statistics which tell us that 161 fewer people died by suicide in 2016 than the previous year. This is an encouragement to the communities, health services and non-government organisations that are working hard to prevent deaths by suicide.

Sadly, the headline figure hides a disturbing finding which is that the rate of deaths by suicide in rural and remote communities is about twice that of our capital cities. In Sydney and Melbourne 7.9 and 8.9 people died by suicide for every 100,000 residents in 2016 but the corresponding figure for rural and remote Australia was 15.3.

The figures for our Aboriginal and Torres Strait Islander People are even worse and we need to continue to work with them to address these deaths and bereavements.

The purpose of this short paper is twofold: to describe the problem and to suggest how we might address it based on the best available evidence. The evidence to inform the prevention of suicide in rural areas is not perfect but that should not prevent us from acting. In many areas of life we have to take action based on the best knowledge and we must test those actions to see if they are appropriate.

As Patron of the Centre for Rural and Remote Health, I encourage you to read this document carefully and critically but to work collaboratively to make a difference in rural communities. In previous generations, deaths by suicide were often hidden due to stigma and shame. However, there has been some improvement and I commend this document to you for thought and action.

I encourage you to please contact the Centre for Rural and Remote Mental Health if you wish to contribute to solving this problem – details are at www.crrmh.com.au

**General The Honourable David Hurley AC DSC (Ret'd)
Governor of New South Wales**

Government House, Macquarie Street, Sydney NSW 2000
telephone: 02 9228 4111 | website: www.governor.nsw.gov.au



Overview

Rural suicide causes enormous distress to individuals, families, workplaces, and communities and needs to be addressed seriously. We would like to start by expressing our sympathy to all whose lives have been touched by the suicide of a family member, friend or acquaintance.

In 2016, the number of suicides per 100,000 people in rural and remote Australia was 50% higher than in the cities. This rate gets higher as areas become more remote and has been growing more rapidly than in the cities. The rate for Aboriginal and Torres Strait Islander people is twice that for non-Indigenous people.

The **CRRMH** believes that five focus areas are needed to address this situation. Two are for immediate action to prevent suicide deaths (now and into the future) and three are designed to prevent deaths in the future.

The prevention of rural suicide is not the sole responsibility of health services or of mental health services. There are important roles for governments, private sector, health and welfare institutions, rural and remote communities, and individuals.

We have drawn on research evidence and on the experience of rural stakeholders. We hope that this will help in addressing and reducing these deaths in our rural communities.

Figure 1: Rural Suicide prevention Focus areas

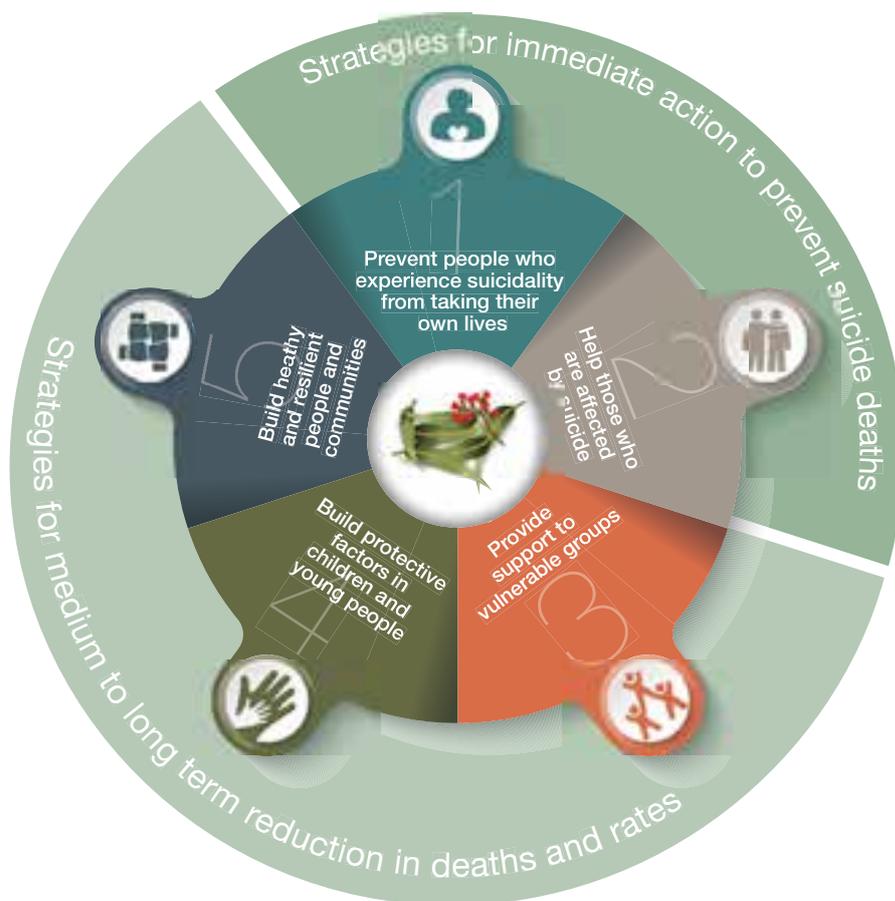


Figure 2: Structure of Rural Suicide and its Prevention: a CRRMH position paper

Background p.3

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How can we understand suicidality? p.8

What do we know about rural suicide? p.9

What can be done about rural suicide? p.14

How should we go about preventing rural suicide? p.30

This paper has two purposes: to draw attention to the unacceptable rates of rural suicide and to suggest where we should focus our attention if we are serious about making a difference.

Background

On the 11th of April 2017, the **CRRMH** held a Rural Suicide Prevention Forum. The Forum was opened by His Excellency General The Honourable David Hurley AC DSC (Ret'd), Governor of New South Wales. Senior representatives of key stakeholder organisations were invited to hear presentations from academic, service provider, Aboriginal and Torres Strait Islander, and small community resident and suicide prevention experts. Primed by these talks and a briefing paper [1], group discussions followed to obtain the insights and ideas of those attending. The **CRRMH** regards the Forum as an important first step in preparing the current position

paper, and we trust that those in attendance will recognise that their contributions did much to inform the positions we are proposing.

Figure 3 below describes the key messages participants took from the Forum. Whilst this Position Paper summarises the latest evidence on rural suicide prevention it is important to recognise the thoughts, ideas and experience of those living in rural communities and working in the mental health system. Their experience is most important in improving rural suicide prevention.

Figure 3: Summary of Rural Suicide Prevention Forum key messages

Create Hope and Focus on Wellness

- Use language that welcomes people, not alienates, rather than always using 'mental' and 'suicide'
- We have the assets, we have the resources, we have the goodwill – getting all of these on the same page with a common agenda will deliver better quality, more focused and better resourced solutions
- The “ripple effect” in rural communities may deepen the impact of suicide, but can also be used to strengthen prevention
- Go upstream – build strength, resilience and hope in communities

Develop Community Capacity and Capability

- Establish a mentoring program to develop community leaders for rural suicide prevention
- Build on and use the strengths and knowledge in the local community and the many passionate people working to make a difference
- Invest in training, developing and supporting our local workforce and leaders so that knowledge and capacity stays in the community

Educate our Next Generation

- Invest in school-based mental health promotion prevention and early intervention
- Education, education, education when they are young

Recognise the Diversity of Rural Communities

- “Go the extra mile” with communities experiencing intergenerational trauma e.g rural Aboriginal communities
- Consult and look at the strengths of a community and harness them
- Recognise the importance of community identity and local circumstances... there are communities within communities

Why focus on rural suicide



“When you’ve seen one rural town... you’ve seen one rural town.” (Anon.)

Stories and images of rural Australia have played an important part in the formation of the country’s national identity, even though most Australians live in capital cities (66%). Often the impressions of rural life held by those living in cities are romanticised and outdated, drawn from popular nineteenth and twentieth century sources such as the poetry of Banjo Patterson, Henry Lawson and Judith Wright.

Rural communities are diverse and vary in size, location, proximity to other towns and regional centres, population dispersion, culture, ethnicity, and other demographic factors. Planning for the prevention of rural suicide at the local and regional level needs to take this diversity and variation into account.

Rural communities play a critical role in the economic prosperity of Australia, with 67% of the value of Australia’s exports coming from regional, rural and remote areas and with 45% of tourism spending occurring outside Australia’s capital cities. The location of rural communities is usually tied to economic drivers such as amenable climate, the resource availability (such as water, pasture, fishing, minerals), and access to transport routes. Over time, these drivers may come under tension (land and water use for agriculture versus mining) and change due to factors such as prolonged drought, resource depletion, or the relocation of local industries (such as abattoirs and food processing plants). Consequently, rural communities change in terms of their prosperity, viability and sustainability.

Rural communities also vary in their level of attractiveness and lifestyle possibilities, with some locations providing favourable conditions for primary industry, mining and tourism. Rural communities that can offer an attractive lifestyle may be successful in increasing investment and diversification of jobs in the service sector and other support industries.

All rural communities face the threat of periods of adversity due to natural events (such as fire, flood, and drought). When these occur, the wellbeing and economic security of rural communities are negatively impacted often for prolonged periods and thus long-term uncertainty and population decline may ensue. It’s important to consider that whilst alternative employment may be available locally in large cities, rural communities may depend on fewer employers, and thus job loss due to adversity (commodity price reductions or poor weather) all may have a disproportionate effect. Periodic

adversity has an impact on the wellbeing of rural communities and needs to be addressed in planning for rural suicide prevention.

Outside large regional centres there is often a shortage of resident medical and allied health specialists such as psychiatrists, psychologists and mental health nurses. In more remote areas, there may be a shortage of generalist health providers such as general practitioners (GPs) and community health nurses. Many rural health services are affected by a relatively high staff turnover, inexperienced staff, thin supervision and extended periods during which positions are not filled.

The provision of adequate health services in rural and remote areas is clearly an important place to start when planning to reduce rural suicide. The impact of such inadequacies in service provision has already been demonstrated with studies showing that in rural and remote areas there is a higher prevalence of risk factors for chronic illness, higher death rates and lower uptake of treatments for mental illness (although it is acknowledged that this is an overall fact and that some rural communities may have very different indicators). It is not surprising then that the rate of suicide outside our capital cities is more than 50% higher than within them.

It should be acknowledged that there are localities in rural and remote areas where the suicide rate might be very low. A recent study shows that rural suicide is not a homogeneous phenomenon. This heterogeneity suggests that local, place-based factors (social, economic etc.) may be more important drivers of psychological distress, poor social and emotional wellbeing and suicide than mental illness.

The diversity and variability of rural communities suggests that those who plan and provide services for those living in rural and remote Australia need to treat the prevention of rural suicide as a complex endeavour. Furthermore, the diversity and complexity of factors impacting on rural suicide illustrates the need to think flexibly about what should be different for the prevention of rural suicide, compared with strategies currently accepted as successful in metropolitan areas.

We take an aspirational position that rural suicide can be prevented. This paper puts forward concrete suggestions about how rural suicide can be reduced in the short, medium and long term.

Suicide prevention for rural localities should begin with an assessment of the characteristics, needs and capacity of the local community.

Rural health and wellbeing

The health status of rural Australians

“The health of Australians in rural and remote areas is generally poorer than that of people who live in major cities and towns.”

Commonly cited reasons for this poorer health status include substantial differences between the metropolitan and rural and remote populations in exposure to the social determinants of health.

Some of the social determinants of health listed above are not exclusively rural. However, in rural and remote communities, the health effects of these factors are further compounded by poor access to public transport and communications (such as broadband, mobile coverage), and environmental challenges (such as droughts, floods, and bushfires).

Figure 4: Social determinants of health and the health status of rural Australians [2]

Social Determinants

- lower levels of income, employment and education
- higher occupational risks, particularly associated with farming and mining
- geography and the need for more long-distance travel
- poorer access to fresh foods
- poorer access to health services

Poorer Health Outcomes

- higher mortality rates and lower life expectancy
- higher reported rates of high blood pressure, diabetes and obesity
- higher death rates from chronic disease
- higher prevalence of mental health problems, including dementia
- higher rates of alcohol abuse and smoking

Rural mental health

National surveys indicate that the prevalence of the common mental illnesses is similar across the country (around 20%) [2].

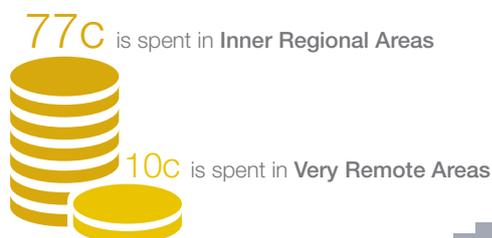
However, the impact of mental illness on the lives of rural residents is greater due to differences in access to, and uptake of, effective treatments and services. Figure 5 shows the differences between major cities and other areas in access, utilisation and mental health spending. It shows that the burden of having a mental illness falls more heavily on those who live in more remote areas of the country.

Figure 5: Access and utilisation of mental health services in rural and remote areas compared to major cities.¹

GP Mental Health Encounters...

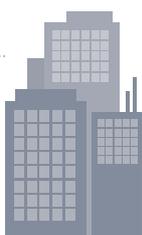


For every \$1 spent per capita on Medicare mental health services in Major Cities...

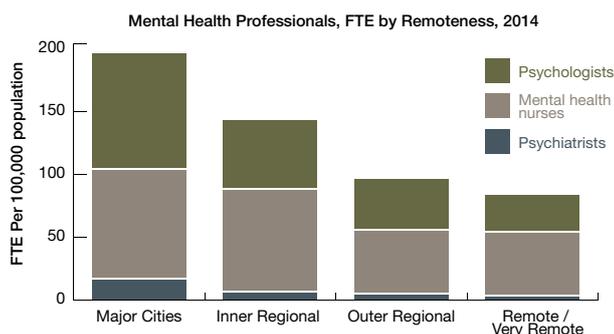


If you live in a Major City you are...

2x more likely to have accessed a psychologist in the past year than in other areas



The number of Mental Health Professionals decline with remoteness...



“Timely diagnosis, treatment and ongoing management of mental health conditions in rural and remote areas is likely to occur later or not at all, often resulting in an increased likelihood of hospitalisation and sometimes leading to the most tragic of outcomes - self-harm and suicide” [2]

The burden of mental illness also falls on those who live with, know or care about a person with a mental illness in a rural setting. They experience frustration about poor access to services, and the burden of assisting the ill person to access treatment when it is available (often at some distance in a regional centre), and the effort and cost of visiting while they are in hospital can be high. Concern about the ill person’s social isolation and possible access to the common means of suicide (medical drugs, poisons etc.) when at home may also be a great stressor for rural carers.

Particular risks in rural settings

People living in rural areas experience unique circumstances that can increase the risk of ongoing mental ill-health and suicide, especially if emerging problems are not recognised and addressed.

For many living in rural and remote areas, their economic security is somewhat out of their control and hence they experience higher levels of insecurity than those who live in cities, who might have greater opportunities to gain employment and provide for themselves and their families.

For those who own, manage and work on farms, their security depends very much on the variability of the seasons. Even when seasonal conditions suggest a hopeful future, their personal experience reminds them of the realistic risk of future adverse conditions, such as too much or insufficient rainfall, too high or too low temperature, hail, frost, fire etc. This causes prolonged periods of stress and an inability to celebrate success until financial benefits are fully realised. In addition, even the income from successful farming yields is dependent on the external market at the time of sale.

This uncertainty extends to those whose livelihoods depend on the prosperity of farming, with many small businesses relying on being paid sometime in the future, if, and when there is a successful season. One business woman, whose small town is losing its retail businesses, said that she feels powerless because:

“I can’t spend money in the town until I get paid, and I’ll get paid (hopefully) when the farmer does”.

¹ Generated using information from the National Rural Health Alliance 2017 [2] based on multiple sources

While there is considerable literature on the threats to the mental health of workers who drive, or fly to work at mines, it must be remembered that there are also many occupations associated with agriculture (such as truck drivers and shearers) that involve workers being away from their home for long periods of time, with increasing risks to health and mental health.

A further stressor in many rural communities is the actual or planned change in the economic basis of their community, including tensions over the competing interests in how the water and land should be used. On the Liverpool Plains for example, there is great concern being experienced by some who do not want any expansion of the coal seam gas industry, while at the same time others are greatly concerned about the decline in small towns and see the new jobs as necessary for the future of the region.

Rural decline is a further consideration, especially for those without the option of moving to a more prosperous location. They may witness the gradual closure of small businesses in nearby small towns and see they are going to face increasing costs for essential services. Rural decline weakens both the economic and social capital of the area.

A further consideration is the reluctance of many rural residents to utilise support services when their circumstances lead to feelings of anxiety or depression. Apart from the reluctance to admit that they may have a problem there is also the perception that services may not prove to be helpful.

“Reluctance to expose their private lives to strangers or acquaintances from locally based services, or to undertake the journey to distant services where cultural or behavioural differences could be misunderstood, may impact on rural dwellers’ wellbeing.” [3]

The positives of a rural lifestyle

“People in rural areas regularly score better than their major city counterparts on indicators of happiness. This may be testament to the positive aspects of rural life, and the interconnectedness of people living there. In rural areas, there are higher levels of civic participation, social cohesion, social capital, volunteering and informal support networks from neighbours, friends and the community.” [2]

Characteristics such as these are an important platform upon which to build a strategy to reduce rural suicide.

Resilient² communities demonstrate the strength of their underlying social capital when they need to cope with downturns in economic capital and the effects of natural disasters and other impacts on their environmental capital. In less populated rural areas, with greater social isolation, the social capital may not be sufficient to adequately cope with adversity.

This community resilience is critical to the resilience of individuals and families who belong to that community. While in the short-term communities may need outside help to cope with certain negative circumstances, their longer-term resilience will be enhanced by the extent to which those outside resources complement and enhance local capability.

While generalisations such as these are supported by population-level research, they disguise the fact that these benefits may not be experienced equally by everyone and everywhere in rural areas. Consequently, efforts should be made to challenge and support rural communities to extend social connectedness, and to reduce the exclusion of some individuals based on their race, culture, sex, sexual preference, income or location.

Rural settings also hold the potential for powerful collective planning and problem-solving efforts and this may be harnessed to address the problem of rural suicide.

“Rural and small-town settings offer unique opportunities for inter-professional collaboration and the engagement of different elements of local society, including indigenous communities, economic interests and broader elements of civil society. While networking and partnering are possible in any health service environment, we contend that rural environments offer a much less cluttered setting in which to observe the processes and outcomes of primary health care development.” [5]

Building strong resilient rural communities is an important investment to ensure that such communities can support the most vulnerable in times of adversity and those who may experience suicidality.

² “Resilience” is the capacity of an individual, organisation or community to adapt successfully to change and to the onset of adverse circumstances or trauma.



How can we understand suicidality

In plain terms, a suicide is the result of a deliberate act by a person with the intention that the act would lead to their death. Both the **deliberate** nature and the **clear intention to die** are key definitional requirements.

The term “suicidality” in this paper refers to a state in which a person has thoughts about suicide, or forms intentions, or develops plans, or enacts suicide-related behaviours such as intentional self-harm (though not all episodes of intentional self-harm directly relate to suicidality).

Unlike other causes of death, we remain puzzled to explain how a person can be in such a state that they want to take their own life. The fact that suicide is so different to other so-called “health issues” is illustrated by the fact that it has been studied in such vastly different disciplines as etymology, biology, genetics, sociology, philosophy, history, medicine, psychology and psychiatry.

Collectively, these disciplines see suicidality as having its origins in the person's early life experiences which will be discussed later in this paper. These origins interact with other interpersonal, environmental and societal influences in complex patterns over many years” [6]. (see Appendix 1 for a full description of three prominent theories on suicide)

What do we know about rural suicide

FACT 1

Suicide rates in rural and remote areas are higher than in major cities

FACT 2

Suicide rates are progressively higher in rural, remote and very remote areas

The first thing we know is that the rate of suicide outside of the Greater Capital Cities is much higher than in areas inside of the Greater Capital Cities.

The most recent annual data on suicide in Australia was for the year 2016 and was published in September 2017 [7]. It showed that in 2016:

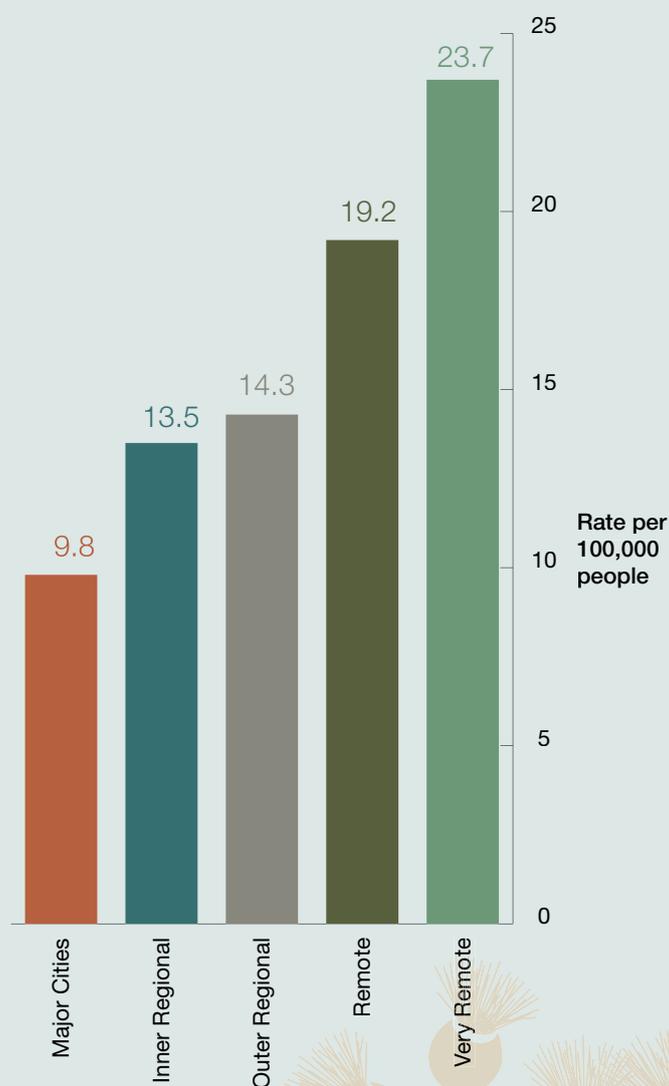
- The overall suicide rate for the whole of **Australia** was 11.7 per 100,000
- The rate of suicide in all of Australia's **Greater Capital Cities** combined was 10.0 per 100,000
- The rate of suicide for the combined **areas outside** the Greater Capital Cities was over 50% higher at 15.3 per 100,000
- The number of deaths outside the Greater Capital Cities comprised 42% of suicide deaths in Australia.

Figure 6: Suicide rate, by region of usual residence, Australia, 2016 [7]³



The data on suicide and self-inflicted injuries in Australia shows that as locations become more remote there is an ever-increasing death rate from such causes (see Figure 7 [8]).

Figure 7: Death rates, suicide and self-inflicted injuries, Australia 2010-2014 [8]



National and State policy to prevent suicide in Australia must take into account that suicide rates outside the Greater Capital Cities is much higher than those within.

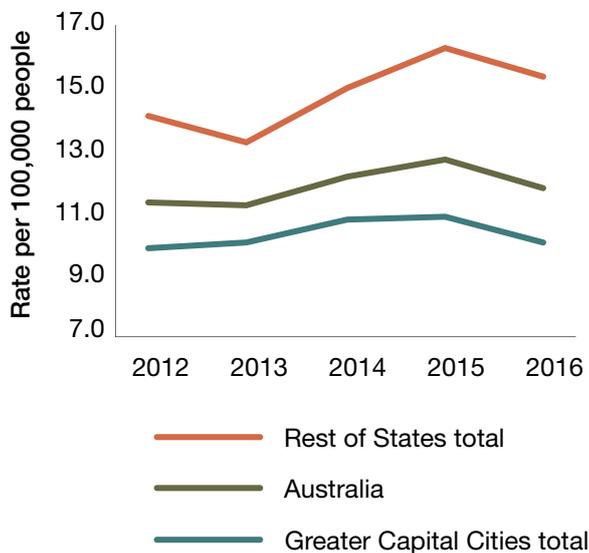
³ The Australian Bureau of Statistics does not publish suicide data for the rest of the territory for the Northern Territory or the ACT in the table from which these data are derived.

FACT 3

Suicide rates in areas outside capital cities are increasing at a higher rate

Data also published by the Australian Bureau of Statistics (ABS) shows that the rate of suicide has been rising more sharply outside of the Greater Capital Cities during the period 2012 to 2016 compared to the rates for the Greater Capital Cities (see Figure 8).

Figure 8: Suicide rates by region, 2012-2016, Australia, 2016 [7]



Suicide rates have increased in Australia by **4.5%** from 2012 to 2016. In the Major Capital Cities Statistical Local Areas (combined) rates rose by a much lower rate of just **2%**, while in areas outside the capital cities, they rose by a significantly higher rate of **9.2%**.

Suicide rates are rising more sharply in areas outside the Greater Capital City Statistical Areas.

Suicide prevention policy and strategies must address the factors that account for this pattern. The solutions may differ from those that seem to be working in the capital cities.

FACT 4

Indigenous suicide rates are nearly twice that of non-Indigenous

In 2016, the final report of the Aboriginal and Torres Strait Islander Suicide Prevention Evaluation Report was released providing guidance for future work on suicide prevention in Aboriginal and Torres Strait Islander populations. The following is an excerpt from the Executive Summary of the report.

“Suicide has emerged in the past half century as a major cause of Indigenous premature mortality and is a contributor to the overall Indigenous health and life expectancy gap. In 2014, it was the fifth leading cause of death among Indigenous people, and the age-standardised suicide rate was around twice as high as the non-Indigenous rate.

Indigenous children and young people are particularly vulnerable, comprising 30% of the suicide deaths among those under 18 years of age. In addition, Indigenous 15–24 year olds are over five times as likely to suicide as their non-Indigenous peers.

‘Suicide clusters’, or a series of suicide completions and/or self-harming acts that occur within a single community or locale over a period of weeks or months, is also a significant concern, particularly among younger people.

As males represent the significant majority of completed Indigenous suicides, gender can also be understood as a risk factor. However, the number of suicides and increasing self-harm among Indigenous females is an ongoing concern.” [9]

From 2001 to 2010, the standardised death rate for suicide among Aboriginal and Torres Strait Islander people was **21.4** per 100,000 compared to **10.3** per 100,000 for the non-Indigenous population [10].

From 2012 to 2016 the rate of suicide for the Indigenous population was **23.7** per 100,000. This was more than twice the rate as for non-Indigenous Australians over the same period **11.6** per 100,000 [7].

FACT 5

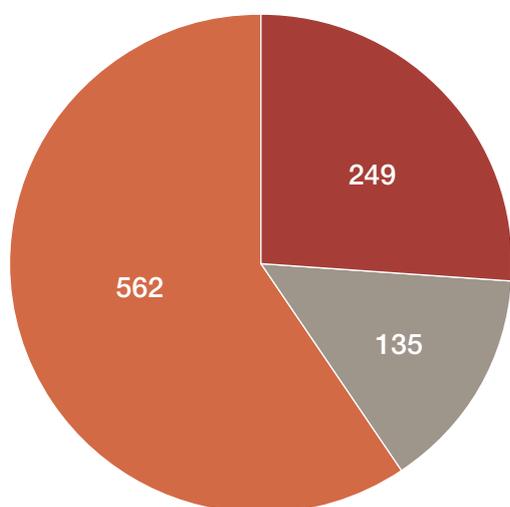
Most Indigenous suicides occur in rural and remote areas



From 2001-2010, the majority of suicides among Aboriginal and Torres Strait Islander people occurred outside of capital cities. This is in complete contrast to non-Indigenous suicides, the majority of which occurred within the capital city (based on data from NSW, QLD, SA, WA and NT) [10].

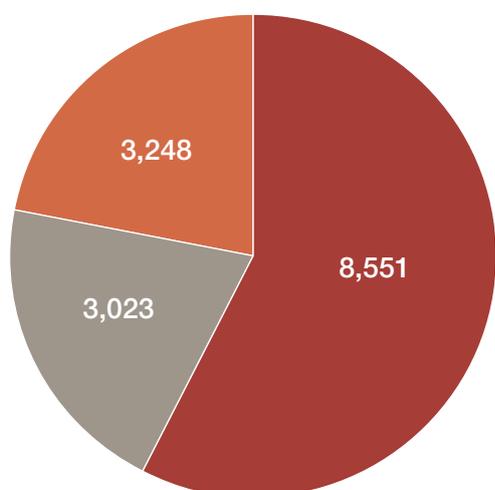
Figure 9: Number of Suicides by Geographic Region and Aboriginal Status 2001-2010 [10]

Aboriginal or Torres Strait Islander People suicides



Rest of State / Territory Other Urban Capital City

Non-Indigenous suicides



Rest of State / Territory Other Urban Capital City

To reduce the suicide rate among Indigenous Australians, specific policies need to be developed to account for the high proportion of Indigenous suicides that occur in rural and remote communities.

FACT 6

Deaths by suicide in rural Australia extend beyond farmers

Much has been written about suicide by farmers. Nevertheless, it is difficult to draw any firm conclusions from the combined findings because of the way in which the occupation of 'farmer' is inconsistently defined. Is it the person who owns a farm, a person who manages a farm, a person who works on a farm or a person whose livelihood depends on farming?

A recent Australian study [11] analysed previous studies about suicide rates in various occupations. While it concluded that "significantly elevated risk was also apparent in farmers and agricultural workers" it also noted the limitations of their paper:

"There was also a large amount of heterogeneity between studies, which is likely because of inherent differences in how occupation was defined and classified, variation in when the study was conducted, and the social and geographical context of the study." [11]

It is quite possible that rural suicide is a problem across other occupational groups in rural areas, particularly those which involve lesser-skilled occupations, seasonal workers, and itinerant workers.

A recent study from New Zealand [12] examined coroner's records for 185 deaths in farm and agriculture related occupations and showed some interesting findings:

- Only one person was unemployed at the time of their suicide
- There were twice as many deaths of farm labourers as of farm owners or managers
- 91.8% were male
- Mean age was 41
- One in five were recently separated or divorced
- One third of those who died lived alone
- The most common precipitating condition was mental illness (28.6%) and mental illness was also frequently found in cases where there were other precipitating conditions
- The risk factor profile for these suicides was like non-farm suicides.

FACT 7

Other industries are concerned about increasing rates of suicide in rural areas

Various other rural industry leaders have approached the **CRRMH** concerned about the welfare of their workforce. Examples include; primary industry workers, environmental inspectors, workplace safety inspectors, saleyard owners, and stock and station agents. Those who provide services to farmers can often be highly stressed by their frequent contact with stressed and distressed farmers, particularly when they are affected by natural and man-made adverse events.

The **CRRMH** has provided workplace training for managers in the mining sector, and for quarry managers and owners.

A further complication is that those who work primarily in farming frequently work in other occupations, such as nursing, teaching, mining etc. and many farmers have a quarry on their farms as well.

The impact of rural stress extends beyond those who own and work on farms.

Further research is needed to understand the mental health status of other occupational groups whose work is related to providing services in rural and remote areas.



FACT 8

Low help-seeking by rural men is a complex issue

It has often been said that rural men are less likely to ask for help when at risk of suicide than those in cities, but the main difference may lie more in how they ask for help and who they ask.

Griffith University researchers examined the Coroners' records for male suicides in Queensland from 1990 until 2012. They looked specifically at whether or not the person who died had told anyone of their intention to take their own life. Telling someone is a form of help-seeking in that it could indicate that "I need help" rather than "I need a service to help me". The researchers concluded:

"The current findings do not support the expectation that suicide among rural men in Queensland would be characterised by lower levels of communication of suicidal intent than suicide among men in major towns." [13]

The implication of this is that the provision of "gatekeeper training"³ should be provided to those occupational groups to whom rural men may express suicidal intent.

This research also indicated that the appropriateness and effectiveness of health services used by rural men should be a key priority in efforts to reduce rural suicide.

FACT 9

Research into rural suicide leaves key questions unanswered

Apart from population data about suicide deaths, there is little epidemiological research about rural suicide. Many studies into the risk and protective factors for suicide have not included an adequate rural sample. Planning and policy making is informed by studies conducted in densely populated areas. When planning for the prevention of rural suicide, no assumption should be made that research findings will be applicable in rural areas.

Further, many but not all studies conducted in rural areas do not make a comparison to urban populations. Similarly, there are fewer studies of interventions in rural areas compared to those undertaken in major cities.

"It is clear that although there is a strong interest in understanding rural suicide, and despite many coordinated efforts toward its prevention, the field of suicidology still has a great deal to learn about the phenomenon of rural suicide". [14]

There needs to be a greater investment in research to understand suicide epidemiology in rural and remote areas.

³ The term "Gatekeeper Training" refers to courses designed to increase the knowledge and skills of professionals and others in a community whose role frequently brings them into contact with vulnerable people who may be at risk of suicide. The role of a "gatekeeper" is to watch out for warning signs or conversations that indicate that a person may be under considerable stress and therefore at risk of suicide. They are trained to have a safe and helpful conversation with the person who they are concerned about, and, depending on the results of their conversation to offer assistance appropriate to the seriousness of the person's risk.



What can be done about rural suicide

Although still a relatively rare event comprising one in every 5,000 deaths in Australia in 2016, the unique nature of suicide calls out for a serious attempt to prevent it. Suicide is often seen as either a personal choice or a mental health problem, and this leads many people to believe that suicide is difficult to prevent.

Any suicide is unacceptable, especially if the person's risk of death is not recognised and they have not had access to a range of medical, psychological and social support services to prevent their desperate act. Further, when the number of people choosing suicide increases in most years, there is an imperative to make considered efforts to turn this trend around.

This paper advocates that a plan to prevent rural suicide should be based on helping those who are affected by suicide right now, and address the individual, relationship, community and environmental factors that protect against suicidality and those that increase the risk of suicide.

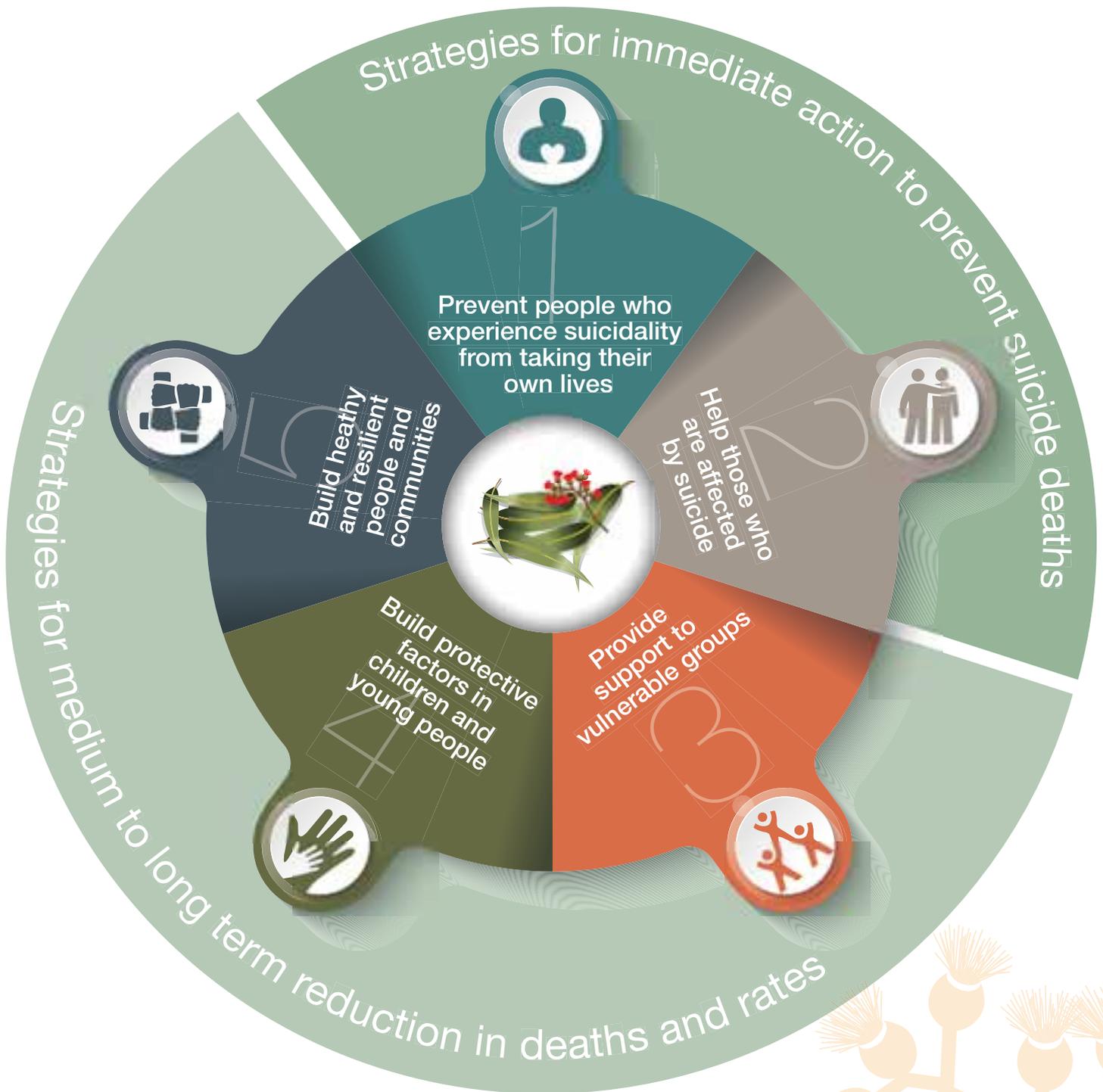


We propose that rural suicide prevention should be comprised of five focus areas for action designed to save lives now and to lower the number of deaths and rates of suicide increasingly over years to come. These recommended focus areas draw on the ideas and suggestions obtained from participants at the Rural Suicide Prevention Forum in April 2017, local and international sources, and our own experience and research.

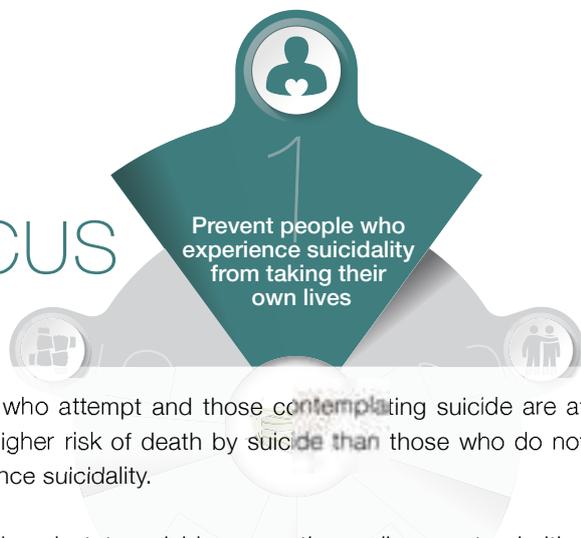
Five focus areas for rural suicide prevention

In this section of the paper, each of the focus areas are described with suggestions on what suicide prevention efforts might be worth trying in the immediate, medium and long term. Figure 10 outlines these five focus areas and the order of priority that should be given to each.

Figure 10: Five focus areas for rural suicide prevention



FOCUS



People who attempt and those contemplating suicide are at much higher risk of death by suicide than those who do not experience suicidality.

National and state suicide prevention policy must prioritise reducing the inequality of access to high quality emergency care, primary health care and mental health services (including those provided by both government and the private sector) experienced by rural people.

The CRRMH recognises that the devolution of planning responsibility for mental health and suicide prevention to Primary Health Networks (PHNs) provides the opportunity for joint planning to identify and address gaps in the provision of health and mental health care to those who have attempted suicide (and to those most at risk of suicide).

Care for those who attempt suicide should not stop after they are discharged from hospital or the GP's surgery. Risk of further suicidal behaviour will continue for the person's lifetime and should remain an issue of evaluation for GPs as part of the patient's long-term health care. There is a need for short, medium and longer-term actions for people who make a suicide attempt or who self-harm.

Preventing suicide has an immediate and a long-term component. A patient saved from death from a massive heart attack will need lifetime care and support. The same is needed for patients saved from death by suicide. The implication is that a management plan, spanning years, is needed for successful prevention. [15]

Rural people who attempt suicide should be given the same level of health information when they are discharged as would be the case for a patient presenting with other serious health conditions (such as heart and respiratory conditions or diabetes). The provision of health information to patients on discharge is part of normal care for many acute health conditions. It would be helpful if standardised patient education resources could be developed by state health departments which could then be tailored by local health authorities and PHNs to include locally relevant information and the availability of services.

Health information should also be provided to family members and close friends, including how they may support the patient after they are discharged and what to do in a crisis.

People who have made a suicide attempt but do not need emergency treatment, should nonetheless be encouraged to discuss their attempt with a GP who can then develop a plan for further assessment, treatment and follow-up care.

Professional development training in suicide risk assessment needs to be made accessible to rural general practitioners and other health professionals. Students in medicine and allied health disciplines should also be given relevant training before they commence rural placements.

Rural schools should be provided with information, advice and practical assistance to support those affected by a suicide attempt in their school community.

Similar access to information, advice and assistance should be made available to rural workplaces, possibly through work safety authorities in states and territories, to support the return to work of people who have made a suicide attempt (especially those who will require support from work to attend follow-up appointments with health professionals). Return to work coordinators also need to receive specific training on how to provide adequate support for those who have attempted suicide and require transition back to work.

Programs that provide social support by lay people, such as the Way Back Service (currently being trialled by *beyondblue*) should also be provided in rural and remote Australia.

A suicide awareness campaign should be designed, evaluated and then implemented in rural and remote areas. The campaign should encourage rural people to reach out to those friends, neighbours, work colleagues and others who have made a suicide attempt.

1. Preventing people who experience suicidality from taking their own lives – what might work?

- a. Provide sufficient funding to ensure adequate health and mental health services are accessible in rural and remote Australia
- b. Take joint action at the regional level to plan and provide adequate health and mental health services in rural and remote Australia, tailored to local needs
- c. Ensure best practice emergency care is available for those who make suicide attempts in rural and remote Australia
- d. Provide long-term follow-up care for people who make a suicide attempt or are thinking of suicide
- e. Provide high quality health information for people who make a suicide attempt or self-harm and for their family and friends
- f. Provide professional development for all rural GPs
- g. Provide guidelines for health care practitioners in rural areas so that they will encourage those who have made less injurious suicide attempts to seek appropriate health care
- h. Provide follow-up social support programs for people who attempt suicide or who self-harm
- i. Provide support for rural schools and workplaces to support those who have made suicide attempts
- j. Increase suicide awareness in rural and remote Australia

Identifying and preventing suicidality in health care settings



On average, 45% of suicide victims had contact with primary care providers within one month of suicide. Older adults had higher rates of contact with primary care providers within one month of suicide compared with younger adults. [16]

The evidence that a large proportion of people who die by suicide have seen a GP or other health practitioner in the weeks leading up to their death suggests that these patients may be experiencing suicidality at the time of their visit. A more concerted effort needs to be made in health care settings to ask patients about suicidality.

Regional health authorities should ensure that rural health staff are adequately trained and resourced to identify and provide a high standard of care to those who present with suicide ideation or a suicide attempt. Guidelines developed by the Black Dog Institute [17] are one example that could be considered for adoption in emergency departments in rural areas, or the Suicide Risk Assessment and Management in Emergency Department (SRAM-ED), developed by the Queensland government:



Suicide Risk Assessment and Management in Emergency Department (SRAM – ED)

SRAM-ED is a training package developed by the Queensland Centre for Mental Health Learning. It is comprised of foundational and advanced components to improve the capability and capacity of staff working in EDs to safely and effectively recognise, engage and respond to people experiencing a suicidal crisis. Specifically, SRAM – ED aims to:

- Increase participant awareness of personal reactions to suicidal people and their impact on practice
- Increase participant capacity to develop a therapeutic alliance with a suicidal person
- Increase knowledge and skills in suicidal risk assessment and management with the context of an emergency department.

The valuable insight of lived experience is incorporated into this training via an Advisory Group comprising service users and carers.

While the US Preventive Services Taskforce does not recommend screening for patients with no present symptoms of emotional distress or no obvious risk factors for suicide, it does indicate that, if there are other risk conditions, then risk assessment might be appropriate. Examples might be patients whose medication could be lethal in overdose, such as those being treated for drug and alcohol problems, those with chronic pain, or those with a terminal illness. The need for assessment might be more important when the patient is experiencing acute stressors (such as relationship breakdown or loss of income). This may be particularly important for rural patients as they may have relatively fewer opportunities to be identified as experiencing suicidality.

Expert advice is needed to develop guidelines about who might be periodically assessed in rural settings, what might indicate the need for assessment and the frequency at which they should be assessed. Guidelines should be provided to all health practitioners in all rural health settings.

1. Identifying and preventing suicidality in health care settings – what could work?

- k. Undertake an expert advisory process to identify which patient groups should have periodic screening
- l. Provide a periodic assessment of suicidality for patients with known risk conditions for suicide as part of their ongoing care
- m. Provide professional development for all rural GPs, practice nurses, and relevant allied health professionals in the assessment and treatment of suicidality

Identifying the presence of suicidality in the community

The early detection of suicidal thoughts and behaviour, and effective care for those of us who are at risk, are crucial in ensuring that people receive the care they need and deserve. [17]

If people who experience suicidality can be identified (either in the family, the workplace, the school, or in the community), an opportunity is provided for them to receive effective and evidence-supported interventions which may prevent further suicidal behaviour.

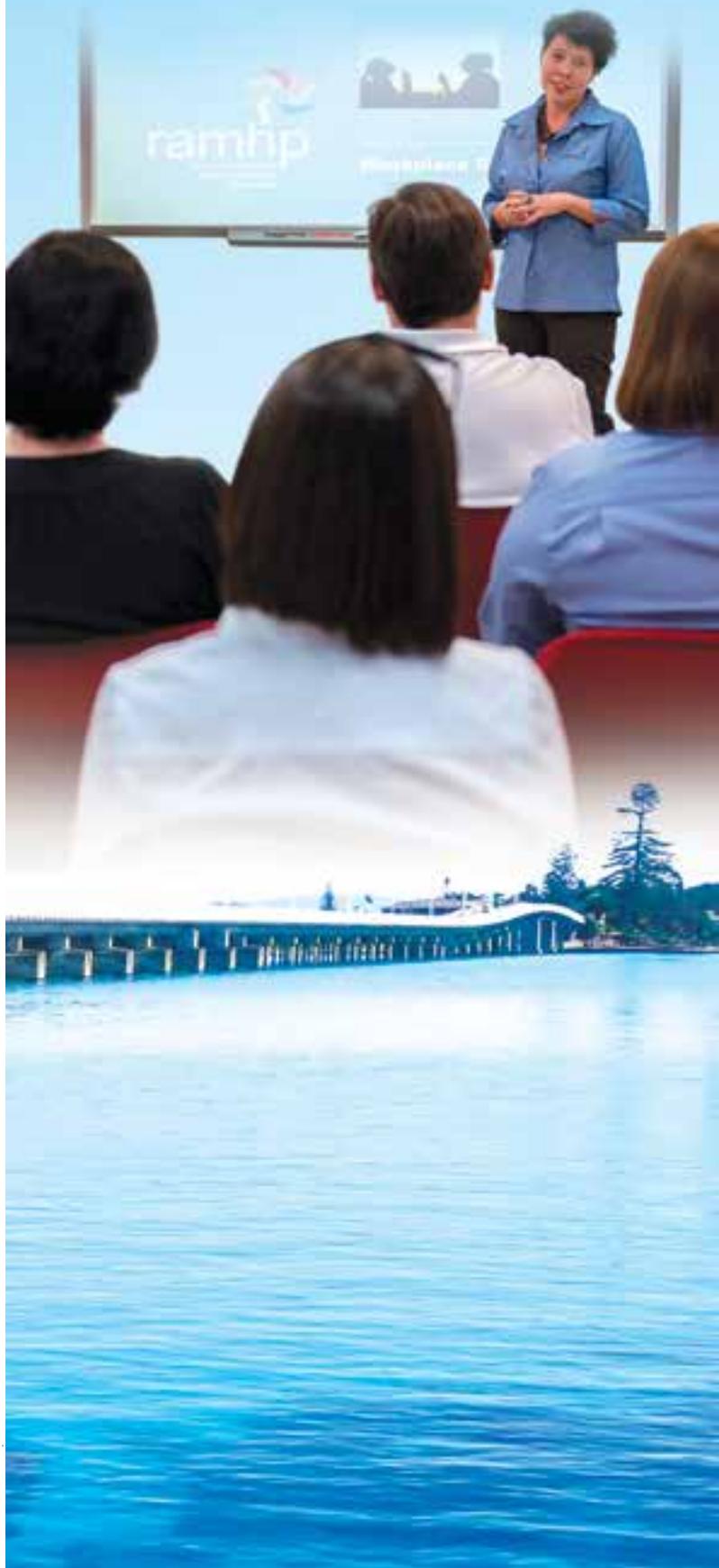
Gatekeeper training programs aim to enable participants to ask about suicide by increasing their understanding of the signs of suicide and by providing a safe learning environment in which to practise. When a person is identified as being at risk, the gatekeeper is urged to assist them to access the most appropriate services, ranging from emergency telephone services ('000'), the local hospital, the mental health service, primary health care, or telephone mental health services.

While gatekeeper programs targeting the general community are justifiable, those who have contact with more high-risk people should be given priority. These include "front-line" occupations such as police, ambulance, rescue workers and prison officers.

Gatekeeper programs vary in their content, educational approach and length of delivery. The 2-day Applied Suicide Intervention Skills Training ("ASIST") is the most comprehensive program.

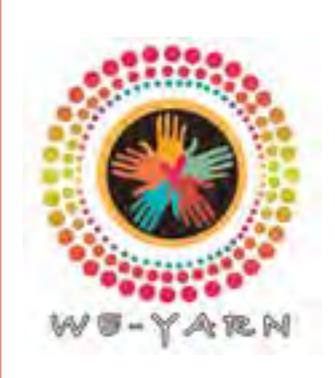
How to help people who are experiencing suicidality is also addressed as part of the 2-day Mental Health First Aid Course, and a range of half-day and one-day training products have been developed and are being implemented by several organisations including Lifeline and Wesley Mission.

"Gatekeeper training programs" aim to enable participants to ask about suicide by increasing their understanding of the signs of potential suicide and by providing a safe learning environment in which to practise.



The CRRMH has developed "Good SPACE", a 4-hour gatekeeper training program. "SPACE" is an acronym for "Suicide Prevention through Awareness, Courage and Empathy". This workshop is designed to address the training needs of communities in rural, remote and very remote areas.

Workplaces might be encouraged to ensure that their staff who work in a middle management, supervisory or human resources role undertake periodic training that includes increasing knowledge and skills to identify those who may be experiencing suicidality.



In recent years, several efforts have been made to implement a form of suicide awareness and gatekeeper training tailored for Aboriginal and Torres Strait Islander health workers and communities.

The CRRMH is currently delivering and evaluating the “We-Yarn” program which is co-delivered by an Aboriginal man with lived experience of suicidality and a non-Indigenous facilitator. We are working towards training other Aboriginal facilitators so that in the future the program can be delivered more widely. We have learned that:

- Permission to provide the program must be given by elders and by Aboriginal health service providers
- Aboriginal service providers should be trained first, and then participate in yarning with the wider community
- Aboriginal service providers and communities want to talk about suicide and how to prevent it
- Program delivery must be flexible and allow plenty of time for the telling of cultural stories and stories of the experience of suicidality
- Participants see the restoration of connections to lore, land, family and community as key to the prevention of Aboriginal suicide.

A national “Gatekeeper Training Initiative” would be helpful to identify the settings in which such training should be rolled out routinely, and to provide incentives to workplaces to ensure that identified “gatekeepers” are well trained and able to reach out to those colleagues who may be experiencing suicidality and support them to access appropriate health and support services.

1. Identifying suicidality in the community – what could work?

- n. A national “Gatekeeper Training Initiative” should be rolled out across rural and remote Australia to enable those in “frontline” or “first responder” positions to provide assistance to people who experience suicidality
- o. Provide encouragement to employers to provide regular gatekeeper training programs in the workplace

Other support for those who are experiencing suicidality

It is often the case that the development of suicidal thinking and the formulation of plans take place in private and is not disclosed to others, even if they ask. This is perhaps even more likely in rural and remote areas where the risk of social isolation may be greater than in capital cities and larger rural towns.

Consideration should be given to a carefully planned public health awareness campaign targeted at rural and remote areas. One goal of such a campaign might be to encourage those in the community who are having thoughts and plans of suicide or those who have made a suicide attempt to reach out for health and social support.

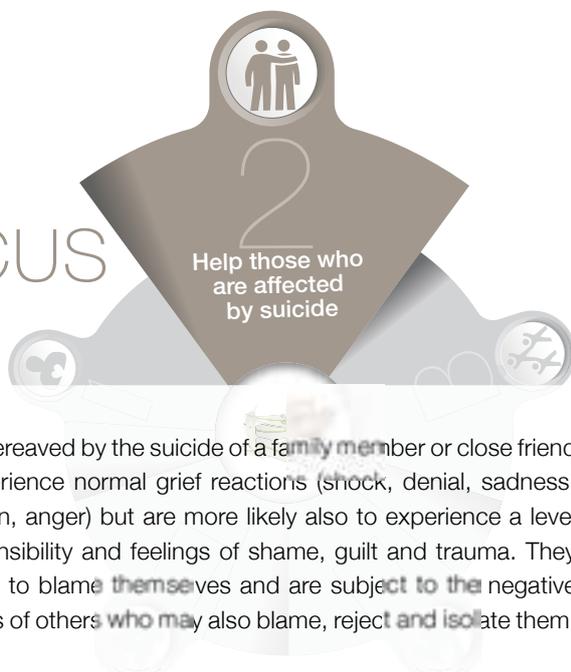
To inform this campaign, research needs to be undertaken into people’s knowledge about the availability of crisis support services and their ability to identify the best crisis services for different groups in the community. Research is also needed to determine how those who experience suicidality may be motivated to act to reduce their own risk of death by suicide.

At the local government level, an assessment of locations that are commonly chosen for suicide should be undertaken and local plans devised to minimise the likelihood of further suicide attempts at these sites could be undertaken.

1. Other support for those who experience suicidality – what could work?

- p. Design and roll-out a rural public health campaign that encourages people who experience suicidality to use health and social support services
- q. Identify ways in which access to the means or locations of suicide in rural and remote areas can be restricted

FOCUS



Help those who are affected by suicide

Those bereaved by the suicide of a **family member** or close friend will experience normal grief reactions (shock, denial, sadness, confusion, anger) but are more likely also to experience a level of responsibility and feelings of shame, guilt and trauma. They are likely to blame **themselves** and are subject to the negative reactions of others **who may** also blame, reject and isolate them.

A particularly acute impact will be experienced by those bereaved who have shared the burden, often over many years, of supporting a person with serious mental illness and those who have played an active role in trying to prevent a person who experiences suicidality from dying (being on “suicide watch”).

The risk of negative impact is higher for those who are close to the deceased person: their life partner and children; their siblings; those in their friendship groups; and those at the same workplace or who share an occupational association. In smaller rural areas, the knowledge of a recent suicide spreads rapidly throughout the community and can often cause a great deal of concern. The person’s GP and others who may have been providing support are also at risk of a higher negative impact.

What we heard at the Rural Suicide Prevention Forum

“So rural communities are very connected and very proud. We thrive on the sense of community and love knowing that we can count on each other to pull together. That same connectedness means that a crisis or disaster has an impact on the entire community. Everybody knows everybody and we are all touched by a tragedy.”

Sonia O’Keefe (NSW Farmers Association)

Research from American and Australian researchers has shed light on how many people are affected when they find out about the suicide death of a person they know [19]. Forty-eight percent of their sample reported that at some time in their life they have known someone who had died by suicide.

On average, the respondents knew of three separate people who had died by suicide, while 1% had known more than ten. Those who had been exposed to suicide were much more likely to experience depression, anxiety, suicide ideation or post-traumatic

stress disorder (PTSD) compared to those who reported that they had not known anyone who had died by suicide.

While policy makers across the world recommend the provision of support for those bereaved by suicide, it is difficult to make specific recommendations due to the lack of epidemiological and intervention research that has examined who needs support, the type of support needed, and for how long that support is needed.

Nevertheless, there is enough research and practice-based evidence to suggest several courses of action.

A recent qualitative study of people bereaved by suicide identified three main themes:

- The need for acknowledgement of the loss and the life of the deceased;
- The role of stigma following the loss; and
- The need for proactive provision of direction and support during the grief journey [20].

The authors have made several recommendations about how a GP might provide support to bereaved family members. How GPs can provide other support should form the basis of suicide prevention training targeting GPs and medical students.

Recommendations for the GP coping with those bereaved by suicide [from 19]

- Understand the grief process in suicide and be aware of the effects of stigma
- Use the term ‘died by suicide’ not ‘committed suicide’
- Be aware of a potential shift in family dynamics following loss by suicide
- Be vigilant about assessing the mental health of those bereaved. Tag the notes of family members when a suicide occurs. Note the anniversary and birthday of the deceased and be aware that these times may precipitate mental ill-health in the survivors
- Always acknowledge the loss and mention the deceased person by name where possible
- Make yourself aware of voluntary and professional support services in your local area
- Bear the complexity of suicide-grief in mind when scheduling visits to the surgery: allow time, accommodate patients who do not wish to wait in the waiting room, consider house calls where necessary
- Consider developing a practice policy to train ancillary staff to facilitate these visits
- When considering medication, try to ascertain if this is something the patient wants and, where appropriate, make sure the patient is educated about their medication and the potential delayed onset of effect
- Be proactive: be the first to contact the bereaved
- Be aware of your own limitations and emotional barriers and, if you feel unable to provide optimal care to the suicide-bereaved, suggest a suitable colleague as an alternative



Apart from their GP, family members may receive help and support from bereavement support services.

Inquiry should be made about the adequacy of bereavement support services in rural and remote areas and strategies developed to address any inadequacy or inequity in the provision of these services.

Staff and volunteers of these services should be trained to understand the particular nature of grief after suicide and to provide appropriate support to those bereaved by suicide.

All people bereaved by suicide should be provided with information about the likely impact on them and the range of bereavement support and other counselling services available in the local community and by telephone or online. Standardised health information should be developed which can then be tailored by PHNs and local health authorities to include locally relevant information.

Rural schools should be provided with information, advice and practical assistance to support those affected by suicide in their school community. Similarly, access to information, advice and assistance should be made available to rural workplaces, possibly through work safety authorities in states and territories, especially when a suicide happens at work.

Ordinary citizens are probably best able to reach out to and provide support to those bereaved by suicide. It is difficult to know how to start a conversation and so there is a need to provide quality information and advice on how conversations about suicide can be held in a safe and helpful way. In NSW, a set of resources called “Conversations Matter” has been developed which could be adapted, evaluated and disseminated across rural and remote areas, perhaps through a partnership with local government authorities.



A range of practical resources relevant for individuals, families, community groups, workplaces and educational settings are available from the Conversations Matter website: www.conversationsmatter.com.au

Resources include:

- Talking to someone who is thinking about suicide
- Talking to those bereaved by suicide
- Telling a child about a suicide
- Having a safe group discussion about suicide
- Managing community discussions about a local suicide

The public health awareness campaign recommended previously should include information and encouragement for rural people to reach out to those friends, neighbours, work colleagues and others who have lost someone to suicide or those bereaved by suicide. Widespread dissemination of the “Conversations Matter” resources to rural and remote areas is recommended.

Reporting of suicide in the media

It is apparent that people in rural and remote areas consume more media than people in larger cities. They have local news provided by the radio, television and in the local newspapers, as well as the media they receive from state and national news outlets and social media. Journalists working for rural media are usually residents in the rural community, and are often reluctant to report about suicides that occur in the local community out of sensitivity to those who have experienced the loss. They may even be a friend or acquaintance of the deceased person. Nevertheless, locals are able to read, listen or watch the news published in the state capitals, as well as be exposed to a variety of social media channels. Due to this, local contexts are often not reported on, perhaps leaving a false picture of the community in which the person who died by suicide lived.

Rural media need support to develop safe and helpful ways of discussing the issue of suicide in their newspapers, radio, television programs and online channels.

What we heard at the Rural Suicide Prevention Forum

“Given that suicide is a preventable cause of death, saying NOTHING about how to prevent it makes no sense.

If you are worried that someone may be at risk of suicide, saying NOTHING makes no sense.

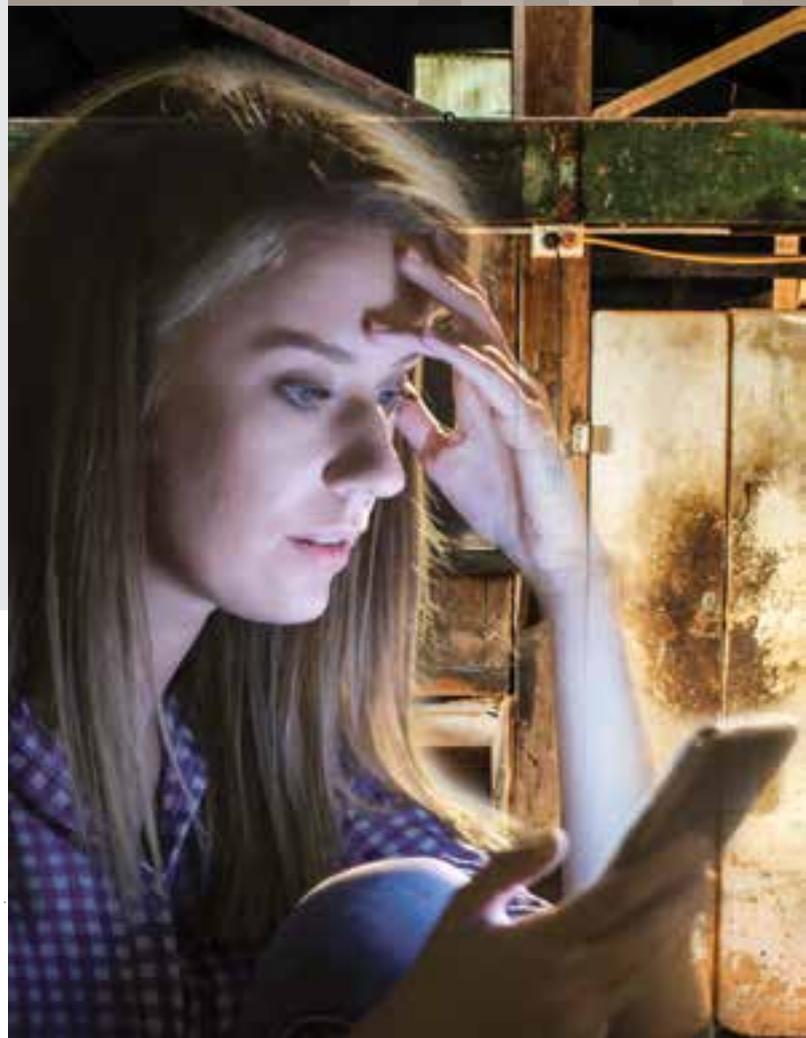
If you know someone who has experienced a loss (because of suicide) saying NOTHING makes no sense.

Given suicide is an issue that affects everyone, having a media that reports NOTHING makes no sense.

But, saying whatever we like, whenever we like, with little concern about the impacts our words may have, is also inappropriate.”

Jaelea Skehan (Everymind)

2. Help people affected by suicide – what could work?
 - a. Provide outreach and ongoing support to people bereaved by suicide
 - b. Publicise the ways in which GPs can support those patients
 - c. Undertake an audit of bereavement support services in rural and remote areas of Australia
 - d. Educate staff and volunteers of bereavement support services in remote areas of Australia to ensure support provided to those bereaved by suicide is in line with current best practice guidelines [21] [22]
 - e. Provide suicide bereavement support information, tailored for rural and remote areas
 - f. Provide specific suicide bereavement support for schools and workplaces, tailored for rural and remote areas
 - g. Disseminate the “Conversations Matter” resources across rural and remote areas to assist ordinary citizens to have helpful conversations with, and to support, those bereaved by suicide, tailored to rural and remote contexts
 - h. Ensure journalists employed by rural media have opportunities to receive training and other support to develop safe and helpful ways of discussing suicide in newspapers, radio, television programs and online
 - i. Increase support for people bereaved by suicide in a suicide awareness campaign for rural areas



FOCUS



Supporting vulnerable people in the community



While certain people may be more pre-disposed to thinking about suicide, it is the stress associated with their present circumstances that exacerbates that condition and leads to thoughts and intentions to harm themselves.

Ordinary citizens may have the most important role to play by being willing to lend a helping hand to those who are doing it tough.

While it is not always possible to know that a person is experiencing hard times, it is possible to observe their behaviour and listen to their words and then to show concern, enquire about the person's wellbeing and offer to stand by them until the situation improves.

Common signs that someone is "doing it tough" include:

- Harmful alcohol or other drug use
- Reckless behaviour which is out of the ordinary
- Withdrawal from social situations
- Neglect of personal care.

Social isolation and social exclusion are important barriers to full participation in rural life. Rural communities (perhaps with leadership from local government) should be encouraged (and resourced) to develop positive strategies to reduce loneliness and promote the social inclusion of all marginalised groups within their local communities.

A public awareness campaign throughout rural and remote Australia should be designed to reduce the stigma associated with mental illness and suicide, using mental health and social support services. A partnership between rurally located health agencies and local media (print, radio, television and online) should be considered to increase the effectiveness of such a campaign. As a part of this campaign, schools and workplaces are important targets for assistance to understand more about mental illness and suicide.

3. Provide support to vulnerable groups in the community – what could work?

- a. Increase social inclusion in rural and remote Australia and reduce the marginalisation of vulnerable groups
- b. Provide mental health and suicide prevention training to social support agencies provided by government or government-funded agencies in rural areas
- c. Increase social inclusion in rural and remote Australia and reduce the marginalisation of vulnerable groups
- d. Conduct a public health campaign in rural and remote areas to reduce social isolation and stigma associated with mental illness and suicide

3. Counselling and social welfare support services – what could work?

- a. Ensure all Centrelink social workers and psychologists are adequately trained to provide support to clients who may be vulnerable
- b. Provide mental health and suicide prevention training to social support agencies provided by government or government-funded agencies in rural areas

FOCUS



Many of the known risk factors for mental illness and suicide (in both younger and older age groups) have their origin in childhood. Addressing the conditions that children experience in childhood and adolescence is an important longer-term strategy for prevention.

Childhood risk factors include: early experience of loss (including family disintegration); exposure to domestic and other types of violence; low family income; unstable housing; and poor physical and mental health. Children who experience chronic illness are at higher risk of anxiety and depression [23].

Suicide prevention for these groups can focus on three main strategies:

1. Reduce the prevalence of risk factors and adverse life events in childhood;
2. Provide support to children and parents when they display behavioural and emotional problems, experience early learning difficulties, or are exposed to trauma and other adverse life events; and
3. Increase the resilience of children and young people.

Reduce the occurrence of risk factors and adverse life events in childhood

The experience of risk factors and adverse events can begin soon after conception. The overall health of children is further dependent on the mother's health during pregnancy.

Some childhood accidents can be avoided, and while the development of chronic illnesses may not be entirely avoidable, it is possible to reduce the likelihood in many cases. The higher prevalence of risk factors related to child and maternal health and the development of chronic illness in rural and remote areas should not be ignored.

Those responsible for planning, evaluating and implementing public health programs should consider how they may help to reduce rural suicide. Studies which aim to evaluate the effectiveness of public health measures may also consider including measures of childhood mental health as key outcome measures.

A sense of being safe is essential for good health and wellbeing. Exposure to conflict and violence in the family, neighbourhood and at school, is an important risk factor for children. The work done by police, local councils, and schools is very important to the longer-term prevention of suicide.

A child who experiences a breakdown in parental relationships is also at higher risk for suicidality in their teenage years and throughout life. It is important that people in rural and remote Australia have the same access to family relationship counselling as anyone else in Australia.

4. Reduce the occurrence of risk factors and adverse life events in childhood - what could be done?
 - a. Implement and evaluate programs to reduce family and neighbourhood violence, the use of tobacco, alcohol and other drugs during pregnancy and in early childhood to improve child health, reduce the likelihood of chronic illness and ensure their relevance to rural and remote settings
 - b. Implement rurally relevant and tested programs to improve maternal and child health
 - c. Ensure the adequacy and accessibility of family relationship counselling services to reduce family breakdown





Provide support to vulnerable children and their families

An Australian study [23] which followed children from seven to 36 months old found that up to 14% of children exhibited behavioural problems by the end of the study.

The longer-term consequences of these early problems include:

- Learning difficulties
- Poorer peer relationships
- School dropout
- Substance abuse
- Poor vocational outcomes
- Alcohol abuse; and
- Suicide.

To avoid these difficulties, parents and children need access to specialist education and health expertise.

An enquiry should be made into the adequacy of services provided to children and families who live in rural and remote Australia, and to devise and provide funding for strategies to ensure equal access and quality. The beneficial effects of home visits to the mothers and babies of low-income families have long been known. This enquiry should examine how this service could be provided in rural and remote areas.

Similarly, there is evidence that providing mentorship by supportive, stable and mature adults is effective in helping vulnerable young people. This strategy could be relatively easy and inexpensive to implement in rural areas. Such a program should be well-designed and evaluated before implementation at the local level.

Children who experience traumatic events (whether natural or man-made) may experience medium to long term anxiety. While it is normal for such events to lead to a short period of increased alertness and anxiety, these effects tend to diminish over time (four to six weeks). Prolonged anxious behaviour should be identified and psychological and social support provided.

Families and schools need to be provided with access to high-quality health information after their children have been exposed to trauma. Schools may need additional support to recognise the signs of ongoing anxiety and children need to be given access to expert psychological and medical advice.

4. Provide support to vulnerable children and families - What could be done?

- d. Provide assistance to rural children (and their families) who exhibit behavioural and emotional problems, or learning difficulties through individual, family-focused and school-based programs
- e. Provide early-childhood home visits to provide education by trained staff to rural low-income expectant and new mothers
- f. Introduce mentoring programs to connect vulnerable young people and supportive, stable and mature adults
- g. Provide psychological and social support for children who experience traumatic events and show signs of being anxious

It is recognised that many of the above points may already exist in some form in rural areas. The point here is that all rural communities should have equitable access to such important preventative support services

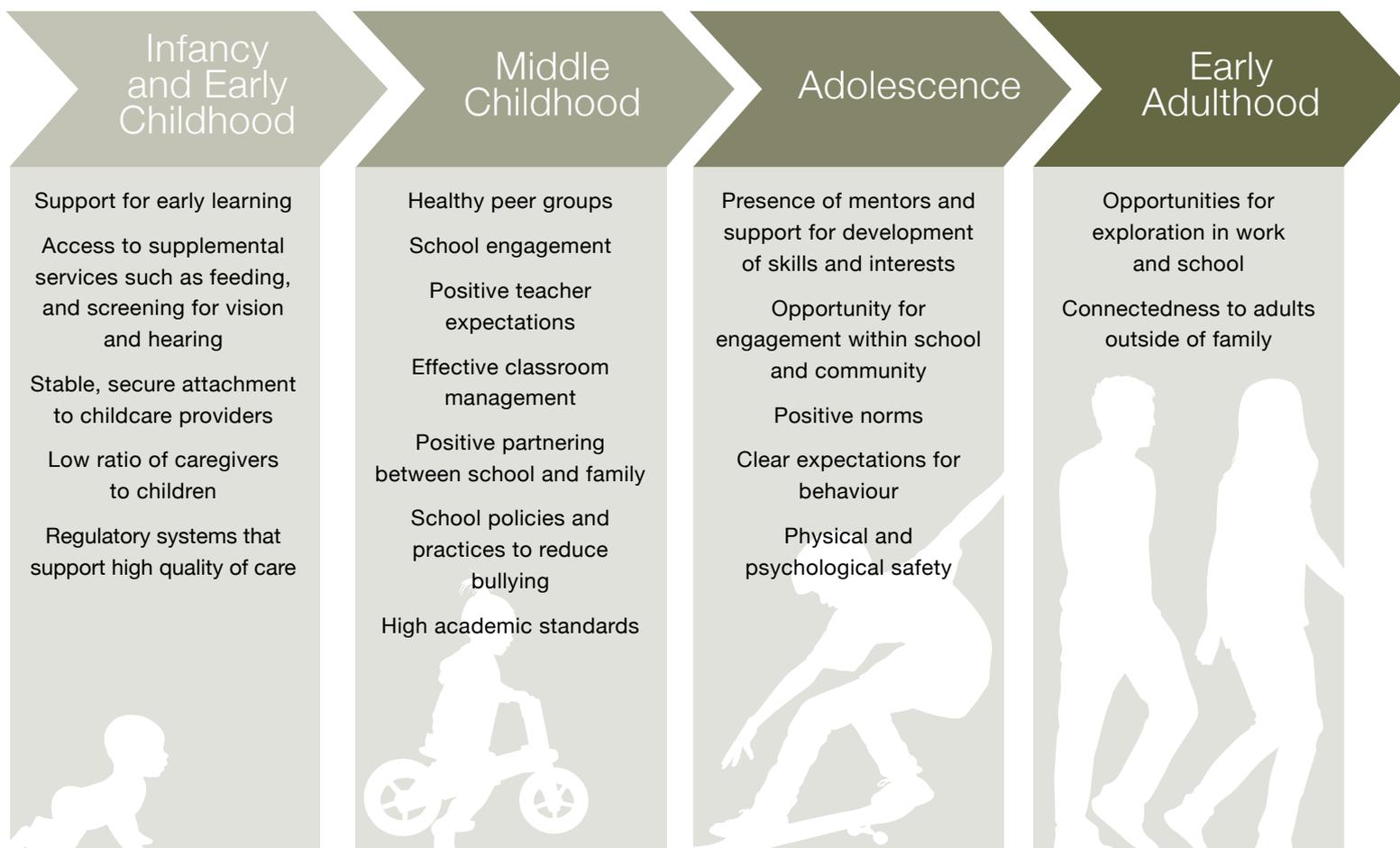


Increase the resilience of children and young people

“Closing the gate after the horse has bolted” is a well-known rural metaphor, indicating the foolishness of doing something to prevent problems after they have already happened. Building the resilience of children and young people provides them with protection against experiencing mental health problems in later life should they experience serious problems as a result of traumatic events.

Fortunately, much valuable work has been done to identify the link between individual, family and environmental factors that are associated with the prevention of mental health problems later in life [24] and interventions have been trialled to address many of them.

Figure 11: Environmental factors associated with the prevention of mental, emotional and behavioural disorders in young people [24]



4. Increase the resilience of children and young people - what could be done?

- h. Develop a national initiative for promoting the resilience of children and young people through early childhood, in school, university and vocational settings
- i. Design specific strategies for and assign sufficient resources to support full implementation in rural and remote areas

Australia has already made considerable progress in developing healthy and safe schools. Australian and state governments should ensure that their early childhood and education policies contain measures to create mentally healthy environments. Adequate professional development and other support should be available for early childhood centres and schools to implement health promotion programs in rural and remote schools. Evidence from the evaluation of a range of health and mental health promotion initiatives indicates that a combination of strategies should be implemented concurrently, including what is taught, how it is taught and how the overall school environment and ethos is configured to support the desired changes.

FOCUS



Promotion of mental health and wellbeing

A focus on the promotion of good mental health and wellbeing was once a cornerstone of national mental health and suicide prevention plans in Australia and remains so in many overseas countries. While the Fifth National Mental Health Plan refers to health promotion, it does not suggest any concrete actions or assign responsibility for this component of suicide prevention.

The World Health Organisation [25] and the Centres for Disease Control and Prevention (CDC) [6] recommend a focus on health promotion as an important part of national suicide prevention plans.

Although much more should be done to build the evidence base for effective interventions, the CRRMH believes that a National Suicide Prevention Strategy that does not contain a focus on building better mental health and wellbeing is short-sighted and pessimistic.

The CRRMH advocates for Australia to take a long-term view on the prevention of suicide by reinstating an emphasis on building individual and community strengths so as to bring about a continuous decline in suicide rates.



- 1 Two things need to be done:
Build mental health and wellbeing in rural communities
- 2 Build the resilience of rural communities

Build mental health and wellbeing in rural communities

In recent years, many organisations have seen the value of creating supportive workplace environments that promote the mental health and wellbeing of staff and customers and there are a great many resources available to assist organisations that wish to adopt a mental health promotion strategy. Indeed, several organisations have been motivated to develop and adopt policies and strategies to ensure a mentally safe and healthy workplace. This trend is due to two main factors: workplaces have come to recognise that poor mental health contributes to accidents at work and to greater absenteeism and presenteeism⁴.

In Western Australia, the government has funded the Act-Belong-Commit campaign which has been adopted by local government authorities, workplaces and schools. The campaign was developed by researchers at Curtin University and was informed by community consultation and a review of the literature [26]. The campaign has been carefully evaluated and adopted in numerous local communities across Australia.



⁴ Presenteeism refers to the loss in time at work by people who attend work but whose productivity is reduced due to their mental health problems or by worrying about the illness of a family member.

The campaign seeks to achieve twin objectives: to inform and motivate individuals to adopt three behaviours that will improve mental health; and to encourage local schools, workplaces, organisations and local councils to provide support for individual behaviour change by providing coordinated opportunities for people to “Act-Belong-Commit” together.

In response to an increase in suicide rates in some rural communities, local councils have worked with other organisations and community members to develop ways in which community wellbeing can be improved as a means of preventing further suicides. One example of this is in the Clarence Valley Council area, where a wellbeing collaborative has been established. The group gave themselves the title “Our Healthy Clarence” to demonstrate their intention to build health in response to suicide and to be optimistic of better times ahead.



Our Healthy Clarence

During 2016-17, an extraordinary coordinated community health and community services effort was created in the Clarence Valley to address a higher-than-state-average rate of suicide in the Grafton, Yamba and Maclean region of NSW since early 2015. In response, a four-phase process has been implemented:



1. Community meetings to discuss the issue;
2. Community interviews to identify risk and protective factors and existing mental health and wellbeing strategies;
3. Workshops to commence development of local strategies; and
4. The formation of the “Our Healthy Clarence” Steering Committee to lead the development and implementation of the 2016 – 2018 plan for improving mental health and wellbeing in the Clarence Valley.

The Plan has been designed collaboratively and belongs to everybody in the community. No one organisation has jurisdiction over it.

5. Build mental health and wellbeing in rural communities – what can be done?

- a. Provide incentives for workplaces and other organisations to adopt policies and programs to promote the mental health and wellbeing of employees and members
- b. Promote the adoption of mental health promotion campaigns (such as Act-Belong-Commit) at the local community level with leadership by local government authorities which already play a very important role in providing and improving the amenity that is needed for individuals to adopt mentally healthy behaviours





Build rural resilience

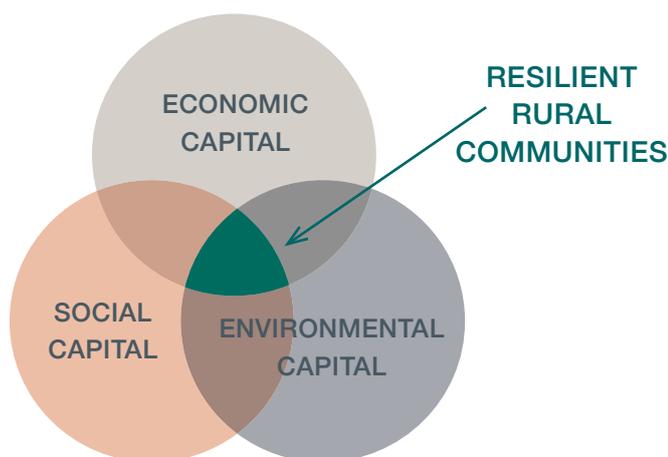
Resilience is the capacity to adapt successfully to change and to the onset of adverse circumstances or trauma.

Individual resilience is developed over a person's lifetime and depends on a combination of personal strengths, previous experiences, and support derived from family, neighbours and community. For people living in rural areas, individual resilience is improved by being connected to robust and supportive rural communities.

A paper on rural resilience in Eastern Europe [27] describes a model of rural resilience in terms of the quality of and balance between its social, economic and environmental capital, which is referred to by the author as the 'multi-functionality' of rural communities (see Figure 12).

When one aspect of rural community functionality is threatened, the community's ability to adapt to adverse circumstances depends on the quality of the other forms of capital. In times of adverse economic conditions (such as reduced demand or poor commodity prices), or of environmental problems (such as drought or bushfire), communities which have invested in building strong social capital are more able to endure and adapt than those without these strengths.

Figure 12: Factors that build resilient rural communities [adapted from 27]



We believe that it is possible to use a range of indicators to identify rural communities which might be vulnerable and to develop plans to restore the capability of such communities to endure current difficulties and to adapt to future change.

Muswellbrook Healthy and Well

The economy of Muswellbrook, in the Upper Hunter region of NSW, has been dominated for many decades by open-cut mining, which has brought many benefits to the community. However, this industry has caused a great deal of environmental damage which will require considerable remediation to return the countryside to its original condition when it mainly supported agriculture. Now the local council anticipates that when the mines and Liddell Power Station close, the economy and social fabric of the shire will be threatened. A process of planning for the future wellbeing of Muswellbrook has commenced with leadership from the Shire Council and other stakeholders taking a Collective Impact Approach to ensuring a healthy future.

The responsibility for implementing a strategy to build rural resilience lies with a very broad range of stakeholders including state government departments of planning and infrastructure, transport and environment. Regional planning bodies and local councils, local business organisations and community members should also be involved.

Identifying those communities which need most support in building their resilience (whether these be at the LGA level or small town level) would be an effective first step.

Building strong multi-functional rural communities is an important investment to ensure that such communities can support the vulnerable in times of adversity and those who may experience suicidality.

5. Build healthy and resilient rural communities - what could be done?

- c. Compile indicators of the social, environmental and economic capital of rural communities to identify pilot sites for the implementation of strategies to improve the resilience of communities whose social, environmental or economic capital is weak
- d. Monitor progress in the resilience of rural communities over time



How should we go about preventing rural suicide?

This section outlines some general principles that the CRRMH considers should be used to guide future work in preventing rural suicide.

Approaches to the prevention of rural suicide should be aspirational

Suicide is a stubborn problem and if we knew the answers we would be seeing lower suicide rates. Clearly the way we currently think about and respond to the problem is not working in regional, rural and remote Australia.

Until now the public response to the problem has understood suicide as a health or mental health issue. Most of the national and international reports and plans have focussed on preventing those who experience suicidality from trying to end their life. Evidence for effective interventions is limited and focusses too strongly on identifying and treating people who experience suicidality.

While helping those at risk of suicide due to their present circumstances is important, it is not a sufficient response, especially if we want to reduce the number of people who experience the distress of suicide well into the future.

Higher rates of suicide in rural and remote Australia, and the current upward trend in rural suicide rates, cannot be accepted.

Two aspirational goals should be set:

- 1 To reduce the gap in suicide rates between those in rural and remote areas and those in the greater capital city areas; and
- 2 To reverse the upward trend in annual rural suicide rates.

To achieve these goals, we will need to act immediately to reduce suicides in rural areas and the number of people who experience suicidality in both the short and long term.

Suicide prevention should be addressed using a public health lens

Most of the risk and protective factors for mental illness and suicide also influence other aspects of individual and public health.

For too long, suicide has been viewed only through the lens of mental illness and consequently suicide prevention has been left to health and mental health practitioners.

Increasingly, suicide is recognised as a public health issue and the knowledge and expertise of public health practitioners is now needed to design a comprehensive public health approach to suicide prevention.

Broad public health approaches that address the known risk and protective factors for good health and mental health should be included in any plan for rural suicide prevention.

Rural suicide prevention should include a focus on creating “suicide safe” communities by:

- Planning for the longer-term economic viability and prosperity of rural communities;
- Creating safe environments in the home, the school, the workplace and in the community;
- Creating socially inclusive rural communities that reject discrimination due to race, ethnicity, sexual preference etc., especially of those who live alone or are in more remote geographic locations;
- Increasing the understanding of good mental health and how individuals and communities can increase their overall health and wellbeing; and
- Increasing the understanding of mental illness and suicide.

Regional and local planning should aim to create a balanced rural environment that maximises the social, economic and environmental capital of rural communities. When some rural communities become vulnerable due to changes in social, economic or environmental degradation, assistance should be provided to manage the negative impact on those who continue to live in those communities. Relocation assistance should be considered where the needs of individuals can no longer be met by the local community.

Leadership and planning for rural suicide prevention

Leadership and planning in rural suicide prevention is needed at all levels of government – Commonwealth, State and Territory, regionally and locally. This should extend beyond health and related portfolios, with acknowledgement that healthy resilient communities depend upon social, economic and environmental capital. Medium and longer-term reductions in rural suicide rates will depend on effective policies across health, social, economic, environmental areas as well as due consideration to groups specifically at risk such as males and Indigenous people. Moreover, multiple tiers of government should work cooperatively to create and implement cohesive policies that support rather than compete or obstruct each other.

The role of the Commonwealth

The CRRMH acknowledges the positive gains made in devolving the planning and funding of health, mental health and suicide prevention to the regional level. This decision alone should have a positive impact on the scarcity of health and social support services in rural areas and the development of service models that address local circumstances.

Ideally, overall leadership should be at the prime ministerial level. The CRRMH suggests that the Department of Prime Minister and Cabinet should commence a process in which all relevant portfolios are required to develop a 5-year plan to design and implement policy and funding changes that will contribute to creating robust and prosperous regional and rural communities better equipped to support the wellbeing of their members.

The Commonwealth should strive to provide leadership to the states and regions of Australia to undertake a cross-portfolio approach to planning for longer-term reductions in rural suicide.

The role of the states

What is happening to prevent suicide in capital cities is not working in rural areas of the states of Australia.

Each state should establish its own policy unit to advise the Premier and Cabinet on rural suicide prevention. These units should develop short and longer-term plans for reducing the rate of suicide in rural areas and establish a multi-sector expert panel that includes regional representation to ensure policies and plans are relevant to the diversity of rural communities. This panel should consider that suicide prevention efforts in rural areas need to contextualise approaches that have been successful in more densely-populated areas. This might result in approaches that would not be needed in capital cities.

The role of local councils

Local councils have long held primary responsibility for planning and implementing public health measures. The CRRMH considers local councils as having a vital role to play in achieving the aspirational goals recommended by this paper.

The recently released “South Australian Suicide Prevention Plan 2017-2021” has placed local government responsibilities as one of its main platforms. This leadership is admirable and it is notable that this state has the narrowest gap in suicide rates between its capital city and the rest of the state. Local councils have two broad roles to play: to work in partnership with local communities to plan and implement programs and services that will meet local needs; and to advocate for the wellbeing of their communities.

The suicide prevention strategies recommended in this position paper that are particularly relevant to implementation at a local government level are:

- Adopt policies that promote well-being and prevent suicide and promote these to other businesses and services in the local government area;
- Support positive social connections and inclusiveness of lonely and marginalised groups;
- Identify local gatekeepers and arrange for the provision of gatekeeper training in local communities;
- Lobby for the provision of adequate social support and counselling services; and
- Provide support to, or initiate, local “Suicide Prevention Networks” or “Wellbeing Collaboratives”, and ensure that adequate support is provided to participating staff and volunteers.

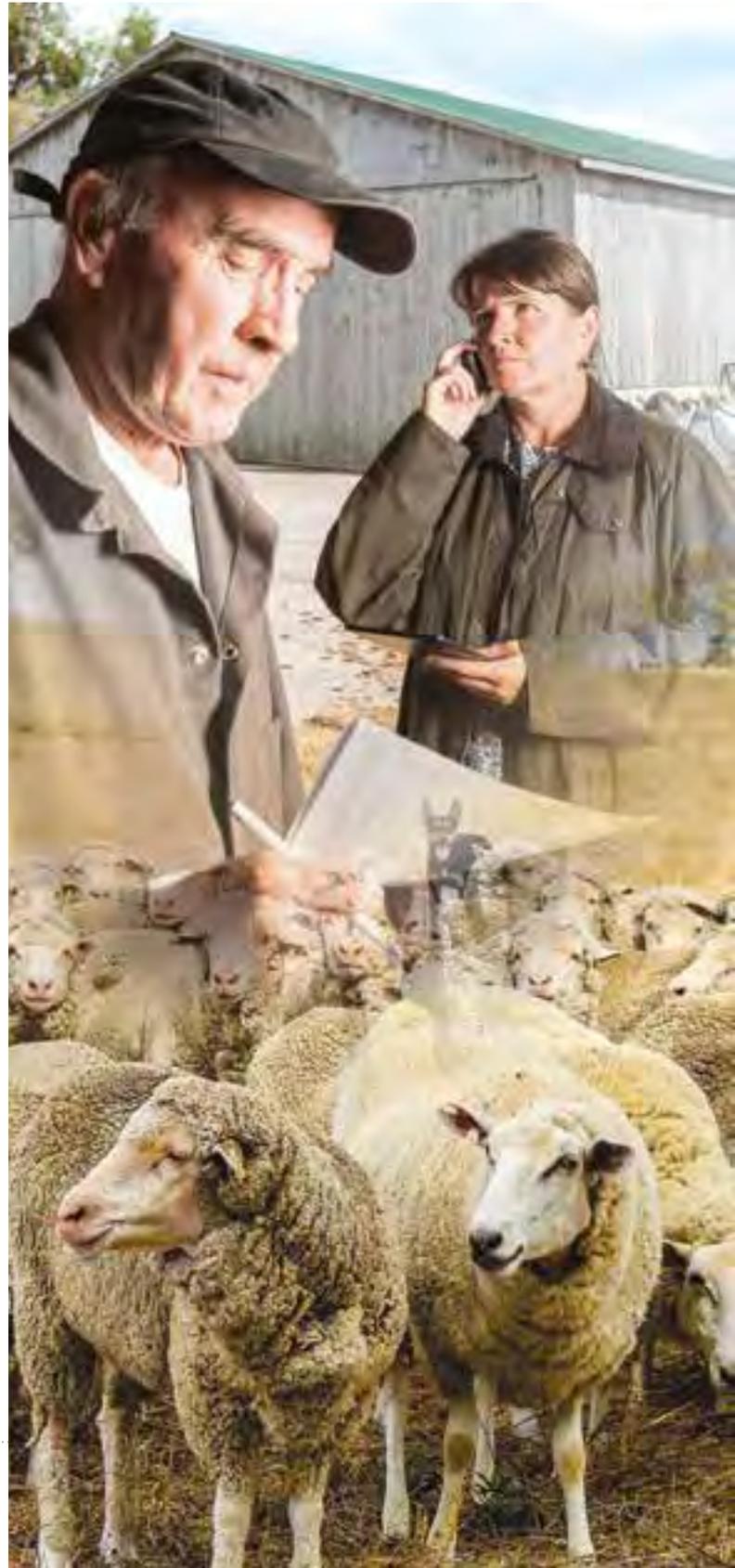
To facilitate local councils’ involvement, state governments should undertake a consultation process to clearly define the particular roles that local government could play, and invest in capability development within local councils to enable them to do this.

The suicide data that are currently available are not adequate for regional and local area planning. While efforts are being made to standardise the collection, and reporting of suicide deaths, even this will not be enough to allow regional planning of suicide prevention strategies. Data difficulties should not hold up the process of taking action to prevent rural suicides.

Efforts should be made at a state level to provide a range of suicide-related indicators annually on a regional and local government level. Such data could include numbers of people presenting at hospital emergency departments, hospital admissions, occasions of service for mental illness and drug and alcohol problems, and reports of domestic and community violence.

The role of local communities

Local communities are best-placed to identify local opportunities for suicide prevention, both in terms of how to help those who might be at risk of experiencing suicidality and how to improve the resilience of their community. A great example of how local communities can be resourceful and achieve good outcomes is the Little River Land Care Group in Western NSW who acted to ensure that farmers in their area were supported during the severe drought that occurred in the last decade.



Little River Land Care

“Ask Pip Job what the single biggest accomplishment of the Little River Landcare Group is of the past five years and you might be surprised by the answer. Surprised because it has nothing to do with planting trees, environmental works or anything you might consider ‘traditional’ Landcare activities.

‘For us it’s that we haven’t lost a single farmer in our catchment to suicide’ said Pip, the group’s chief executive. By 2007 it was a catchment that had been in drought for three years – and it was beginning to show. Little River’s staff found themselves becoming ‘accidental counsellors’ to members dropping into their office – one of the few remaining community organisations in Yeoval.

For the group, it was a reflection not only of the level of trust they had developed with members but that there was a growing issue around mental health in their region. A string of suicides in the state’s west reiterated the severity of the problem – and the need for action.

Pip said it triggered a turning point for the organisation. The group’s management committee made a vow it would do everything it could to prevent farmer suicide and raise awareness around mental health.”

Story from “farmonline NATIONAL” [28]



National, state and regional suicide prevention plans should actively engage the rural community members to formulate and implement local strategies to prevent suicide and build resilience. Local communities could undertake the following roles:

- Adopt the goal of making their community mentally healthy and undertake local initiatives
- Encourage local organisations (schools, businesses, councils etc.) to adopt policies and programs to ensure they support the mental health and wellbeing of their staff, clients, customers etc.
- Raise awareness of mental illness and suicide to reduce stigma
- Devise local strategies to reduce loneliness and increase social inclusion
- Be alert and recognise those who may be at risk of becoming suicidal
- Be aware of self-help strategies, and online and telephone services that can help people who are experiencing stress in their lives
- Be courageous and reach out to those whom they are concerned about and offer to help them to access appropriate help.



The role of those who have experienced suicide themselves or have been affected by the suicidality of others

Those among us who have had experience of suicidality, have recovered and are no longer at risk, often wish to step up and help others who are having the same experience. Also, those who have provided support to a person who is experiencing suicidality, and those who have been bereaved by suicide can play an important role in the prevention of suicidality in others. These people are said to have a “lived experience of suicide”. Should they wish to do so, they need to be connected to one of several organisations which provide training and ongoing support. This is important to avoid any risk that talking about their experience may negatively affect their mental wellbeing. Such organisations need to consider how they can effectively support rural people with a lived experience of suicide. This will enable rural communities to benefit from the roles people with a lived experience can provide.

People with a lived experience of suicide, who have been given training and have active support, should be given a role in all levels of suicide prevention planning.

Roles that people with lived experience can play include:

- Providing advice on the development of information and resources provided to those who are currently experiencing suicidality, those who are providing them with support, and those who have been bereaved by suicide; and
- Participating in efforts to raise awareness of suicide and to break down stigma surrounding the experience of seeking help for suicidality.

Leadership and planning for Aboriginal suicide prevention

Addressing the shocking higher rates of suicide in Aboriginal and Torres Strait Islander communities is a critical priority for any plan that aims to reduce rural suicide.

The **CRRMH** urges the Commonwealth and State Governments to give urgent attention to the implementation of the Aboriginal and Torres Strait Islander Suicide Prevention Strategy (2013).

The **CRRMH** also notes the excellent work of the Aboriginal and Torres Strait Islander Suicide Prevention Evaluation Project (ATSISPEP) [9]. A critical recommendation of this report stresses the need for leadership of suicide prevention by Aboriginal and Torres Strait Islander people.

A common success factor in community-based interventions or responses to Indigenous suicide is their development and implementation through Indigenous leadership and in partnership with Indigenous communities.

All Indigenous suicide prevention activity should include community-specific and community-led upstream programs focused on healing and strengthening social and emotional wellbeing, cultural renewal, and improving the social determinants of health that can otherwise contribute to suicidal behaviours, with an emphasis on trauma informed care [9].



What we heard at the Rural Suicide Prevention Forum

One of the drivers behind these rates of Aboriginal suicide is disempowerment. Come out and have a look in these Aboriginal communities where we are. Don't hide and think: "I know all the stats". Unless you go out into the communities and talk to local people you won't know what really happens. At the top of this disempowerment is racism.

Nicole Turner (Chair of Australian Indigenous Allied Health Association)

As a first step, the CRRMH urges a further investment in consultation with Aboriginal leaders and communities in order to design a national capacity-building strategy to enable this aspiration to be realised.

Further investment by state governments to increase the capacity of Aboriginal and non-Aboriginal health and welfare workers to respond to suicide risk in Aboriginal communities is absolutely essential.



In conclusion

The CRRMH pays our respects to those who have died by suicide, and those who have lost loved ones and friends to suicide. We acknowledge those who are currently struggling with suicide and trust that the strategies recommended in this paper will lead to better solutions to keep you safe.

We acknowledge the good work of so many doctors, nurses, and other health practitioners who have provided good care and support to people who have experienced suicidality and to their friends and family. Our recommendations are designed to help you to continue your work in a safer environment.

We acknowledge the bravery of those with a lived experience of suicide who use their experience in the cause of suicide prevention, and the courage and generosity of those who have gone out of their way to assist those in distress because of suicide.

We look forward to being part of the solution to the poorly recognised and unacceptable problem of rural suicide.



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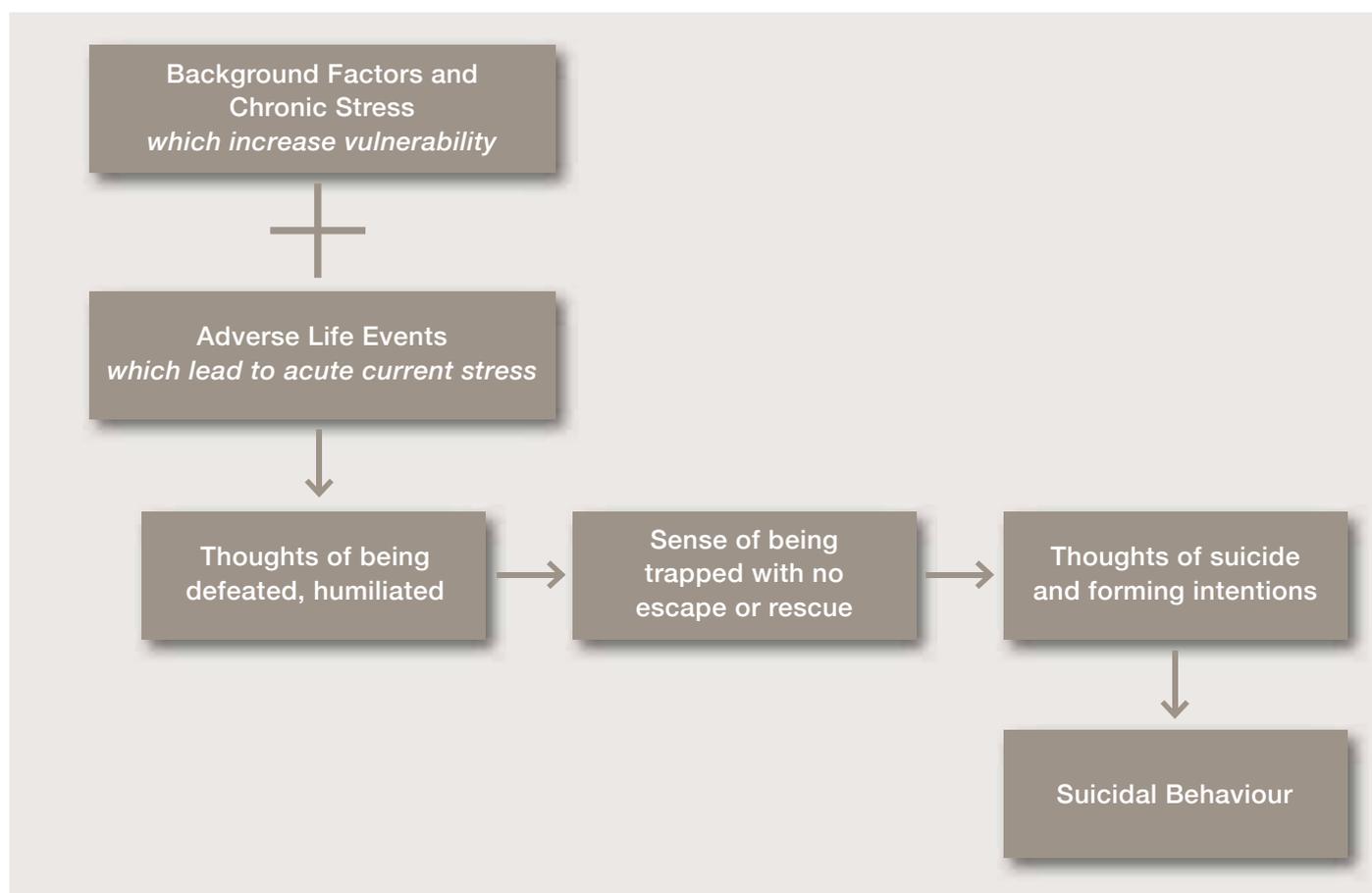


Appendix 1 – Theories of Suicide

Theory 1: The Integrated Motivational-Volitional Model

The first of these, “*The Integrated Motivational-Volitional Model of Suicide*” [29], attempts to explain of how people come to the point where they have a reason to start seeing death as a solution to their current distress and then develop the desire for suicide.

Figure 13: Theory 1 – The Integrated Motivational-Volitional Model of Suicide
Adapted from O’Connor R. (2011) [29]



Certain background factors (“risk factors”) have been identified that seem to be more common in those who experience suicidality but none of these are so closely linked to later suicide that they are, on their own, likely to lead to suicide. It is thought that these may pre-dispose someone to think about suicide if negative circumstances arise.

In rural areas, social isolation is a particularly potent background factor. While living alone, or being separated by distance from communities and loved ones is very relevant, other marginalised groups, such as people living with disabilities, the elderly, being Aboriginal and, or, being gay, lesbian, bisexual, transgender or intersexual, are more likely to experience social isolation in rural and remote areas.

While many of those who die by suicide have a mental illness, it is not necessary to be mentally ill to experience suicidality and to make a suicide attempt.

The experience of negative life events (such as sudden loss, bullying, loss of employment, relationship failure, accidents, onset of illness or mental illness) can trigger a situation in which a vulnerable person develops a level of motivation and intention and contemplates suicide.

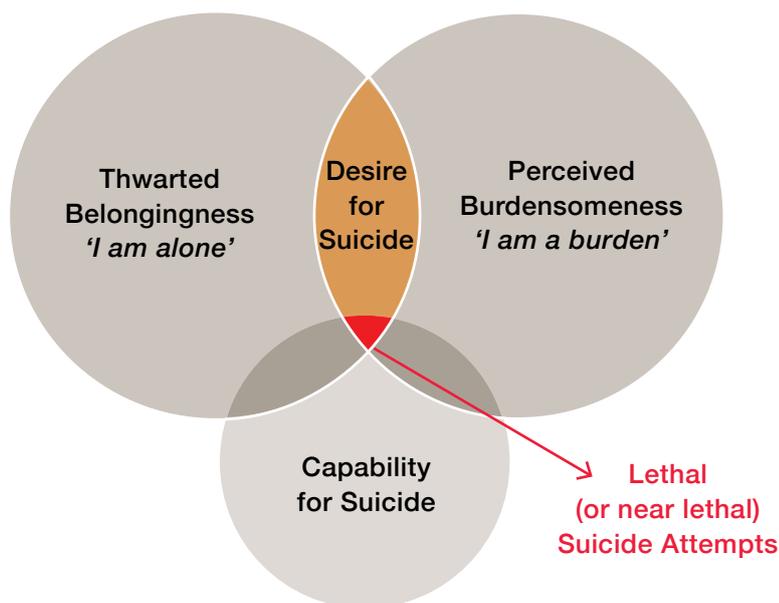
The psychological state of people at risk of suicide is one where they view their current circumstances as overwhelming, they feel defeated and humiliated and unable to solve their problems [30]. They believe they are trapped with no hope of escape, and that there is no one who can rescue them. If over time things do not improve, this may lead to the contemplation of death as a way out of their distress; and, in turn, can lead to thinking about and forming an intention to take their own life. If this escalation is not identified (either by the person or those around him or her), and help is not sought or is not available, the person is then at high risk of making a suicide attempt [29].

Theory 2: The Interpersonal Theory of Suicide

A second theoretical model helps us to understand how it can be that some people are able to override their natural fear of death and the instinct to avoid pain and death, and are able to attempt to take their own life (see Figure 14). The kernel of this “Interpersonal Theory of Suicide” [31] is that, in order for a person to be able to take their own life, they must **desire suicide** and be **capable of causing their own death**. To desire death, the person at risk has reached the point where they have come to hold two firmly-held beliefs: (a) that they are all alone, disconnected from others, with no one to turn to and no one to whom they can give support; and (b) that they are a burden on others, that their death would be worth more than their life to others.

The theory suggests that, although these beliefs are firmly held, they are most likely exaggerated and possibly incorrect. Research shows that, if people who hold these beliefs are identified and receive a range of treatments and supports, they can become more connected and their sense of self-worth can be increased [32].

Figure 14: Theory 2 – Interpersonal Theory of Suicide
Adapted from Van Orden et al. (2010) [31]



The theory underlines how important it is that, if we are worried about a person, we should ask them whether they are thinking of suicide (no matter how threatening that might sound).

The second element of the theory proposes that certain individuals can become more capable of suicide, either by their natural fearlessness (high risk-taking), or through having developed a familiarity with death and pain (for example being exposed to death through their occupation such as doctors, farmers, stockmen, veterinarians etc.), or through gradually building up the ability to overcome their fears through constantly thinking about and rehearsing how they would end their life.

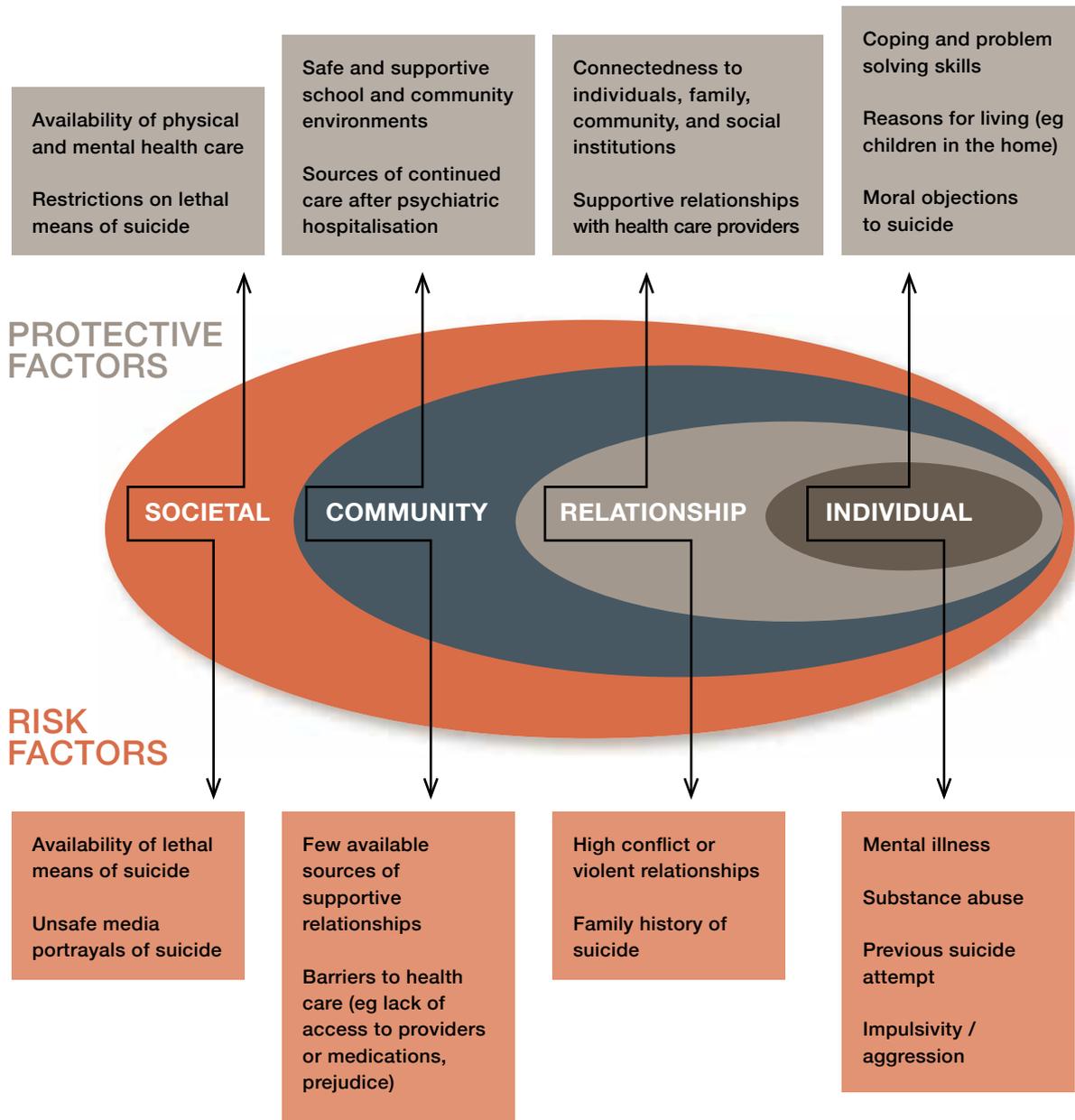
If a person has developed the desire for death and is capable of making a suicide attempt, they are at higher risk of eventually making a lethal or near-lethal attempt on their life. On the other hand, if a person who desires death does not have the capability, or if someone who is more capable of ending their life does not desire death, neither would be likely to make a suicide attempt.

Theory 3: The Ecological Model of Suicide

American research has pointed to the complex factors which may be implicated in a death by suicide and the wide range of agencies and individuals which might be needed for effective suicide prevention.

Figure 15 demonstrates the combination of individual, relationship, community and societal factors which contribute to suicide risk and might need to be addressed in preventing suicides.

Figure 15: Theory 3 – An Ecological Model of Suicide [adapted from 33]



Such public health approaches imply going beyond trying to identify an individual at imminent risk of suicide and attempting to intervene at that point. It is also necessary to develop interventions that address the needs of vulnerable groups who may become suicidal in the future and to recognise the societal and community factors which may influence suicidality and address them as a public health issue.

GET HELP NOW



If you're concerned about your own or someone else's mental health, you can call Lifeline 13 11 14

If you or someone else is in immediate danger, call 000 or go to your nearest hospital emergency department.



Visit www.crrmh.com.au or www.ramhp.com.au for links to services.



Visit www.crrmh.com.au or www.ramhp.com.au for self help resources and downloadable fact sheets.



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THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA



Centre for
Rural & Remote
Mental Health



Minutes

Operations Committee

9th April 2018

5.00pm

Operations Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Confirmation of Minutes
3	Declaration of Interests
4	Business Arising From The Minutes
5	Cullen Bullen Sewerage Scheme – Update
6	CBD Revitalisation Project - Update
7	South Bowenfels Infrastructure Study
8	Portland STP - Update
9	General Business
10	Next Meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Cr R Thompson, Cr S Ring, Cr S Lesslie, Cr W McAndrew, G Faulkner

APOLOGIES:

OFFICERS: I Stewart, J Edgecombe, R Brownlow, E Trudgett

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes were presented to Council on 26th March 2018.

ACTION

THAT the Committee note the Minutes of the meeting of 5th March 2018.

MOVED: Cr R Thompson

SECONDED: Cr S Ring

ITEM: 3 DECLARATION OF INTERESTS

NIL

ITEM: 4 BUSINESS ARISING FROM THE MINUTES

NIL

ITEM: 5 CULLEN BULLEN SEWERAGE SCHEME - UPDATE

SUMMARY

Cullen Bullen Sewerage Scheme is underway as per the funding deed which has been distributed to Councillors. The first stages will be to complete an EOI for a concept design of the Treatment Plant which will be followed by selective tendering for the concept design. Subsequently, Council can begin the acquisition of land for the Plant and other infrastructure as needed in the design before proceeding to the detailed design and construction phase.

FINANCIAL IMPLICATIONS

- **Budget approved - Yes**
- **Cost centre - 300034**
- **Expended to date - Nil**

- **Future potential impact** - This project will service the Cullen Bullen community through a reticulated sewerage network

ACTION/RECOMMENDATION

THAT Council note the update of the Cullen Bullen Sewerage Scheme.

MOVED: Cr S Ring

SECONDED: Cr R Thompson

ITEM: 6 CBD REVITALISATION PROJECT - UPDATE

SUMMARY

This report is to provide an update regarding variations to date and into the future, as well as the state of project contingency for the Main Street Revitalisation Stage 1 project.

Please see attached report for further information.

FINANCIAL IMPLICATIONS

- **Budget approved** - \$2,899,000.00
- **Cost centre** – PJ100007
- **Expended to date** - \$817,064.00
- **Future potential impact** – Proposed Variation COST: \$506,710.79, Proposed Variation SAVING: \$411,000.00, Net COST: \$95,000.00

ACTION/RECOMMENDATION

THAT Council note the report on variations effected to date and future proposed variations.

MOVED: Cr R Thompson

SECONDED: Cr S Ring

ITEM: 7 SOUTH BOWENFELS INFRASTRUCTURE STUDY

SUMMARY

Stantec have been appointed as the winning consultant for the South Bowenfels Infrastructure study and will begin immediately on the concept design of 3 Sewerage Pumping Stations and the augmentation of 1. The aim of the study is to identify the best position and construction of SPS and rising mains to service the South Bowenfels area. The study is expected to take approximately 12 weeks.

FINANCIAL IMPLICATIONS

- **Budget approved** - Yes
- **Cost centre** - 300039
- **Expended to date** - \$64,682.00

- **Future potential impact** - This study will determine the future costings and work to be undertaken on the sewerage reticulation in the South West Bowenfels area

ACTION/RECOMMENDATION

THAT Council

1. Note the progress on the South Bowenfels Infrastructure Study; and
2. Request the consultant to nominate a specific result date and provide a timeline; and
3. Council staff notify all perspective developers of progress.

MOVED: Cr R Thompson

SECONDED: Cr S Ring

ITEM: 8 PORTLAND STP - UPDATE

SUMMARY

Portland STP has now reached the completion of Milestones 2, 3 and 4 and the new plant is operating. The old plant is now being decommissioned and the remaining works including work as executed drawings and operation and maintenance manuals are being reviewed and finalized. The completion of the project has been extended due to demonstration of items following construction and some weather issues, the plant should now be completed at the end of July 2018 however, that may be brought forward dependent upon how quickly Milestone 5 is achieved by the contractor.

FINANCIAL IMPLICATIONS

- **Budget approved** - Yes
- **Cost centre** - 300014
- **Expended to date** - \$8,540,000.00
- **Future potential impact** - This will improve the treatment process to a tertiary level in the Portland sewer scheme.

ACTION/RECOMMENDATION

THAT Council

1. Note the update regarding the Portland STP; and
2. Council staff draft a media release for INSW approval to update Portland residents

MOVED: Cr S Lesslie

SECONDED: Cr S Ring

ITEM 9: GENERAL BUSINESS

SUMMARY

Blast Furnace Park – Vandalism

Solutions to the vandalism by ‘hoons’ at the Blast Furnace Park was discussed with speed bumps to be installed throughout the carpark area and along Blast Furnace

Park Road to help deter vandals. The installation of CCTV will be looked into further following the outcome of speed bumps.

ACTION

THAT Council

1. Note the advise concerning vandals; and
2. Council staff advise concerned residents of the options to deter vandals at Blast Furnace Park

Damaged Footpath Assets

Council is currently seeking quotes for the removal of problem trees at Lake Wallace, Wallerawang. The quotes will be for the removal of the existing trees along Barton Avenue and their replacement by trees with non-intrusive root systems. Other assets damaged by problem tree will be collated and investigated on a case by case basis.

ACTION

THAT Council

1. Note the update of progress on Damaged Footpath Assets; and
2. Council staff draft an informative media release on the process of removal and replacement of problem trees at Lake Wallace, Wallerawang.

ACTION/RECOMMENDATION

THAT appropriate actions and reporting be undertaken in relation to the items raised during general business

MOVED: Cr S Ring

SECONDED: Cr S Lesslie

ITEM 10: NEXT MEETING:

Next Meeting: Monday, 7th May 2018 at 5:00pm
Committee Room, Administration Building,
180 Mort Street LITHGOW NSW 2790

There being no further business the meeting closed at 5.55pm

ITEM OPER – 09/04/18 – MAIN STREET REVITALISATION VARIATIONS

REPORT BY: EXECUTIVE MANAGER OPERATIONS

SUMMARY

This report is to provide an update regarding variations to date and into the future, as well as the state of project contingency for the Main Street Revitalisation Stage 1 project.

COMMENTARY

To date, two variations have been approved for the Main Street Revitalisation project as follows.

Variation 1: \$39,704.00 excl. GST

Due to design issues that have arisen during construction the original design team have been engaged by CA&I for construction phase design input. In particular the following design issues have been addressed:

- Any modifications to signalised intersections require approval from the RMS. On reviewing the proposed designs for the intersection the RMS would not support a raised threshold through a signalised intersection. To obtain RMS approval for the intersection a slight redesign was needed: removed raised threshold, added kerb ramps, changed position of traffic light mast, and redesign of stormwater.
- Due to concerns raised by the Post Office regarding existing stormwater issues at the South end of Cook Street and the potential for these works to increase these problems, extra stormwater infrastructure needed to be designed at this location.

Variation 2: \$16,128.00 excl. GST

Irrigation removed from scope during the revision of design at tender stage. This was added back into the scope for the Cook Street Plaza to maintain greenery.

With the two variations approved above and the costs incurred for project management, consultation and construction to date, the remaining contingency is \$317,294 of the total \$2,899,000.00 budget.

However, some project forecasting has shown that additional variations have been discussed with the contractor and other agencies, causing concern with regard to the overall project balance. The additional costs not yet approved and not included in the cost summary above are as follows.

Variation 3: \$152,344.64 incl. GST

Eskbank Street Design Changes

As detailed in Variation 1 design changes were required at the Eskbank St intersection to obtain RMS approval. The RMS required the removal of the raised threshold from the design which in turn required modifications to the stormwater layout. Variation 3 includes the changes in cost associated with these design changes. The net impact of the Eskbank Street redesign resulted in a net reduction in cost of \$2,856.00. Broken down this included the following cost items:

- \$176,331.00 saved due to a reduction in requirements for bollards and tactile indicators
- \$102,599.00 in additional demolition and earthwork costs due to the need to remove the existing surface (rather than constructing over the top of the existing slab).
- \$70,876.00 in additional costs associated with changes to pavements (additional jointing, pram ramps, change in pavement thickness)

As this was a forced change by the RMS, and was practically cost neutral, work on Eskbank Street was allowed to continue while the design changes were finalised to minimise project delays and the associated cost of the delay.

Cook Street Plaza Design Changes

As detailed in Variation 1, additional stormwater capacity has been designed to mitigate flooding issues in Cook Street and at the southern end of Cook Street plaza. Additionally some inconsistencies between the For Tender drawings, Bill of Quantities and actual work required have resulted in some additional costs. The net impact of the Cook St Plaza Design changes resulted in an additional cost of \$138,878.00. Broken down this includes the following cost items:

- \$25,300.00 in additional demolition and earthworks costs in Main Street due to inconsistencies between Bill of Quantities and work required to be undertaken (CA&I quoted for scabbling existing concrete at the raised threshold crossing on Main Street when removal of the existing slab was required.)
- \$59,363.00 in additional stormwater infrastructure to ensure capacity at southern end of plaza. This includes additional stormwater pits in the laneway and an additional ACO drain at the rear of the plaza.
- \$54,215.00 in additional costs associated with changes to pavements (additional jointing, change in pavement thickness).

The net impact of Variation 3 (which covers both Eskbank Street and Cook Street changes) is \$136,022.00 + CA&I margins and overheads (12%) = \$152,344.64.

Catenary Lighting System: \$103,000.00 incl. GST.

This scope was originally removed from the tender documentation in an attempt to reduce cost. At some stage, this was re-added. The following scope is included.

- | | |
|---|-------------|
| • Removal of existing Endeavour Light Posts | \$16,000.00 |
| • Contract with Ronstan for Catenary installation | \$38,000.00 |
| • Electrical and lighting design works | \$7,000.00 |
| • Footing design | \$5,000.00 |
| • Electrical and lighting supply and installation | \$25,000.00 |

This variation can be removed.

Moveable Furniture and Planters: \$61,393.20 incl. GST.

Scope for 10 moveable planter boxes and associated platform bench seating. This variation can be removed.

Application to Endeavour Energy for Additional Power Facilities at Eskbank Street for Event Management: \$16,000.00

Scope to add additional power utilities to simplify the facilitation of future events and event management. This cost includes application, design, switchboard and connection fees.

Relocation and Reconstruction of Telstra Assets: \$120,972.95

At some stage in the distant past, Council commissioned work on the Main Street of Lithgow and in line with the scope of this work, some Telstra pits were modified and non-standard pits and lids were installed. This work cannot be performed by CA&I and was not able to be identified prior to commencing construction. This relocation and reconstruction will restore the infrastructure to a compliant state.

Variations based on latent site conditions: \$53,000.00 incl. GST.

This variation is yet to be formalised but includes scope for the following works:

- | | |
|--|-------------|
| • Defective pavement at Eskbank and Cook Street | \$10,000.00 |
| • Replacement of pit lids and reconstruction of non-compliant pits | \$30,000.00 |
| • Additional stormwater works at Eskbank Street | \$5,000.00 |
| • Additional required brickwork not covered in design | \$8,000.00 |

While the above report does seem daunting, Council officers have extensively worked to mitigate cost to ensure minimal budget impact. This cost mitigation has been achieved by the following methods.

Removal of Unique and Built-to-Order Seating: (Saving) \$55,000.00

This seating was set to cost Council \$70,000.00 as a result of the unique shape and design and the expense of the steel materials to provide feature seating around a tree. This seating has been re-designed to make use of surplus bricks from the paving of Cook Street Plaza to allow the mounting of a standard timber seating. This has allowed a total saving of \$55,000.00

Removal of the Raised Threshold in Burns Lane: (Saving) \$95,000.00

The original scope for this project included the construction of a raised threshold in Burns Lane, similar to that within the road carriageway of Cook Street Plaza / Main Street. This work was to be completed at a cost of \$95,000.00. It is not expected that this work would provide sufficient benefit given the cost required for construction. The decision was made to remove the Burns Lane raised threshold to minimise cost and further minimise the construction period and disruption to business.

Negotiation for Variation 3: (Saving) \$15,000.00

Negotiations were held with CA&I regarding the content of Variation 3. A reduction in the proposed variation of \$15,000.00 was agreed as a result of CA&I's misinterpretation of the design drawings regarding the jointing of the new concrete surfacing.

Application to the Tourism Demand Infrastructure Program for Additional Funding: (Saving) \$246,000.00

A rapid, limited application round for the Tourism Demand Driver Infrastructure Program has been opened up to selected Local Government Organisations, including Lithgow Council. Notification was received Friday 06 April 2018 for application to be made by Monday 09 April 2018. This funding was made available as a result of previous applications being withdrawn, hence the urgency. \$246,000.00 is available. While this is a dollar-for-dollar funding program, Council can utilise the *existing* \$2,899,000.00 project budget as its own contribution source.

Council officers will be submitting an application to cover the catenary lighting system, green trellis walls and moveable furniture and planters to meet the \$246,000.00 available.

At this stage, due to the urgency of the application process and the fact that Council has funds available with significant accompanying concept and design documentation for each aspect of the application, we believe we stand a good chance.

The above information can be summarised using the following table.

Scope Description	Variation Cost	Variation Saving
Variation 3	-\$152,344.64	
Catenary Lighting	-\$103,000.00	
Moveable Furniture and Planters	-\$61,393.20	
Endeavour Energy Power	-\$16,000.00	
Telstra Relocation and Reconstruction	-\$120,972.95	
Variation: Latent Conditions	-\$53,000.00	
Removal of Seating		+\$55,000.00
Removal of Raised Threshold		+\$95,000.00
Negotiation of Variation 3		+\$15,000.00
Application for Funding		+\$246,000.00
TOTAL	\$506,710.79	+\$411,000.00

Conclusion

Based on the above table, the net position of all the variations listed above is a cost to the project of \$95,000.00. This can be absorbed by the existing contingency of \$317,294.00. This will leave a remaining contingency of \$222,294.00. This figure is expected to be sufficient considering a completion date of mid-June 2018.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved - \$2,899,000.00
- Cost centre – PJ100007
- Expended to date - \$817,064.00
- Future potential impact – Proposed Variation COST: \$506,710.79. Proposed Variation SAVING: \$411,000.00. Net COST: \$95,000.00

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT the Committee:

1. Note the report on variations effected to date and future proposed variations.



MINUTES

Finance Committee

10 April 2018

5:00 p.m.

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Confirmation of Minutes – March Meeting
3	Water Usage Tiers
4	Draft 2018/19 Budget - Update
5	March Performance Reporting to OLG
6	March 2018 MTD & YTD Financial Results & Budget Variances
7	March 2018 Investment Report
8	April Council Meeting – Review of Finance & Assets Reports
9	Audit Action List
10	General Business
11	Next meeting

MINUTES – FINANCE COMMITTEE – 10 APRIL 2018



ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Chair Cr R Thompson, Cr S Lesslie, Cr W McAndrew, Cr S Ring, Cr D Goodwin

APOLOGIES: Nil

OFFICERS: Graeme Faulkner, Ross Gurney

DECLARATION OF INTERESTS: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes were presented to the Council on 26 March 2018.

ACTION

THAT the Minutes of the meeting of 19 March 2018 be taken as read and confirmed.

MOVED: Cr McAndrew

SECONDED: Cr Ring

ITEM: 3 WATER USAGE TIERS

SUMMARY

For the information of the Committee.

The Committee discussed the two tiers of water usage for business. The general impacts of the water usage charges system was discussed.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT the Committee note the discussion regarding the water usage tiers and that the Tier 2 water usage charge for business will be set in the draft 2018/19 Operational Plan at 500+ kl p.a., allowing relief for small businesses pending a complete review of all water pricing for the 2019/20 year.

MOVED: Cr McAndrew

SECONDED: Cr Ring

ITEM: 4 DRAFT 2018/19 BUDGET - UPDATE

SUMMARY

A verbal report was provided on the status of finalising the draft 2018/19 budget. The TechOne budget module is being updated with agreed service reductions to determine the operating result (before capital) for the draft 2018/19 budget.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT the Committee note the verbal draft 2018/19 budget report.

MOVED: Cr McAndrew

SECONDED: Cr Ring

ITEM: 5 MARCH PERFORMANCE REPORTING TO OLG

SUMMARY

The Committee were given information outlined in the report for March performance reporting to the OLG. The performance report has been improved to include commentary on the current financial position and budget planning.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT the Committee note the March Performance Report to OLG.

MOVED: Cr Lesslie

SECONDED: Cr McAndrew

**ITEM: 6 MARCH 2018 MTD & YTD FINANCIAL RESULTS & BUDGET
VARIANCES**

SUMMARY

The Committee discussed the Summary Financial Report for March 2018.

The Committee discussed the Operating Budget variances, particularly expenditure items that are over budget. Budget variances will be addressed in the Quarter 3 Budget Review process.

The Committee discussed the Financial Assistance Grant (FAG) potential \$2.3M under budget. Resolution of this issue will depend on whether the Federal Government continues the FAG advance payment in the 2018/19 budget.

The Profit & Loss Report was discussed. A new format will be presented at the next meeting.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT the Committee note the March 2018 financial results and budget variances.

MOVED: Cr Lesslie

ECONDED: Cr McAndrew

ITEM 7: MARCH 2018 INVESTMENT REPORT

SUMMARY

The Committee reviewed the March 2018 Investment Report. The decrease in the investments balance and interest income continuing to be over budget were noted.

FINANCIAL IMPLICATIONS

- YTD Budget approved – \$420,217 (interest income)
- Cost centre - 3259
- YTD Income to date - \$523,476 (interest income)
- Future potential impact – Nil

ACTION/RECOMMENDATION

THAT the Committee endorse the March 2018 Investment Report recommendations:

THAT Council

1. Note the investments balance of \$30,390,000.00 and cash balance of \$74,117.97 for the period ending 31 March 2018.
2. Note the enclosed certificate of the Responsible Accounting Officer.

MOVED: Cr Lesslie

SECONDED: Cr McAndrew

ITEM 8: APRIL COUNCIL MEETING – REVIEW OF FINANCE & ASSETS REPORTS

SUMMARY

The following reports being presented to the Council meeting by Finance and Assets were discussed and recommended for approval at the Council meeting on 23 April 2018.

Boundary Adjustment Between Lithgow City Council And Blue Mountains City Council

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – notional increase of general rates of approximately \$112.40 annually.

THAT Council

1. Receive the report by the Chief Financial and Information Officer on the Council Locality boundary adjustment between Lithgow City Council and Blue Mountains City Council.
2. Approve the boundary adjustment transferring Lot 1 DP 1223992, Lot 2 DP 1223992, part of Lot 5 DP 2941 and part of Lot 6 DP 2941 totalling 3396m2 to Lithgow City Council from Blue Mountains City Council.
3. Approve the amendment of rates related to Lot 1 DP 1223992, Lot 2 DP 1223992, part Lot 5 DP 2941 and part Lot 6 DP 2941 from the date the boundary adjustment is proclaimed in the Government Gazette.
4. Confirm nil rates arrears relating to Lot 1 DP 1223992, Lot 2 DP 1223992, part Lot 5 DP 2941 and part Lot 6 DP 2941, totalling 3396m2, will be accepted by Lithgow City Council upon Proclamation.
5. Confirm no provision for rates will need to be made in the Council boundary adjustment Proclamation.

MOVED: Cr McAndrew

SECONDED: Cr Lesslie

Request For Adjustment To Water Account - Property 57050

FINANCIAL IMPLICATIONS

Write off of \$3,822.73 in water usage charges. An allowance for debt write-offs has not been included in the current budget.

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

THAT Council

1. Write-off \$3,822.73 for water usage charges on property 57050 due to hardship.
2. Notify the property owner in writing of Council's resolution.

MOVED: Cr McAndrew

SECONDED: Cr Ring

Policy Reviews

FINANCIAL IMPLICATIONS

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

THAT Council adopt the following policies as exhibited:

- Policy 8.2 Change in Category for Rating Purposes
- Policy 9.16 Compliance Policy
- Policy 1.4 Tendering Policy

MOVED: Cr Lesslie

SECONDED: Cr Ring

Portland STP Loan

FINANCIAL IMPLICATIONS

- Budget approved - \$3.8 million
- Cost centre – N/A
- Expended to date - \$3.8 million
- Future potential impact – planned loan repayments

THAT Council approve the sourcing of a \$3.8m loan for the Portland STP upgrade from a lending institution approved by the Office of Local Government.

MOVED: Cr Lesslie

SECONDED: McAndrew

ITEM 9: AUDIT ACTION LIST

SUMMARY

The Audit Action List was discussed. Progress is being made towards completing actions due by 30/4/18. One overdue action was noted – action on this item is also progressing.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT the committee note progress towards completing the audit actions.

MOVED: Cr McAndrew

SECONDED: Cr Lesslie

ITEM 10: GENERAL BUSINESS

SUMMARY

Nil.

FINANCIAL IMPLICATIONS

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

ACTION/RECOMMENDATION

THAT nil general business be noted.

MOVED: Cr Ring

SECONDED: Cr McAndrew

ITEM 11: NEXT MEETING:

Next Meeting: Monday in 14 May at 5 p.m.

There being no further business the meeting closed at 6:09 p.m.

ITEM FIN - 23/04/18 - COUNCIL INVESTMENT REPORT - MARCH 2018

REPORT BY: CHIEF FINANCIAL & INFORMATION OFFICER

REFERENCE

Min No 18-75: Ordinary meeting of Council held on 26 March 2018

SUMMARY

To advise Council of investments held as at 31 March 2018 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 March 2018 when compared to 28 February 2018, has increased by \$590,000 from \$29,800,000 to \$30,390,000. While cash in Council's bank account decreased by \$2,088,603.75 from \$2,162,721.72 to \$74,117.97.

There is an overall decrease in cash and investments of \$1,498,603.75 since 28 February 2018, this is due to cash outflows for general operations and payments for capital works.

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 March 2018 were as follows:

Opening Balance of cash and investments as 01 March 2018	\$31,962,721.72
Plus New Investments – March 2018	\$5,500,000.00
Less Investments redeemed – March 2018	-\$6,998,603.75
Closing Balance of cash and investments as at 31 March 2018	\$30,464,117.97

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 Budget approved – \$420,217
- Cost centre - 3259
- YTD Income to date - \$523,476
- Future potential impact – Nil

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.

The Council's interest income is currently over budget due to a combination of reserve balances being greater than forecast and improved investment returns.

LEGAL 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.

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. Investment Register 2017/18

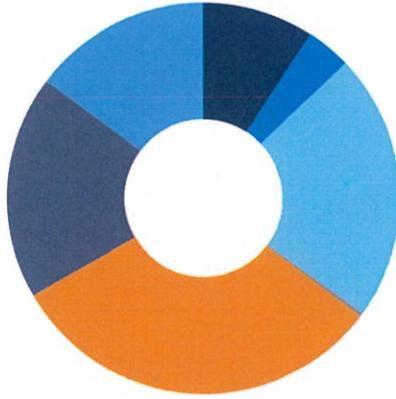
RECOMMENDATION

THAT

1. Investments of \$30,390,000.00 and cash of \$74,117.97 for the period ending 31 March 2018 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.

Market Value by Issuer

Issuer	Market Value	% Total Value
AMP Bank Ltd	4,021,654.80	14.75%
Auswide Bank Limited	5,045,942.45	18.51%
Bank of Queensland Ltd	8,552,738.36	31.37%
Commonwealth Bank of Australia Ltd	85,000.00	0.31%
Members Equity Bank Ltd	6,048,383.56	22.18%
MyState Bank Ltd	1,008,063.01	3.70%
National Australia Bank Ltd	2,505,061.10	9.19%
Portfolio Total	27,266,843.28	100.00%



AMP Bank Ltd

Auswide Bank Limited

Bank of Queensland Ltd

Commonwealth Bank of Australia Ltd

Members Equity Bank Ltd

MyState Bank Ltd

National Australia Bank Ltd

ITEM **FIN - 23/04/18 - BOUNDARY ADJUSTMENT BETWEEN LITHGOW CITY COUNCIL AND BLUE MOUNTAINS CITY COUNCIL**

REPORT BY: CHIEF FINANCIAL AND INFORMATION OFFICER

SUMMARY

This report provides details of a request from the owner of property 106707 for a minor boundary adjustment between Lithgow City Council and Blue Mountains City Council.

COMMENTARY

Council is in receipt of a request from the property owner seeking a minor boundary adjustment to transfer an area of 3396m² of rural land, being Lot 1 DP 1223992, Lot 2 DP 1223992, part Lot 5 DP 2941 and part Lot 6 DP 2941, from Blue Mountains City Council to Lithgow City Council for amalgamation with their larger existing holdings within Lithgow City Council area.

The 3396m² property in Blue Mountains City Council was created following the purchase of 2180m² of Crown land described as Lot 1 and 2 of Deposited Plan 1223992, from the Department of Industry – Lands, for inclusion with the owner's existing property located in Lithgow City Council, due to the land being bisected by the existing Council boundary.

The boundary adjustment was requested in order for the property owner to only pay rates to Lithgow City Council, rather than both Councils.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – notional increase of general rates of approximately \$112.40 annually.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT Council:

1. Receive the report by the Chief Financial and Information Officer on the Council Locality boundary adjustment between Lithgow City Council and Blue Mountains City Council.
2. Approve the boundary adjustment transferring Lot 1 DP 1223992, Lot 2 DP 1223992, part of Lot 5 DP 2941 and part of Lot 6 DP 2941 totalling 3396m² to Lithgow City Council from Blue Mountains City Council.
3. Approve the amendment of rates related to Lot 1 DP 1223992, Lot 2 DP 1223992, part Lot 5 DP 2941 and part Lot 6 DP 2941 from the date the boundary adjustment is proclaimed in the Government Gazette.
4. Confirm nil rates arrears relating to Lot 1 DP 1223992, Lot 2 DP 1223992, part Lot 5 DP 2941 and part Lot 6 DP 2941, totalling 3396m², will be accepted by Lithgow City Council upon Proclamation.
5. Confirm no provision for rates will need to be made in the Council boundary adjustment Proclamation.

**ITEM FIN - 23/04/2018 - REQUEST FOR ADJUSTMENT TO WATER
ACCOUNT - PROPERTY 57050**

REPORT BY: CHIEF FINANCIAL & INFORMATION OFFICER

SUMMARY

To report on the proposed write off of water usage charges on property 57050 due to circumstances of personal hardship.

COMMENTARY

Council is in receipt of a request from the property owner seeking hardship relief in relation to a water account to the total of \$3,822.73 with daily interest accruing and legal fees which have been applied. The hardship application is consistent with Council policy and has been assessed by the Chief Financial & Information Officer.

The water account was read by Council Water Meter Readers on 14 May 2015 when a high read was noted with a read of 754KLS and a charge of \$3,151.17 and this was due to a leak at the meter. The breakage occurred on a private property in 2015 and the owner has since repaired the leak.

The property has also been charged with an additional \$618.00 in legal fees due to no payments or action being made on the outstanding account. There is currently an outstanding balance of \$4,793.63. Each account has been paid in full and on time since this incident.

POLICY IMPLICATIONS

Policy 8.3 Hardship Policy.

FINANCIAL IMPLICATIONS

Write off of \$3,822.73 in water usage charges. An allowance for debt write-offs has not been included in the current budget.

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

LEGAL IMPLICATIONS

Nil.

RECOMMENDATION

THAT

1. \$3,822.73 be written-off for water usage charges on property 57050 due to hardship.
2. The property owner be advised in writing of Council's resolution.

ITEM FIN – 23/04/18 – POLICY REVIEWS

REPORT BY: CHIEF FINANCIAL & INFORMATION OFFICER

REFERENCE

Min 18-31: Ordinary Meeting of Council held 26 February 2018.

SUMMARY

The purpose of this report is to seek Council adoption of policies following a period of 28 days public exhibition.

COMMENTARY

At the Ordinary meeting of Council held on 26 February 2018 Council resolved:

1. Endorse Policies 8.2 Change in Category for Rating Purposes, 9.16 Compliance Policy and 1.4 Tendering Policy for public exhibition and comment for 28 days.
2. Following the exhibition period that Policies 8.2 Change in Category for Rating Purposes, 9.16 Compliance Policy and 1.4 Tendering Policy be returned to Council for adoption.

The policies were placed on public exhibition that closed on 30 March 2018. No submissions were received on any of the policies.

POLICY IMPLICATIONS

Implementation of new Policy 9.16 Compliance Policy, as well as revised Policies 8.2 Change in Category for Rating Purposes and 1.4 Tendering Policy.

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

Policies are prepared to assist in decision making and may provide further guidance with regard to statutory obligations.

ATTACHMENTS

1. Policies as exhibited.

RECOMMENDATION

THAT Council adopt the following policies as exhibited:

- Policy 8.2 Change in Category for Rating Purposes
- Policy 9.16 Compliance Policy
- Policy 1.4 Tendering Policy



8. FINANCE

Policy 8.2

CHANGE IN CATEGORY FOR RATING PURPOSES

Version: 4

8. FINANCE

8.2 FINANCE – CHANGE IN CATEGORY FOR RATING PURPOSES

OBJECTIVES: To provide guidelines to determine the date applicable for applications for change in category for rating purposes.

COMMUNITY STRATEGIC PLAN:

This policy supports the sentiments expressed by the community during the preparation of the Community Strategic Plan ~ Our Place, Our Future that “Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future”.

- GL2 Moving towards a sustainable council.
 - GL2.1 Revenue opportunities, cost savings and/or efficiencies are achieved.
 - GL2.2 Use modern operating systems and apply contemporary practices.

POLICY:

Section 524 Local Government Act 1993 states:

"A rateable person (or the person's agent) must notify the council within 30 days after the person's rateable land changes from one category to another."

1. REQUEST ON ANNUAL BASIS

Where there is an application within 30 days of the receipt of the annual rate notice (e.g. prior to the end of August for notices issued as part of the general annual rate levy), the date of change in category will be 1 July of the rating year for which the notice is issued.

Where there is an application within 30 days of the receipt of the annual rate notice (as above) and following purchase of the property, the date of change in category will be the date of settlement of the purchase of the property.

Where there is an application after the expiration of 30 days of the receipt of the annual rate notice, then the date of change in category will be the date of registration of the receipt of the application at Council.

REQUEST ON PART YEAR BASIS

Where there is an application at a date during a rating year, then the date of change in category will be the latest of the date of receipt of the application at Council or the date on the application.

VERIFICATION OF USAGE

For all applications, Council must confirm usage of the rateable land either by a request from the rateable person (or the person's agent) for the removal of the consent to operate as a business or an inspection at the property by one of Council's inspectoral staff. Should inspection by one of Council's inspectoral staff be required a fee will be applicable for that attendance.

If Council declares the rateable land in the application to be within the category requested on the application, then an adjustment to annual rates levied on the rateable land will be made from the date applicable as determined above.

If an application is submitted on the basis that the rateable land is not currently being utilised for business purposes but the building(s) on the rateable land are intended for business purposes and/or the rateable land is zoned or designated for use under an environmental planning instrument for business purposes and/or the predominant categorisation of surrounding land is business – then no change in category will be approved.

Council may consider other applications on merit where undisputable evidence of usage is provided e.g. verifiable tenancy agreements for the rateable land from a licensed real estate agent.

Maintained by Department:	Financial Services	Approved by:	Council		
Reference:	Policy Register	Council Policy No:	8.2	Effective Date:	21 Oct 2008
Min No:	O08-10 (V1) O08-165 (V2) V3 – 14-313 V4	Version No:	2 3 4	Review Date:	October 2009 October 2013 July 2014
Attachments:	1. Application for change in category of land for rating purposes				



APPLICATION FOR CHANGE IN CATEGORY OF LAND CATEGORISATION FOR RATING PURPOSES

Property Number

Name of Rateable Person (or Person's agent)

Address

Identification/Description of the land the application relates to (as per rate notice)

Notified category or sub-category of the land (as per Rate Notice)

Category proposed by applicant

Details of present and recent uses made of the land (if known)

Is the land vacant or are any buildings or structures erected or situated on the Land? Describe these

Reasons why the proposed category or sub-category is more appropriate

Signature of applicant

Date

Contact Phone Number

Privacy and personal information protection notice

By completing this form you are providing Council with personal information. Council will collect the information only for a lawful purpose directly relating to function(s) of the Council. Council will take reasonable care not to disclose personal information.

AN INSPECTION FEE FOR ATTENDANCE BY A BUILDING INSPECTOR MAY BE APPLICABLE FOR THIS APPLICATION

Office Use Only

To Council Meeting:

Minute Number:



9. GOVERNANCE

Policy
9.16

COMPLIANCE POLICY

Version 1

1. INTRODUCTION

Lithgow City Council is committed to delivering its strategic and operational goals in accordance with the law and principles of good governance. To do this, Council must comply with a range of State and Commonwealth legislation, regulatory requirements and reporting obligations. This policy provides a compliance framework that will assist Council in managing its compliance risks and meeting its legal obligations.

2. COMMUNITY STRATEGIC PLAN

This policy supports the sentiments expressed by the community during the preparation of the Community Strategic Plan ~ Our Place, Our Future that “Council focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future”.

- GL2 Moving towards a sustainable council.
 - GL2.1 Revenue opportunities, cost savings and/or efficiencies are achieved.
 - GL2.2 Use modern operating systems and apply contemporary practices.

3. POLICY OBJECTIVE

This policy aims to:

- Establish a co-ordinated, organisation wide compliance framework to ensure that the Council’s activities and business are conducted responsibly and in accordance with legal requirements; and
- Assist in promoting a culture of compliance and to assist in achieving the highest standards of governance within Council.

4. POLICY SCOPE

This Policy applies to all areas of Council’s operations and includes State and Federal legislation, Council Codes and Policies, contracts, funding agreements and relevant standards.

5. POLICY STATEMENT

The Compliance Policy:

- Affirms the Council’s commitment to compliance;
- Acknowledges responsibility for compliance at operational level;
- Identifies obligations;
- Provides for education and training;
- Establishes monitoring and reporting mechanisms, and;
- Promotes continuous improvement in compliance processes,

5.1 Commitment to Compliance

- Council is committed to the maintenance and continuous improvement of a compliance framework and the development of a compliance culture throughout the Council;
- Council will allocate appropriate resources to the development, implementation and continuous improvement of its compliance program;
- Council and the General Manager are responsible for overseeing the Council's compliances with State and Commonwealth legislation, statutory and regulatory requirements, codes, policies and reporting obligations;
- Council is responsible for approving Council's Compliance Policy;
- The General Manager is responsible for administering Council's Compliance Register;
- Compliance is a shared responsibility between the Council and Council officers;
- The Corporate Strategy & Communications Officer will have responsibility for maintaining and promoting the Compliance Register, providing training and monitoring and reporting on compliance;
- Directors and Managers will be responsible for the identification and management of legal compliance risks in their Divisions/Sections and for reporting compliance; and
- All Council Officers must be aware of compliance responsibilities that apply to their work area or activities and ensure that their actions comply with relevant laws.

5.2 Policy Implementation

- Compliance responsibilities will be identified in the Compliance Register; and
- All Council officers will receive appropriate training to encourage the promotion and support of compliance activities.

5.3 Monitoring and Reporting Mechanisms

Responsible Officers are required to ensure compliance with each obligation allocated to them. They will also be required to report to the Corporate Strategy & Communications Officer on any instances of non-compliance with obligations and the remedial actions taken to address non-compliance.

Substantial non-compliance (e.g. which may result in an Office of Local Government Performance Improvement Order), both one-off and systemic, must be reported to the General Manager. An action plan will be developed and will be tracked until the matter is resolved.

5.4 Compliance Register Continuous Improvement

The Compliance Register is to be used as a guide, however, relevant State and Commonwealth Government legislation, Council codes and policies, as well as industry standards and guidelines will be the first reference.

The Compliance Register will be regularly updated as legislation, regulations, policies and reporting obligations change.

6. LEGAL & POLICY FRAMEWORK

Includes all legislation applicable to Council, Council Codes and Policies and relevant standards.

7. REVIEW

The General Manager will review the policy every 2 years.

DEFINITIONS

Compliance means ensuring that the requirements of laws, regulations, industry codes and organisational standards are met.

Compliance Culture means the promotion of a positive attitude to compliance within the organisation.

Non-compliance means a failure to comply, by the organisation, with applicable laws, regulations, codes and policies.

Compliance program means a series of activities designed to achieve compliance.

Organisational standards means any codes of conduct, good practices and charters that the Council deems to be appropriate standards for its day to day operations. In most cases these are detailed in Council's Codes, Policies and Standard Working Procedures Registers.

Compliance Register is the list of compliance requirements that have been identified by Council Officers.

Council means Lithgow City Council – the governing body that has overall responsibility for the direction and control of the Council;

Responsible Officer means the head of an organisational area allocated responsibility for ensuring compliance with a specific obligation;

Council Officer means a person who works on the Council's behalf; it includes part-time staff, full time employees, sub-contractors, temporary employees, casual employees and volunteers.

Maintained by Department:	Governance	Approved by:	Council		
Reference:	Policy Register	Policy No:	9.16	Effective Date:	

Min No:		Version No:	1	Reviewed Date:	
Attachments:					

DRAFT



1. ASSETS

Policy 1.4

TENDERING

Version 5

1. TENDERING

1.4 TENDERING

OBJECTIVE:

To provide a framework that ensures Council Tenders are called in accordance with provisions of Section 55 of the *Local Government Act 1993 (the Act)* and Part 7 of the *Local Government (General) Regulation 2005 (the Regulation)*.

POLICY:

1. Tenders shall be called for the procurement of all goods / services an apparent value of greater than \$150,000 (excluding GST) per annum, unless purchased through an Organisation prescribed for the purposes of Section 55 (3) (a) of *the Act*.
2. Unless specifically altered by the General Manager, the "appropriate person" who shall be responsible for the management of tender documents in accordance with *the Act* and *the Regulation* is the senior officer in the Records Section of the Council, or in their absence, their immediate supervisor or the General Manager.
3. All tenders will be conducted with reference to the Office of Local Government's *Tendering Guidelines for NSW Local Government* and Lithgow City Council's Tendering Standard Working Procedure. Council may determine to charge a fee for the provision of tender documents.
4. Council will endeavour to provide the same information to all interested parties wherever possible.
5. The General Manager shall delegate staff to be responsible for opening, processing and assessing tenders.
6. The General Manager will appoint a Manager or another member of staff to take leadership of the tender assessment group.
7. A set of criteria shall be developed for the assessment of tenders.

ADVERTISING:

1. All Tenders and Expressions of Interest shall be advertised in the *Sydney Morning Herald* as well as Council's contracted local newspaper. Advertisements shall be placed in the Local Government Column.
2. More than one local newspaper may be utilised in addition if required to advertise tenders and expressions of interest at the responsible officer's discretion.

METHODS OF TENDERING:

1. Tenders may be sought by one of two methods, Open Tendering or Selective Tendering.
2. The Open Tender method involves inviting all interested parties to Tender for a project.

3. The Selective Tender method requires Council to call for Expressions of Interest (EOI), screen the responses received and then call for tenders from the preferred respondents.
4. All tenders shall be advertised for a period of 21 days from the date of the later publication. A shortened or extended period can be sought in accordance with Clause 171 and 172 of *the Regulation* and must be approved by Council's General Manager.

COUNCIL RESOLUTION:

1. Council Resolution is to be sought at the following stages:
 - In an Open Tender process, to award or reject the tenders following a tender evaluation; or
 - In a Selective Tender process, to invite selected tenderers following the EOI process and then to award or reject the tenders following a tender evaluation.

GENERAL:

1. Tenders are to be submitted in accordance with Clause 173 of the Regulation. Council's preferred method of receiving tender submissions is by electronic means.
2. Receiving tenders by electronic means must be performed via Council's e-tendering portal. Electronic submissions of tenders by standard email will not be accepted.
3. Tenders are to be opened in accordance with Clause 175 of *the Regulation*.
4. Tenders may only be varied or amended in accordance with Clause 176 of *the Regulation*.
5. Tenders received after the closing time and date as advertised will not be considered.
6. Council may accept or reject tenders in accordance with Clause 178 of *the Regulation*.
7. The Council resolution is to include that authorisation is to be given to the General Manager to execute the resulting contract and any associated documentation under his delegation.
8. All tenderers will be advised in writing of the Council resolution/s.

CONTRACTS:

1. Contracts are to be drafted in accordance with Council's Purchasing and Contracting Standard Working Procedure.

LOBBYING OF COUNCILLORS AND COUNCIL STAFF:

1. Contacting Councillors or Council staff other than the designated contact person directly will automatically disqualify an interested party from all Tender or EOI processes.

Maintained by Department:	Operations	Approved by:	Council		
Reference:	Policy Register	Council Policy No:	1.4	Effective Date:	2008
Min No:	P08-19 (V1) O08-110 (V2) P08-136 (V3) (V4) - 13-432 V5	Version No:	5	Reviewed Date:	Nov 2009 August 2011 July 2013 February 2018
Attachments:					

DRAFT

ITEM FIN - 23/04/18 - PORTLAND STP LOAN

REPORT BY: CHIEF FINANCIAL AND INFORMATION OFFICER

SUMMARY

For Council to approve a loan of \$3.8 million for the Portland STP to be sourced from a lending institution approved by the Office of Local Government.

COMMENTARY

In the adopted Delivery Plan 2013-17, borrowings of \$5.0 million were proposed for the Portland Sewerage Treatment Plant (STP), excerpt follows:

Proposed Borrowings

Council intends to borrow \$5,000,000 to support the projects listed below. All proposed borrowings to undertake projects identified in the Delivery Program 2013-2017 are shown:

Portland Sewerage Treatment Plant Upgrade

The borrowings will be sought from lending institutions approved by the Division of the Local Government.

The Portland STP project had an original budget of \$15.050 million, \$10.050million grant funded and \$5.0 million funded by Council through a loan. The project is now concluded and the cost of the project is \$13.850million, \$10.050 million grant funded and \$3.8 million funded by Council, requiring Council to source a loan from lending institutions approved by the OLG.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved - \$3.8 million
- Cost centre – N/A
- Expended to date - \$3.8 million
- Future potential impact – planned loan repayments

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

THAT Council approve the sourcing of a \$3.8m loan for the Portland STP upgrade from a lending institution approved by the Office of Local Government.



Minutes

Sports Advisory Committee

11th April 2018

5.00pm

Operations Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Confirmation of Minutes
3	Business Arising From The Minutes
4	Financial Assistance Requests
5	2018 LJ Hooker Reg Cowden Sports Star of the Year Awards
6	Booking Requests
7	New Members
8	General Business
9	Next Meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Cr J Smith, G Ryan, C Hawkins, A Magus, R Marjoram, S Johnson, N Lloyd, L Kearney, P Glasson, M Wren, D Fardell, S Morris

APOLOGIES: D Whitty, R Whitty, Cr D Goodwin

OFFICERS: I Stewart, J Edgecombe, T Fitzpatrick, E Trudgett

DECLARATION OF INTERESTS: NIL

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes were presented to the Council on 26th March 2018.

ACTION

THAT the Minutes of the meeting of 14th March 2018 be noted.

MOVED: R Marjoram

SECONDED: D. Fardell

ITEM: 3 BUSINESS ARISING FROM THE MINUTES

NIL

ITEM: 4 FINANCIAL ASSISTANCE REQUESTS

SUMMARY

There were no complying financial assistance requests received in March 2018.

FINANCIAL IMPLICATIONS

- **Budget approved - Yes**
- **Cost centre - 600059**
- **Expended to date -**
- **Future potential impact – N/A**

RECOMMENDATION

THAT the information regarding financial assistance be noted.

MOVED: G. Ryan

SECONDED: S. Morris

ITEM: 5 2018 LJ HOOKER REG COWDEN MEMORIAL SPORTS STAR OF THE YEAR AWARDS

SUMMARY

Junior nominations for the month of March 2018 were received from:

- Lithgow Lightning Open Boys Team (Cricket) – Lithgow Lightning Open Boys Cricket team won the Bathurst District Junior Cricket Association competition undefeated.
- Lucy Green (Tennis) – Lucy won her first Junior Tour Gold Tournament event, she was champion in the U12 Girls Singles and was also Runner Up in the U12 Girls Doubles. Lucy was also awarded the Competing Award from her representation in the Central West 12 & Under State Team events. Lucy's Australian Ranking is now 723.

There were no written Senior nominations for the month of March 2018 received.

MONTH	JUNIOR RECIPIENT(S)	SENIOR RECIPIENT(S)
December/January	Emily Watts (Cycling)	Lachlan Sharp (Hockey)
February	No Nominations Received	No Nominations Received
March	Lucy Green (Tennis) Lithgow Lightning Cricket – Team Winner	No Nominations Received
April		
May		
June		
July		
August		
September		
October		
November		

FINANCIAL IMPLICATIONS

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

ACTION THAT

1. The 2018 LJ Hooker Reg Cowden Memorial Junior Sports Star of the Year Award for March 2018 be awarded to Lucy Green (Tennis);
2. The 2018 LJ Hooker Reg Cowden Memorial Team Achievement of the Year Award for March 2018 be awarded to Lithgow Lightning Open Boys Cricket Team (Cricket); and
3. Merit certificates to be awarded to all other nominees; and
4. Nominations for individuals and teams will be accepted for separate monthly awards.

MOVED: R Marjoram

SECONDED: P. Glasson

ITEM: 6 BOOKING REQUESTS

SUMMARY

The following bookings were received between 14th March and 11th April 2018, and do not conflict with any other approved bookings.

Kremer Park, Portland			
User	Dates / Times	Purpose	Comments
Portland Community Group	Between 6am and 6pm on Sunday, 27 th October 2018.	Portland Spring Fair	Approved subject to standard condition.
Lake Wallace, Wallerawang			
User	Dates / Times	Purpose	Comments
La Salle Academy	Between 11.30am and 2pm on Tuesday, 3 rd April 2018. (Backup Date – 5 th April)	La Salle Cross Country	Approved subject to standard condition.
Marjorie Jackson Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Cooerwull Public School	Between 1.30pm-2.45pm on Friday, 10 th May 2018.	Cross Country	Approved subject to standard condition.
Tony Luchetti Sportsground, Lithgow			
User	Dates / Times	Purpose	Comments
Workies Wolves RLFC	Between 6pm-7.30pm on Tuesdays and Thursdays from 1 st January 2018 to 30 th September 2018	2018 Group 10 Season	Approved subject to agreement with all other football clubs regarding draw. (Draw supplied.)
Cooerwull Public School	Between 1.30pm-2.45pm on Friday, 10 th May 2018.	Cross Country	Approved subject to standard condition.
Wallerawang Oval, Wallerawang			
User	Dates / Times	Purpose	Comments
Wallerawang Warriors JRL	Between 4pm-5.30pm on Fridays and 8am-1pm on Saturdays from 23 rd February 2018 to 1 st September 2018.	2018 Season Competition and Training.	Approved subject to standard condition.
Watsford Oval, Lithgow			
User	Dates / Times	Purpose	Comments

Lithgow Public School	Between 9.15am and 3pm on Friday, 13 th April 2018.	Cricket Match	Approved subject to standard condition.
Jim Monaghan Athletics Oval, Lithgow			
User	Dates / Times	Purpose	Comments
Coerwull Public School	Between 9am and 2.45pm on Friday, 25 th May 2018. (Backup Date – 7 th June)	Athletics Carnival	Approved subject to standard condition.

The approved bookings calendars are updated after each Sports Advisory Committee meeting, and can be viewed and / or downloaded from Council's website <http://www.council.lithgow.com/recreationFacilities.html>

CANCELLATIONS

NIL

FINANCIAL IMPLICATIONS

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

ACTION

THAT

1. All bookings detailed in Item 7 be approved.

MOVED: G. Ryan

SECONDED: S. Morris

ITEM 7: NEW MEMBERS

SUMMARY

- Correspondence has been received from Lithgow District Netball Association advising of a change in Sports Advisory Committee delegates, being Leanne Kearney.

FINANCIAL IMPLICATIONS

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

RECOMMENDATION

THAT Council accept Leanne Kearney as the Sports Advisory Committee representatives from Lithgow District Netball Association.

MOVED: P. Glasson

SECONDED: A. Magus

ITEM 8: GENERAL BUSINESS

SUMMARY

- **Sporting Fields – CCTV**
Implementing CCTV at Council-owned sporting facilities has been raised due to the issue of people breaking in and causing damage. It has been advised that the existing cameras at Tony Luchetti Sportsground do require upgrading to enable all installed cameras to be operational, however for the other sporting facilities, funding will be looked at for submission in 2019/20 financial year.
- **Tony Luchetti Sportsground, Lithgow**
It was advised that the floodlights are not functioning on the sporting fields. A quote for the replacement has been received by Council.
It was also discussed that the uncleanliness of the canteen area needs to be highlighted as sporting teams are having to clean up after other event bookings. The Committee was advised that any organization that has booked a facility should take photos of the facility before and after their event and provide this to Council. If the facility is found to be of an unsatisfactory standard, the organization needs to contact Council and also provide written details so the incident is documented.
- **Marjorie Jackson Oval, Lithgow**
Numerous items were discussed regarding general maintenance issues at the oval. Council is to inspect the fencing, disabled car space bollards, amenities block lighting, power board upgrade, and leaking roof in the referees' room.

- **Kremer Park, Portland**

Numerous items were discussed regarding general maintenance issues at the Park. The hole in the grandstand has been repaired and Council has applied for grant funding to restore the grandstand but is awaiting the outcome. The floodlights are not functioning and Council will be investigating available funding to replace these. Council will be holding an onsite meeting to discuss the installation of bins, repairs to the kid's playground and the options for watering.

- **Lithgow Basketball Stadium**

Appreciation was extended from the Lithgow Basketball Association to Council for fixing the water issue at the stadium and the mowing and maintenance completed.

It was advised that more bins are required around the complex and the carpark needs to be inspected regarding potholes.

- **Local Sporting Representation**

Congratulations are extended to Lachlan Sharp, David Palmer and Craig Townsend who are all currently competing in the 2018 Commonwealth Games.

FINANCIAL IMPLICATIONS

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

ACTION

THAT appropriate actions and reporting be undertaken in relation to the items raised during general business.

MOVED: D. Fardell

SECONDED: N. Lloyd

ITEM 9: NEXT MEETING:

Next Meeting: Wednesday, 9th May 2018 at 5:00pm
Council Chambers, Administration Building
180 Mort Street LITHGOW NSW 2790

There being no further business the meeting closed at 5.50pm



Minutes

Economic Development Committee
Tuesday 6 March 2018
5:00 pm

Item	Agenda
1	Welcome/present/ apologies
2	Confirmation of minutes
3	Presentation by Working Parties
4	Next meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT Clr Lesslie, Clr Goodsell, Clr Statham, Clr Ring, Clr Coleman, Clr Smith, Clr Thompson, Clr McAndrew, Rob Swinton, Michael Wilson, Renzo Benedet, Kristie Kearney, Renee Difrancio, Donna White and Kerry Guerin.

APOLOGIES: Clr Goodwin, Rebecca Dalwitz, Johanna Koleda and Rachel Nicoll.

OFFICERS: Graeme Faulkner, Andrew Muir, Andrew Powrie, Ross Gurney, and Melanie Jones (Minutes).

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

COMMENTARY

The Minutes of the Economic Development Committee held on 20 November 2017 were adopted at Council's Ordinary Meeting of 27 November 2017 (Minute 17-366).

RECOMMENDATION

THAT the Committee note the adoption of the minutes of the Economic Development Committee held on 20 November 2017 by Council.

MOVED: Clr Smith

SECONDED: Clr AcAndrew

ITEM: 3 PRESENTATIONS BY WORKING PARTIES

SUMMARY

The Working Parties presented Executive Summaries of both the Events Working Party Report and the Tourism Bureau Model Report.

COMMENTARY

The Economic Development Committee would be well aware of the activities of the working parties established to research Tourism Bureau models and Events.

The principal responsibilities of the Tourism Bureau Working Party were to:

1. Research the types of Tourism entities used by local government authorities throughout Australia to determine the most efficient model for the facilitation of tourism services and product development.
2. Determine an appropriate governance and funding structure that allows:

- a. Decision making to be made by those best placed to inform and decide on current tourism issues within the industry.
 - b. Operational funding to be developed independent of government subsidy.
 - c. Identify fixed event or tourism products that may be put forward for consideration by government for funding and/or grant appropriation.
3. Provide a written report to the Economic Development Committee via Council's Administration setting out the Working Party's findings and recommendations within the three month life of the working party.

The principal responsibilities of the Events Working Party were to:

1. Research and identify the motivations of external visitors to attend the annual Lithgow Halloween Festival.
2. Develop a "whole of year" events strategy based on research undertaken to attract external visitors to Lithgow.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved - Nil.
- Cost centre – N/A
- Expended to date - Nil.
- Future potential impact – Nil in relation to the receipt of presentations

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Tourism Model Working Party Report
2. Tourism Events Working Party Report

RECOMMENDATION

THAT

1. The Economic Development Committee thank the members of the Tourism Model Working Party and Tourism Events Working Party for their work and also their presentations.
2. The final reports be noted and be further considered at the next meeting of the Economic Development Committee.

3. Note that the Working Parties delivered their reports on time and within the brief of the Terms of Reference. The Working Parties will now cease to exist.

MOVED: Clr McAndrew

SECONDED: Clr Ring

ITEM: 4 NEXT MEETING

COMMENTARY

It had originally been envisaged that the Economic Development Committee would meet on a bimonthly basis. At the committee's first meeting in November 2017 the committee determined that "the General Manager determine when the next meeting will be held on a needs basis." If the committee is comfortable with this approach it would be envisaged that this flexible meeting frequency continue.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

- Budget approved – Nil
- Cost centre – Nil
- Expended to date – Nil on this initiative
- Future potential impact - NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

Nil

RECOMMENDATION

THAT the General Manager determine when the next meeting will be held on a needs basis.

MOVED: Clr Smith

SECONDED: Clr McAndrew

There being no further business, the meeting finished at 6.30pm.



Minutes

Economic Development Committee
Thursday 12 April 2018
5:00 pm

Item	Agenda
1	Welcome/present/ apologies
2	Confirmation of Minutes
3	Recommendations of Working Parties
4	Regional Economic Development Strategy
5	Next Meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Councillor Lesslie, Councillor Ring, Councillor Thompson, Councillor Coleman, Councillor Statham (arrived at 5.25pm),

Working Party Members present: Kristie Kearney and Rachel Nicoll.

APOLOGIES: Councillor McAndrew, Councillor Smith, Councillor Goodwin and Councillor Goodsell.

OFFICERS: Graeme Faulkner, Andrew Muir, Andrew Powrie, Ross Gurney, Jonathon Edgecombe and Melanie Jones (Minutes).

DECLARATION OF INTERESTS: Nil

At the beginning of the meeting there was not a quorum, so it was decided to go directly to Item 4 Regional Economic Development Strategy Presentation, by the Economic Development Manager.

At 5.25pm Councillor Statham arrived (notification was given of her having to arrive late), the Mayor then declared the meeting open as there was now a quorum.

The Mayor welcomed Rachel Nicoll and Kristie Kearney from the Working Parties and thanked them for their input and work in producing the Tourism and Events Reports.

The presentation as part of Item 4 resumed.

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

COMMENTARY

The Minutes of the Economic Development Committee held on 6 March 2018 are yet to be adopted by Council but may be accepted by the Committee.

RECOMMENDATION

THAT the the Minutes of the Economic Development Committee held on 6 March 2018 be accepted as a true and accurate record of that meeting.

MOVED: Councillor Coleman **SECONDED:** Graeme Faulkner

ITEM: 3 RECOMMENDATIONS OF WORKING PARTIES

SUMMARY

To consider the recommendations of the Working Parties established to research Tourism Bureau models and Events.

COMMENTARY

The Director Economic Development and Environment raised that there is a typo in the Tourism Events Report in the table on page 6, 'Internal convention' should say 'international convention'.

The Director Economic Development and Environment discussed that there was an internal session held with relevant staff which went through the reports and felt the recommendations were supportable, with some minor stipulations.

Councillor Ring made a comment regarding page 3, Special Rate Variation (SRV) – the General Manager and Chief Financial and Information Officer addressed this question and clarified the process

The General Manager wanted to thank the Working Parties and congratulated them on the recommendations that were derived from all their research; he said that Council was extremely impressed and grateful with what was a very positive process. The Economic Development Manager also congratulated the Working Parties for their hard work.

Councillor Ring raised the issue of volunteering, officers to look into the current Volunteering Network and provide information to all Councillors.

BACKGROUND

Following the presentation of the reports and recommendations to the last meeting of the Economic Development Committee from the working parties established to research Tourism Bureau models and Events it is now appropriate for the Committee to consider the adoption or otherwise of the recommendations provided by the working parties.

Copies of the working party reports are once again attached. Key staff have now had the opportunity to more closely review the reports and recommendations. The Tables below outline comments provided by staff.

Tourism Bureau Model Working Party

Working Party Recommendation	Staff Comment
<p>The adoption of an aligned delivery model that will see the LCC and Industry jointly taking responsibility for tourism in the Lithgow LGA. The delivery model proposed involves a 'division of responsibility', while the Industry (under a not for profit organisation with Board governance) would bring its skills to carry out destination marketing, promotion and training.</p>	<p>Agree</p>
<p>The aligned delivery structure be phased-in over a 2-3 -year period in a three-staged process thus allowing sufficient time for both industry to organise itself into a united group and for LCC and Industry to formalise the operating model and recruit the necessary skills required.</p>	<p>Agree</p>
<ul style="list-style-type: none"> • LCC should adopt a multi-faceted approach to future funding of tourism; • LCC engage with the tourism industry community to gain alignment on the direction for tourism management in the future and the pros and cons of a future funding regime; • Actively pursue and identify suitable tourism grant funding opportunities; and • LCC engage the wider business community to outline the potential for SRV application to fund tourism infrastructure, the specifics of how a SRV would fund tourism, the cost-benefit to both the business community and the wider LGA community and, seek agreement to work towards an agreed position and business case for Council determination. 	<p>Agree in principle subject to SRV analysis for Fit for the Future financial sustainability</p>
<p>That Council considers developing a sustainable brand strategy aimed at target audiences most likely to visit the area. We recommend independent professional advice and note this process may take some time. Marketing awareness strategies do not have to be dependent on a brand strategy.</p>	<p>Agree target date June 2019</p>

<ul style="list-style-type: none"> • Engage the local social media community for content via a #lithgow campaign • Develop some low-cost campaigns to promote awareness among locals (advocates) and target audiences. See appendix B for examples • Build capability to support regular activity • Develop a social media strategy that builds capacity over time as resource and budget permit. 	<p>Agree, should be #destinationlithgow. Target date July 2018.</p> <p>Agree, target date December 2018</p> <p>Agree, commencing. Looking to engage external resources to build capacity.</p> <p>Agree.</p>
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Events Working Party

Working Party Recommendation	Staff Comment
<p>a) Professional market research be deployed to gauge the future planning of the Halloween Festival in order to attract external visitors for long stays and align Council-industry intent:</p> <ul style="list-style-type: none"> ➤ Gain agreement from the festival organisers, Council, tourism players and the community on what needs to be examined ➤ Conduct surveys and focus groups to solicit direction, specific marketing effort and future needs 	<p>Agree, opportunity to review and evolve current survey framework, subject to budget.</p>
<p>b) Carry out survey work of attendees during the Halloween Festival, incentivised by a prize draw in order to gather high quality data to inform the marketing effort</p>	<p>Agree, to be further developed.</p>
<p>c) Consider holding the Halloween Festival over a 2 day weekend festival.</p>	<p>Agree but to be developed 2019.</p>

<p>d) Target major Costume players (Cosplay groups) to participate in and give the Halloween Festival an added new perspective through having elaborate costume displays and events managed by high-profile, high worth organisers.</p>	<p>Agree.</p>
<p>e) Council look at engaging an events organisation, via a tender process, to manage and fund future Halloween events.</p>	<p>Agree, look at all alternatives.</p>
<p><i>Events Calendar</i> f) Council coordinate, document and issue an annual calendar of events and festivals for the Lithgow LGA that is thorough, covers the breadth of cultural, heritage, sporting, outdoor and recreational events.</p>	<p>Agree but inclusion of quality events are important as are linkages aligned to the calendar.</p>
<p>g) Council and the tourism industry jointly and actively market the calendar of events and festivals via various media, along with a map of attractions in the region funded jointly by Council and the Industry.</p>	<p>Agree target date 2019.</p>
<p><i>Volunteering, Skills and Recognition</i> h) Event organisers position volunteering opportunities as a means for people (with an interest) to gain experience rather than merely volunteering.</p>	<p>Agree target date January 2019.</p>
<p>i) Council's Events Officer should liaise with Volunteering Australia and examine ways that local event organisers (individually or in groups) can be assisted when framing volunteering opportunities in terms of the need, experience, training and learning and, sourcing through the media.</p>	<p>Agree.</p>

<p>j) Industry and Council jointly develop an online Volunteer Hub which encompasses various elements, including:</p> <ul style="list-style-type: none"> • Creating a Volunteer Register and Skills Bank • Promoting Volunteering opportunities • Providing Volunteering training and networking workshops • Holding recognition events • Publishing a regular newsletter 	<p>Agree - commenced eta July 2019.</p>
<p>k) Council and industry to jointly develop an inaugural Tourism Awards program which rewards excellence in the industry.</p>	<p>Agree, longer term 2-3years.</p>
<p>l) Lithgow TAFE, tourism industry players and University of Western Sydney come together to formulate a plan to grow skills training and development in tourism disciplines and related financial management, project management and product development.</p>	<p>Qualified agreement, to be further explored, probably needs to be TAFE centred.</p>
<p>m) Tourism specific online courses for tourism should be actively promoted by industry (and Council) and running of free courses at the Council Library would ably assist those to gain computer skills for online courseware, an example of which is mastering the content of Google's Digital Garage course.</p>	<p>Refer to (l).</p>

<p><i>Assets</i></p> <p>n) Upgrade and use of industrial heritage sites for events should be a priority and Council should show leadership by bringing together the various commercial players and working through a plan of re-establishment. While it is not Council's role to fund, operate or manage the logistics of such facilities, as the Lithgow LGA custodian, it should facilitate the 'bringing together of the minds' and create the roadmap, as well as leveraging the skills and capabilities of its residents to assist in this regard.</p>	<p>Agree, long term development.</p>
<p>o) Any under-utilised tourism assets/facilities in Council ownership should be considered for income generation through leasing, venue hire and events production and without any financial burden on the rate-payer. Council should use its best endeavours to also convince other Government asset owners and where necessary, private owners.</p>	<p>Agree to be further analysed.</p>
<p><i>Event Organisers</i></p> <p>p) Targeted marketing to event organisers be undertaken jointly by Council and industry where the 'value proposition' of Lithgow supports new and major events without rate-payer contributions. Where financial seeding is necessary, then a rigorous cost-benefit assessment must be in place.</p>	<p>Agree, to be developed.</p>
<p><i>Cross Marketing and Promotion</i></p> <p>q) Council and industry work together to encourage cross marketing and packaging of tourism services/products during the organisation and holding of events.</p>	<p>Agree</p>

<p>r) Council, tourism operators, business owners, accommodation providers and retailers all come together to host an inaugural Lithgow LGA Tourism week.</p>	<p>Agree to be further investigated.</p>
<p>Proposed New Events</p> <p>s) Council provide in-principle support to the suggested new events at section 12.4, this is to be followed by the individual detailed proposals on each event for Council consideration. The proposed events are:</p> <p>Railfest Winter Solstice Festival Internal Engineering Convention</p>	<p>Agree and progress long term.</p>

On balance, it is considered that all the recommendations of the working parties have merit. There are some proviso's, such as budget, that will need to be considered in due course, but the work provides a solid 'roadmap' to follow with respect to both the Tourism Bureau model and Events.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

- Budget approved - Nil.
- Cost centre – N/A
- Expended to date - Nil.
- Future potential impact – There may be future impacts that will need to be quantified in due course.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Tourism Model Working Party Report
2. Tourism Events Working Party Report

RECOMMENDATION

THAT

1. The Economic Development Committee thank the members of the Tourism Model Working Party and Tourism Events Working Party for their work.
2. The recommendations provided by the Tourism Models Working Party and Tourism Events Working Party be adopted, subject to the comments

provided in the tables within this report, as a roadmap for the Tourism Model and Tourism Events.

MOVED: Graeme Faulkner **SECONDED:** Councillor Coleman

ITEM: 4 REGIONAL ECONOMIC DEVELOPMENT STRATEGY

SUMMARY

Council's Economic Development Manager will provide a presentation to the Economic Development Committee on progress by the Department of Premier and Cabinet on the Regional Economic Development Strategy.

COMMENTARY

Due to there not being a quorum at the commencement of the meeting, it was decided to go straight into Item 4 and begin with the Regional Economic Development Strategy Presentation.

The Economic Development Manager presented the Regional Economic Development Strategy, there was discussion and questions. Councillor Lesslie then thanked the Economic Development Manager for his presentation.

The General Manager thanked the Economic Development Manager for the work undertaken on the strategy and provided an overview to the committee.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

Nil

RECOMMENDATION

THAT the presentation on the draft Economic Development Strategy be received.

MOVED: Councillor Ring **SECONDED:** Graeme Faulkner

ITEM: 5 NEXT MEETING

COMMENTARY

Nil.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

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

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

Nil

RECOMMENDATION

THAT the General Manager determine when the next meeting will be held.

MOVED: Councillor Ring

SECONDED: Councillor Lesslie

Councillor Statham asked that if possible future meetings on a Thursday be held at 5.30pm instead of 5.00pm, Councillor Coleman stated this would also be more suitable for her too.

Meeting closed at 6.00pm.