Country Mayors Association
of NEW SOUTH WALES

Chairperson: Cr Katrina Humphries
PO Box 420 Moree NSW 2400
02 6757 3222
ABN 92 803 490 533

AGM MINUTES

ANNUAL GENERAL MEETING

FRIDAY, 2 NOVEMBER 2018, JUBILEE ROOM, PARLIAMENT HOUSE, SYDNEY

The meeting opened at 9.02 a.m.

1. **ATTENDANCE:**
   Armidale Regional Council, Cr Simon Murray, Mayor
   Armidale Regional Council, Mr Susan Law, CEO
   Bega Valley Shire Council, Cr Kristy McBain, Mayor
   Bland Shire Council, Cr Brian Monaghan, Mayor
   Bland Shire Council, Mr Ray Smith, General Manager
   Blayney Shire Council, Cr Scott Ferguson, Mayor
   Blayney Shire Council, Ms Rebecca Ryan, General Manager
   Broken Hill City Council, Cr Darriea Turley, Mayor
   Broken Hill City Council, Mr James Roncon, General Manager
   Cabonne Shire Council, Cr Kevin Beatty, Mayor
   Cabonne Shire Council, Mr Stephen Harding, General Manager
   Carrathool Shire Council, Cr Peter Laird, Mayor
   Coolamon Shire Council, Cr John Seymour, Mayor
   Coolamon Shire Council, Mr Tony Donoghue, General Manager
   Coonamble Shire Council, Cr Allan Karanouh, Mayor
   Cootamundra-Gundagai Regional Council, Cr Abb McAlister
   Cootamundra-Gundagai Regional Council, Mr Allen Dwyer, General Manager
   Cowra Shire Council, Cr Bill West, Mayor
   Cowra Shire Council, Mr Paul Devery, General Manager
   Dubbo Regional Council, Mr Michael McMahon, CEO
   Dungog Shire Council, Cr Tracy Norman, Mayor
   Dungog Shire Council, MsCoralie Nichols, General Manager
   Federation Council, Cr Paul Miegel, Mayor
   Federation Council, Mr Adrian Butler, General Manager
   Forbes Shire Council, Cr Phyllis Miller, Mayor
   Forbes Shire Council, Mr Steve Loane, General Manager
   Glen Innes Shire Council, Cr Carol Sparkes, Mayor
   Goulburn Mulwaree Council, Cr Bob Kirk, Mayor
   Goulburn Mulwaree Council, Mr Warrick Bennett, General Manager
   Griffith City Council, Mr Brett Stonestreet, General Manager
   Gwydir Shire Council, Cr John Coulton, Mayor
   Gwydir Shire Council, Mr Max Eastcott, General Manager

Hilltops Council, Cr Brian Ingram, Mayor
Hilltops Council, Ms Edwina Marks , General Manager
Kempsey Shire Council, Cr Liz Campbell, Mayor
Kempsey Shire Council, Mr Craig Milburn, General Manager
Kiama Municipal Council, Cr Mark Honey, Mayor
Kiama Municipal Council, Mr Kerry McMurray, General Manager
Leeton Shire Council, Cr Paul Maytom , Mayor
Leeton Shire Council, Ms Jackie Kruger, General Manager
Lithgow City Council, Cr Ray Thompson, Mayor
Lithgow City Council, Mr Graeme Faulkner, General Manager
Lockhart Shire Council, Cr Roger Schirmer, Mayor
Lockhart Shire Council, Mr Peter Veneris, General Manager
Mid-Western/Mudgee Regional Council, Mr Brad Cam, General Manager
Moree Plains Shire Council, Cr Katrina Humphries, Mayor
Moree Plains Shire Council, Mr Angus Witherby, Director Planning and Community Development
Moree Plains Shire Council, Ms Alice Colbran, Support Officer
Murrumbidgee Council, Cr Ruth McRae, Mayor
Murrumbidgee Council, Mr John Scarce, General Manager
Narrabri Shire Council, Cr Catherine Redding, Mayor
Narrabri Shire Council, Mr Stewart Todd, General Manager
Narromine Shire Council, Cr Craig Davies, Mayor
Oberon Shire Council, Cr Kathy Sajowitz, Mayor
Oberon Shire Council, Mr Garry Wallace, General Manager
Parkes Shire Council, Cr Ken Keith, Mayor
Shellharbour City Council, Cr Marianne Saliba, Mayor
Singleton Council, Cr Sue Moore, Mayor
Shoalhaven City Council, Cr Amanda Findley, Mayor
Snowy Monaro Regional Council, Cr John Rooney, Mayor
Snowy Valleys Council, Cr James Hayes, Mayor
Snowy Valleys Council, Mr Matthew Hyde, General Manager
Temora Shire Council, Cr Rick Firman, Mayor
Temora Shire Council, Mr Gary Lavelle, General Manager
Tenterfield Shire Council, Cr Peter Petty, Mayor
Tenterfield Shire Council, Mr Terry Dodds, General Manager
Upper Lachlan Shire Council, Cr John Stafford, Mayor
Upper Lachlan Shire Council, Mr John Bell, General Manager
Uralla Shire Council, Cr Michael Pearce, Mayor
Wagga Wagga City Council, Cr Greg Conkey, Mayor
Walcha Council, Cr Eric Noakes, Mayor
Walcha Council, Mr Jack O'Hara, General Manager
Warrumbungle Shire Council, Cr Denis Todd, Mayor
Warrumbungle Shire Council, Mr Roger Bailey, General Manager
Yass Valley Council, Cr Rowena Abbey, Mayor
Yass Valley Council, Mr Sharon Hutch, General Manager
Mr Ken Gillespie, Regional Infrastructure Coordinator, Premier and Cabinet
Mr Nick White, Office Regional Infrastructure Coordinator, Premier and Cabinet
Mr Bruce Whitehill, Office Regional Infrastructure Coordinator, Premier and Cabinet
Mr Phil Anderson, Office Regional Infrastructure Coordinator, Premier and Cabinet
Michael Kninpp, Office Regional Infrastructure Coordinator, Premier and Cabine

APOLOGIES:
As read

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the Annual General Meeting held on 3 November 2017 be accepted as a true and accurate record (Parkes Shire Council / Lockhart Shire Council).

3. Chairman's Report

RESOLVED That the Chairman's report be received and noted (Moree Plains Shire Council (Temora Shire Council)

The Chairperson extended her congratulations to the General Manager of Cabonne Shire Council who after 43 years service in Local Government is retiring

4. FINANCIAL REPORT

RESOLVED That the financial reports for the 2017/18 year as tabled be accepted (Lockhart Shire Council / Singleton Council)

5. Returning Officer

RESOLVED That the returning Officer for the conduct of the elections be Mr Allan Burgess (Tenterfield Shire Council / Forbes Council)

The Chairperson Cr Katrina Humphries Vacated the chair

6. Election of Office Bearers

6.1 Chairperson

The Returning Officer advised that he had received only one nominations in writing. Cr Katrina Humphries, Mayor, Moree Plains Shire Council, who was nominated by Kempsey Shire Council and Narrabri Shire Council. The Returning Officer called for any further nominations for the position of Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Katrina Humphries elected Chairperson for the 2018/19 year

6.2 Vice Chairperson

The Returning Officer advised that he had received one nomination in writing. Cr Michael Pearce, Mayor, Uralla Shire Council who was nominated by Moree Plains Shire Council and Narrabri Shire Council. The Returning Officer called for any further nominations for the position of Vice Chairperson. No other nominations were received. As there was only one nomination the Returning Officer declared Cr Michael Pearce elected Vice Chairperson for the 2018/19 year.

The Chairperson Cr Katrina Humphries resumed the chairpersonship

6.3 Secretary/Public Officer

RESOLVED That Mr Lester Rodgers General Manager, Moree Plains Shire Council, be appointed Secretary/Public Officer (Coonamble Council / Forbes Shire Council)

6.4 Executive

Nominations for the six positions on the Executive were called for. Nominations were received for Cr John Seymour, Coolamon Shire Council, Cr Liz Campbell, Kempsey Shire Council, Cr Catherine Redding, Narrabri Shire Council, Cr Kathy Sajowwitz, Oberon Council, Cr Peter Petty, Tenterfield Shire Council and Cr Rowena Abbey Yass Valley Council

RESOLVED That the following delegates be elected to the Executive for the 2018/19 year

- Cr John Seymour, Cooloamon Shire Council
- Cr Liz Campbell, Kempsey Shire Council
- Cr Catherine Redding, Narrabri Shire Council
- Cr Kathy Sajowitz, Oberon Council
- Cr Peter Petty, Tenterfield Shire Council.
- Cr Rowena Abbey, Yass Valley Council

(Coonamble Shire Council/Temora Shire Council)

7. SETTING OF ANNUAL MEMBERSHIP FEES

RESOLVED That the fees for the 2018/19 year remain at $750 for Councils with a population of 10,000 and over, and Councils with a population of less than 10,000 paying 75% $562.50 (Tenterfield Shire Council / Forbes Shire Council)

8. Secretariat

RESOLVED That Allan Burgess trading as Alkanat Consulting be appointed the Secretariat (Moree Plains Shire Council / Kempsey Shire Council)

9. Meeting dates for 2019

RESOLVED that the meeting dates for 2019 be 8 March, 31 May, 2 August and 1 November (Uralla Shire Council / Yass Valley Council Shire Council)

There being no further business the meeting closed at 9.27 am.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

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Mr Ken Gillespie, Regional Infrastructure Coordinator, Premier and Cabinet
Mr Nick White, Office Regional Infrastructure Coordinator, Premier and Cabinet
Mr Bruce Whitehill, Office Regional Infrastructure Coordinator, Premier and Cabinet

Mr Phil Anderson, Office Regional Infrastructure Coordinator, Premier and Cabinet
Michael Kninpp, Office Regional Infrastructure Coordinator, Premier and Cabinet

APOLOGIES:

As submitted

SPECIAL GUESTS:
Mr Simon Draper, Secretary, Department of Industry
Mr Alex Young, Director, Community and Behavioural Change, NSW Environment Protection Authority
Mr David Salisbury, Executive Manager Engineering, Essential Energy and Ms Julie Briggs, REROC, CEO
Cr Linda Scott, President, Local Government NSW

2. ADOPTION OF MINUTES OF PREVIOUS MEETING:

RESOLVED that the minutes of the General Meeting held on 3 August 2018 be accepted as a true and accurate record (Uralla Shire Council / Tenterfield Shire Council).

3. Matters Arising from the Minutes

NIL

4. CORRESPONDENCE

Outward

(a) Cr Kevin Beatty, Mayor Cabonne Council, advising that Cabonne Council has been admitted as a member of the Association
(b) To Joint Organisations requesting support to Tenterfield Shire Council and the New England Joint Organisation Re Waste to Energy
(c) Mr ken Gillespie, Regional Infrastructure Coordinator, NSW Premier and Cabinet requesting him to facilitate a meeting to discuss the challenges and issues in securing feed funding to undertake a study into Waste into Energy
(d) Cr Linda Scott, President, Local Government NSW, regarding Board membership of Local Government Super
(e) Mr David Smith, Chief Executive Officer, Local Government Super, requesting that the Association be advised of the Boards decision regarding future contributions under the Defined Benefits and retirement Fund as early as possible
(f) The Hon John Barilaro, MP, Deputy Premier, Minister for Regional New South Wales, Minister for Skills and Minister for Small Business thanking him for his presentation to the 3 August meeting
(g) The Hon Gladys Berejiklian, MP, Premier, thanking her for her presentation to the 3 August meeting and advising her of the presentation by Tenterfield Shire Council on Waste to Energy and our request to Ken Gillespie to facilitate a meeting

(h) Cr Peter Petty, Mayor, Tenterfield Shire Council, advising him of the Associations decisions regarding Waste to Energy and that the Premier had been provided with a copy of Terry Dodds presentation
(i) Mr Terry Dodds, Chief Executive Officer, Tenterfield Shire Council, advising him of the Associations resolutions regarding Waste to Energy

Inward
(a) Mr David Smith, Chief Executive Officer, Local Government Super, regarding additional contributions
(b) Hon Gladys Berejiklian, MP, Premier, thanking the Association for its letter regarding Waste to Energy
(c) JIM Modrouvanos, A/Executive Director, Transport for NSW, regarding the Associations submission and the NSW Freight and Ports Plan 2018-2023

NOTED

5. FINANCIAL REPORT

RESOLVED That the financial reports for the last quarter were tabled and accepted (Dungog Shire Council / Coonamble Shire Council)

6. County Council Membership

RESOLVED That membership of the Country Mayors Association by County Councils be referred to the next meeting of the Association (Bland Shire Council / Blayney Shire Council)

7. Waste to Energy

RESOLVED that the Association write to NSW Councils requesting a maximum contribution of $15000 to fund the Waste to Energy Feasibility Study at a local scale that is to be subject to a pro rata redistribution rebate subject to the amount collected (Parkes Shire Council /Forbes Shire Council)

RESOLVED That the Association write to the Minister for the Environment requesting that Local Government be included in the EPA's review of their Waste to Energy Policy (Goulburn Mulwaree Council / Bega Valley Shire Council)

8. SIMON DRAPER, SECRETARY, DEPARTMENT OF INDUSTRY

The Department of Industry is responsible to five Ministers, and eleven portfolios and has a multitude of functions such as industry, primary industry, water, skills vocational education and TAFE. 99% of the State is currently impacted by drought in some way or another depending on criteria such as rainfall, soil, moisture and pasture growth. The drought fund has been increased to $600 million plus $500 million has be made available for relief packages such as transport subsidies, cost of living waivers and community health. The Government has received 35,000 applications. Water usage per connection has halved and 400,000 more people have access to water and sewerage programs. A specialist team has been established to work with local Government to solve critical water security issues. A

draft policy is being developed on water metering "No Meter No Pump". The Governments objective was to create 150,000 new jobs over 4 years but 360,000 jobs have been created More jobs were created in NSW country areas than Victoria, South Australia and Queensland country areas combined. There is a skills and relocation package of $10,000 available and $320 million low interest or no interest loans are available. Business Connect provides advice to small business.

9. Alex Young, Director, Community and Behavioural Change, NSW Environment Protection Authority

The purpose of the Container Deposit Scheme is to reduce drink container litter in NSW. the goal is to reduce litter by 40% by 2020. Material and Financial flows from suppliers to recyclers and network operators to the collection points. Total collection since the start last December is 864 million, average daily rate 3.38 million and highest daily rate 4.89 million. There are 688 collection points with 80.2% collected through vending machines. The aim is to provide collection point to all towns with a population of 500 or more. There have been some increases in beverage prices eg beer 4.5c, soft drinks 10.4c, water 10c and fruit juice 4.8c. There is high community support 91% and public awareness was 93%. So far $50 Million has been paid out.

10. David Salisbury, Executive Manager Engineering, Essential Energy
Ms Julie Briggs CEO, REROC

Essential Energy looks after 1.38 million power poles, 840,000 customers, covers 95% of NSW ie 737,000 square kilometres of rural network and 183, 612 kilometres of overhead power lines. The role of Essential Energy is distribution and distribution costs are 37% of electricity costs. There are 163,000 street lights in 83 council areas. Southern Light a Local Government ROC's project in southern NSW has a crucial role in promoting the Street Smart Lighting opportunity and has examined the costs of street lighting to LED to save costs. There is an opportunity to create a State solution to connect to LED and smart solution. Traditional lighting to LED to connected luminate to small pole as hub of services. These solutions can be applied to other opportunities in tourism, agriculture, mining and transport. The next step is to obtain a funding decision from the NSW Government

11. Mr Steve Orr, Premier and Cabinet

Mr Orr advised that Ken Gillespie and his Regional Infrastructure team would finalise their operations in December with the State election to be held in March 2019. A Department of Premier and Cabinet Regional Team will be formed and with this restructure in the Premiers Department regional NSW will be given a stronger presence with bigger teams to work with regional NSW

12. Cr Linda Scott, President, Local Government NSW

LGNSW will change dates of their Board meetings so that they do not clash with country Mayors meeting dates. The Annual conference was a success. LGNSW launched the Local Government Drought Fund in Forbes The billion $ Safe and Secure Water Program red tape removal is welcomed. It was pleasing to get the message to Conference from the Government and Opposition that "No one size fits all". Cost Shifting Report was released in Bellingen this week. LGNSW as one organization is working well. LGNSW is currently recruiting for a new Chief Executive. LGNSW has changed the way appointments are made to Boards.

13. 8 March 2019 Meeting

RESOLVED That Country Mayors Association in conjunction with LGNSW arrange a question and answer session on the 8 March 2019 at Parliament House between the leaders of the major NSW Political Parties and the Mayors and General Managers of NSW Councils (Coonamble Shire Council / Blayney Shire Council)

14. Street Smart Lighting

RESOLVED That the Association write to the Premier and the Opposition Leader expressing support of the Street Smart Lighting program developed by Essential Energy and ROC's in southern NSW and request that financial support be provided to allow the project to proceed (Shellharbour City Council / Bland Shire Council)

15. Local Government Superannuation

A MOTION WAS MOVED 1. "That Country Mayors Association express its concerns to Local Government Superannuation (LGS) at the continuous demand on all Councils in NSW for additional contributions which often exceeds more than 1% of Councils general rate take beyond the normal percentage on superable salary for the Defined Benefit Plan (DPB).

2.That Local Government Superannuation be requested to undertake an independent audit on the investment strategy to give confidence to stakeholders that the returns on superannuation funds are appropriate to the risk portfolio.

3. Country Mayors Association requests that Local Government Superannuation to cease the additional contributions on the defined benefit plan immediately as the assets associated with the scheme now exceed the liabilities

4. That Country Mayors' Association requests that LGNSW ensure Industry applicants for any external Board positions be apolitical and not members of any political parties or political organisations.

5.That Country Mayors' Association requests Local Government Superannuation to amend its constitution immediately to reflect the APRA recommendation that the

Board be made up of three union representatives, three industry representatives and three independent representatives with the chair coming from the independents."

(Goulburn Mulwaree/ Cowra Shire Council)

CARRIED ON THE CASTING VOTE OF THE CHAIRPERSON

16. Regional Infrastructure Office

RESOLVED That the Association write to Ken Gillespie thanking him and his team for the support and assistance given to Country Mayors (Moree Plains Shire Council / Temora Shire Council)

There being no further business the meeting closed at 1.02pmpm.

Cr Katrina Humphries
Chair – Country Mayor's Association of NSW

10. PROPERTY MANAGEMENT

Policy 10.1

COUNCIL – CLOSURE OF COUNCIL FACILITIES OVER THE CHRISTMAS / NEW YEAR PERIOD

Version 2

10. PROPERTY MANAGEMENT

10.1 COUNCIL – CLOSURE OF COUNCIL FACILITIES OVER THE CHRISTMAS/NEW YEAR PERIOD

OBJECTIVE

To provide a policy consistent with the provisions of section 335 and others of the Local Government Act 1993 authorising the General Manager to close select Council facilities over the Christmas/New Year period each year.

POLICY

1. That Council authorise the General Manager to determine closure of Council facilities over the Christmas/New Year period each year, emergency services excepted.

2. That Council rely on the statutory role of the General Manager as stated in section 335 and others of the Local Government Act 1993…. "*that the general manager is generally responsible for the efficient and effective operation of the council's organisation…..*"

3. That the General Manager ~~advise~~ inform members of the public of by way of ~~advertisements in the print media and other media sources as required~~media release, print media Council Column and the Council website, ~~-~~of the Council facilities that will be open and/or closed during the Christmas/New Year period each year.

Maintained by Department:	Executive	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	10.1	**Effective Date:**	16/10/2006
Min No:	Min No V1 - 06-349 Min No V2 - 14-211	**Version No:**	2	**Reviewed Date:**	Oct 2007 Sept 2013 May 2014
Attachments:					

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

9. GOVERNANCE

Policy 9.4

Gifts and Benefits – Councillors and Staff

Version 3

9. GOVERNANCE

9.4 GIFTS AND BENEFITS - COUNCILLORS AND STAFF

OBJECTIVE:

To ensure the reputation for integrity and professionalism of Council officials (Councillors and Council Staff) is achieved and maintained through community confidence that Council officials are not influenced by gifts, benefits or bribes.

POLICY:

THE OBLIGATION

Council officials and staff should not accept or seek any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence the Council official:

- to act in a particular way (including making a particular decision),
- to fail to act in a particular circumstance, or
- to otherwise deviate from the proper exercise of their Council official duties.

GIFTS AND BENIFITS

Gifts or benefits include, but are not limited to, free (or less than market value) accommodation, entertainment (eg, tickets to major sporting events, concerts, etc), hospitality (eg, meals, alcohol at a major event or travel).

GIFTS AND BENEFITS REGISTER

Council officials are required to record gifts and benefits received where it cannot reasonably be refused or returned, excluding token gifts or benefits, as follows:

- In annual disclosure of interest written returns within three months after 30 June in any year pursuant to Section 9(3) of the Local Government Act 1993; and/or
- The Gifts and Benefits Register established for the purpose.

GIFTS OR BENEFITS GUIDELINES

<u>Gifts or benefits</u>

You must not:

- seek or accept a bribe or other improper inducement
- by virtue of your position acquire a personal profit or advantage which has a monetary value, other than one of a token value.

You must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence you to:

- act in a particular way (including making a particular decision)
- fail to act in a particular circumstance
- otherwise deviate from the proper exercise of your official duties.

Token gifts and benefits

You may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.

Generally speaking, token gifts and benefits may include:

- gifts of single bottles of reasonably priced alcohol to individual Council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- free or subsidised meals, of a modest nature, and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business
- free meals, of a modest nature, and/or beverages provided to Council officials who formally represent their Council at work related events such as training, education sessions, workshops
- refreshments, of a modest nature, provided at conferences where you are a speaker
- ties, scarves, coasters, tie pins, diaries, chocolates, flowers and small amounts of beverages
- invitations to appropriate out of hours “cocktail parties” or social functions organised by groups, such as, Council committees and community organisations.

Gifts of value

You must never accept an offer of money, regardless of the amount.

In general, you must not accept gifts and benefits that have more than a nominal or token value. These include tickets to major sporting events, corporate hospitality at a corporate facility at a sporting venue, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel and free training excursions.

If you receive a gift of more than token value in circumstances where it cannot reasonably be refused or returned, you should accept the gift and disclose this promptly to your supervisor, the Mayor or the General Manager. The supervisor, Mayor or General Manager will ensure that any gifts received are recorded in the Lithgow City Council Gifts and Benefits Register.

You must avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from you or the Council.

You must also take all reasonable steps to ensure that your immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour. Immediate family members ordinarily include parents, spouses, children and siblings.

Councillors and designated persons must by law disclose a description of any gift or gifts totalling a value exceeding $500 made by the same person during a period of 12 months or less. (Required to be included in the Disclosure of Interest's Returns).

Improper and undue influence

You must not take advantage of your position to improperly influence other Council officials in the performance of their public or professional duties to secure a private benefit for yourself or for somebody else.

You must not take advantage (or seek to take advantage) of your status or position with, or functions performed for, Council in order to obtain unauthorised or unfair benefit for yourself or for any other person or body.

Maintained by Department:	Executive	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	9.4	**Effective Date:**	21 Oct 08
Min No:	V1 - 06-349 V2 - 08-165 V3 - 14-130	**Version No:**	3	**Review Date:**	Oct 2009 Oct 2013
Attachments:					

DEVELOPMENT ASSESSMENT REPORT – DA114/18 - PROPOSED SUBDIVISION 1 LOT INTO 3, BARTON AVENUE WALLERAWANG NSW 2845

1. PROPOSAL

Council is in receipt of a Development Application DA114/18 for a subdivision of 1 lot into 3 lots on land known as Lot 20 DP 1217065, Barton Avenue, Wallerawang.

The property currently contains an area of 61.47ha and is vacant of building structures.

Lot 1 is proposed to be privately sold as per Council's resolution dated 25 September 2017 for future development. Lot 2 is proposed to be located on its own title and currently contains a lease agreement with the Department of Education. This parcel of the land is sued as a sports oval for the Wallerawang Public School (Lot 22 DP830058). Proposed Lot 3 is the residue lot and will remain owned by Council at this stage.

Lot 1 is proposed to contain an area of 17.5ha, Lot 2 is proposed to contain an area of 0.51ha and Lot 3 is proposed to contain an area of 43.3ha. The property has a frontage to Barton Avenue, Forest Ridge Drive and Lyon Parade.

The property is restricted by easements for transmission lines, access and pipelines. The property adjoins the Wallerawang Public School, the Wallerawang indoor sport and recreation centre, and residential dwellings. Lake Wallace and the Lake Wallace recreational park is located adjacent to the property on Barton Avenue.

The property is shown in the photo below:

Past Applications
DA198/17 Access and Boundary Adjustment with Lot 1 DP 371568- Subdivision Certificate Issued

2. SUMMARY

To assess and recommend determination of DA114/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description : Lot 20 DP 1217065
Property Address : BARTON AVENUE WALLERAWANG NSW 2845

4. ZONING: The land is zoned R5 Large Lot Residential in accordance with Council's current planning instrument, being Lithgow Local Environmental Plan (LEP) 2014.

5. PERMISSIBILITY: The development being a 'subdivision' is permissible under Lithgow Local Environmental Plan 2014, subject to development consent as per Clause 4.1 below.

4.1 Minimum subdivision lot size
(1) The objectives of this clause are as follows:
(a) to minimise the cost to the community of:
(i) fragmented and isolated development of rural land, and
(ii) providing, extending and maintaining public amenities and services,
(b) to ensure that the character and landscape setting of an area is protected and enhanced by any development,
(c) to promote development on appropriately sized lots and to ensure access to available essential services.
(2) This clause applies to a subdivision of any land shown on the Lot Size Map that requires development consent and that is carried out after the commencement of this Plan.
(3) The size of any lot resulting from a subdivision of land to which this clause applies is not to be less than the minimum size shown on the Lot Size Map in relation to that land.
(4) This clause does not apply in relation to the subdivision of individual lots in a strata plan or community title scheme.
(4A) Despite any other provision of this clause, land identified as "Area 1" or "Area 2" on the Lot Size Map may not be further subdivided.

The minimum allotment size shown on the Lot Size Map is 800m^2. Lot 1 is proposed to contain an area of 17.5ha, Lot 2 is proposed to contain an area of 0.51ha and Lot 3 is proposed to contain an area of 43.3ha. The development is permissible in the zone and complies with Clause 4.1 above.

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 7.2 Subdivision – Release Of Subdivision Plans
1. Council will endorse subdivision certificates prior to completion of subdivision works only on the following basis:
a) Subdivision works must be substantially complete. "Substantially complete" means that all civil works have been completed including roads, water supply, sewerage and drainage. Minor outstanding works refers to installation of street signage, final rectification/seeding of excavations & batters and landscaping.
b) Works as executed plans must have been submitted to Council and accepted.

c) Security for incomplete works must be provided to Council prior to the endorsement of the subdivision certificate, either by cash deposit or unconditional bank guarantee.
d) The amount of the security must be 100% of the estimated cost of completion of the outstanding works.
2. The General Manager is authorised to determine the amounts of security deposits for outstanding subdivision work and to release security upon satisfactory completion and to vary the time periods for completion of works as deemed necessary.
3. The General Manager is authorised to decline to allow bonding of outstanding subdivisions works where the deferred completion of works would not be in the best interest of Council and the community.
4. The owner of the land to which the subdivision relates must provide written authority allowing Council to enter the site and make all necessary arrangements to have outstanding works completed within six (6) months of the date of the subdivision certificate.
5. The General Manager may sub delegate any function under this policy including the issue of a Subdivision Certificate.

Comment: on completion of the subdivision and to Council's satisfaction that the conditions on the consent have been undertaken, the applicant will be required to submit a subdivision certificate for the development.

Policy 7.5 Notification Of Development Applications
The development is not defined as being exempt under Council's Notification Policy. Therefore the following clause applies:

5. Who will be notified under this Policy and how long is the notification period?
5.1 Except for specified types of development outlined in 6.3 below, written notice of a development application will be given to landowners adjoining the Lithgow City Council Policy 7.5 – Notification of Development Applications land on which the development is proposed for a period of 14 calendar days. For the purposes of this policy adjoining land is land that directly abuts the subject site; shares a common boundary; or is situated directly opposite to the site where separated by a road, pathway or driveway.

The proposal was notified to surrounding landowners and placed on display for a period of 14 days. The development therefore complies with Council's Policy.

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

Development Applications on Council owned land requires Development Applications on Council land to be referred to the elected Council for consideration and determination and that no aspect of the development is dealt with under delegated authority. Given Council's ownership of this land the proposal is reported to Council for determination.

The provision of the sale of Council land has previously been reported to Council as per Item 37 Confidential-Closed Report: Ordinary Meeting of Council held 25 September 2017 – Proposed Sale of Council Land. The following resolution was made:

ITEM 37 CONFIDENTIAL - CLOSED REPORT - ECDEV - 25/09/17 - PROPOSED SALE OF COUNCIL LAND

RESOLVED
THAT:
1. Council agree to enter into direct negotiation with Timberfix Pty Ltd for the disposal of Part Lot 20 DP 1217065 as identified in Survey Drawing 4_5088 OPT 1b CEH dated 14/7/17 for the purchase price of $1,100,000 (incl GST).

2. Council enter into a conditional contract of sale with Timberfix Pty Ltd pending the registration of the necessary plan of subdivision.

3. Timberfix Pty Ltd to meet all associated subdivision and legal costs.

4. Timberfix Pty Ltd be advised that the sale of the land in no way relieves the proponent of its obligations to obtain development consent for both the subdivision of the land and future development thereon.

5. All proceeds from the sale of the land be held as a restricted asset for future strategic asset acquisition.

MOVED: *Councillor R Thompson* ***SECONDED:*** *Councillor S Ring.*

CARRIED

Policy 7.7 Calling In Of Development Applications By Councillors

This application has been called in pursuant to Policy 7.7 "Calling in of Applications by Councillors" Item 3 that states:

> *3. Should written notice, signed by a minimum of one (1) Councillor, be received by the General Manager prior to determination of a development application or development application/construction certificate, the application shall not be determined under delegated authority but shall be:*

- Reported to the next Ordinary Meeting for the information of Council that the development application or development application/construction certificate has been "called in"; and
- Reported to an Ordinary Meeting of Council for determination.

The application has been called in by Clr Wayne McAndrew.

The application was called in by Clr Wayne McAndrew and reported at Council's Ordinary Meeting 25 June 2018.

The application was reported at the Ordinary Meeting of Council held 24 September 2018 with the following procedural motion:

PROCEDURAL MOTION
THAT the item be deferred and an onsite meeting with the residents, Councillors and staff be held prior to the item being brought back to Council.

An onsite meeting was held on 20 November 2018 with the residents, Councillors and Council staff.

5.2 FINANCIAL IMPLICATIONS

Section 94A (Section 7.12) Development Contributions Plan 2015
The Section 94A plan **does not** apply to this development given it is for a subdivision.

Water Management Act 2000
This financial implication applies to the development as the development creates an additional load on Council's water or sewer systems.

Council's '*Development Servicing Plans for Water Supply and Sewerage August 2018'* was adopted by Council at Council's Ordinary Meeting dated 27 August 2018.

The DSPs have been prepared in accordance with the 2016 Developer Charges Guidelines for Water Supply, Sewerage and Stormwater issued by the Minister for Lands and Water, pursuant to section 64 of the LG Act 1993, exercising its function under section 306 (3) of the *Water Management Act, 2000*.

Under the Water Management Act 2000, Section 305, an application for Certificate of Compliance must be submitted to Council. This Act states:

(1) A person may apply to a water supply authority for a certificate of compliance for development carried out, or proposed to be carried out, within the water supply authority's area.
(2) An application must be accompanied by such information as the regulations may prescribe.

Therefore Councils Section 64 Contributions under Local Government Act 1993 for headwork charges for Lot 1 will be required to be paid prior to the release of the Subdivision Certificate release.

Following condition would be included in the condition of consent:

- *An application shall be submitted to Council for the supply of a Certificate of Compliance under Section 305 of the Water Management Act. A Subdivision Certificate shall not be issued until such time as the contributions (for Lot 1) applicable to release the Certificate of Compliance are paid in full to Council. These contributions may be found in the Lithgow Council Fees and Charges or any applicable document adopted by Council in relation to contributions under Section 64 of the Local Government Act 1993 at the time of payment.*

  You are to note that the current headwork charges for the 2018-2019 period is within Council's '*Development Servicing Plans for Water Supply and Sewerage August 2018'* adopted by Council on 27 August 2018.

5.3 LEGAL IMPLICATIONS

Conveyancing Act 1919
The property is restricted by easements for transmission lines, access and pipelines. These easements will be required to remain on the new deposited plan.

Local Government Act 1993
Council requires applicants for subdivisions to obtain a written Section 68B application for connection to Council's water and sewer supply. As there will be no future developments for 2 of the 3 lots a Section 68 application is not required. 1 Lot is to be owned privately and separated from the Council owned lots. At this stage it is unknown what the future developments on this lot will occur. As such it will be conditioned on the consent that a Section 68 application will be required to be submitted to Council for any future development on the allotment.

Rural Fires Act 1997
The development may be considered to be integrated under this act (via Section 4.46 of the EP & A Act 1979). Accordingly the approval of the Rural Fire Service is required prior to Council being in a position to determine the application. Recommendations from the Rural Fire Service have been obtained and it is considered that subject to conditions of consent the development will comply with the provisions of this Act.

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 4.15 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	R5 Large Lot Residential	Yes
4.1	Minimum subdivision lot size – 800m^2	Yes
7.3	Stormwater management	Yes
7.5	Groundwater vulnerability	Yes
7.7	Sensitive lands	Yes

Comment: The proposed subdivision of land is consistent with the zone objectives. The objectives of the zone are:

1 Objectives of zone
• To provide residential housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality.
• To ensure that large residential lots do not hinder the proper and orderly development of urban areas in the future.
• To ensure that development in the area does not unreasonably increase the demand for public services or public facilities.
• To minimise conflict between land uses within this zone and land uses within adjoining zones.
• To limit development to areas in reasonable proximity to the settled town centres of Lithgow, Wallerawang and Portland to strengthen settlement hierarchy.
• To maintain or improve the water quality of receiving water catchments.

The development proposes to subdivide the property for future development. The subdivision is not expected to impact services or facilities in the area as all services

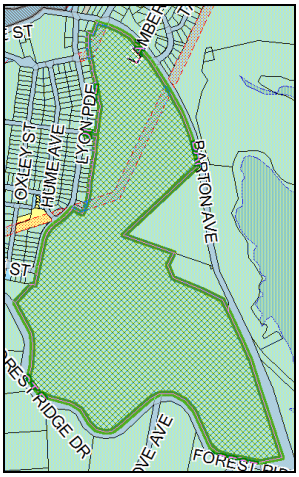
exist within the vicinity of the property. Water quality would be maintained and not impacted upon as no building structures are proposed as part of this application.

The property is surrounded by residential and recreational uses and is unlikely to increase the demand for services or public facilities.

As no structural developments are involved with this application, drainage runoff will not be impacted upon. Drainage will continue to flow towards Lake Wallace. Interallotment drainage will be designed for future developments.

Lot 1 is proposed to contain an area of 17.5ha, Lot 2 is proposed to contain an area of 0.51ha and Lot 3 is proposed to contain an area of 43.3ha. As such the proposed lots are above the minimum allotment size of 800m^2.

The property is identified as containing ground water vulnerability. Groundwater dependent ecosystems would not be impacted upon by the development as the landscape of the property is proposed to remain. The development is designed, sited and will be managed to avoid any significant adverse environmental impact. Water vulnerability is mapped below:



The property is identified as being sensitive land. The location of the development has a slight slope that is less than 25%. The land is not subject to high erosion potential, salinity, impeded drainage or expected to be subject to regular or permanent inundation. The development is designed, sited and will be managed to avoid significant adverse environmental impact. The sensitive land map is shown below:

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

State Environmental Planning Policy 44 – Koala Habitat Protection

SEPP 44 is applicable to site given that it exceeds 1ha in size and is located within the Lithgow Local Government Area to which the SEPP applies. Part 2 of the SEPP requires Council to consider whether the land the subject of the application retains potential and subsequently core koala habitat.

Many of the trees listed within Schedule 2 of the SEPP are common within the Lithgow Local Government area, however core koala habitat within this area is rare, with only 12 koala sightings ever reported on private land within the LGA.

Comment: Given that no trees are to be removed as part of the development, and the section of the subject site relevant to the application is devoid of native vegetation it is considered unnecessary to proceed further with SEPP 44 assessment.

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

Comment: The application is required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. Given the development satisfies this assessment the development complies with the SEPP.

NEUTRAL OR BENEFICIAL EFFECT ON WATER QUALITY ASSESSMENT TOOL

General Information:

Council Name	Lithgow City
Date	10 May 2018
DA Number	DA114/18
Assessing Officer	Lauren Stevens
Development Class	Subdivisions <3 lots sewered

Assessment Summary:

NorBE Status:	**Determined**		
System Outcome:	**Satisfied**	User Outcome:	**Satisfied**
Determination outcome:	**Granted**	Determination date:	**10/05/18**

Pre- Assessment Checklist:

Located within Sydney drinking water Catchment	Yes
Is development consistent with any existing SCA 88B Instruments on title?	N/A
Crown perpetual leasehold land?	No
Water quality impact identifies?	No
Concentration of flow of water?	No

Flow of water impeded?	No
Discharge of pollutants?	No
Any other matter?	No
Documentation is completed?	Yes
Does Water Cycle management Study meet SCA/Council requirements?	Yes

Condition
Effective erosion and sediment controls shall to be installed prior to any construction activity and shall prevent sediment or polluted water leaving the construction site or entering any natural drainage system or stormwater drain. The controls shall be regularly maintained and retained until works have been completed and groundcover established.

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?

Nil.

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

There are no demolition works, rebuilding or extension of the building is proposed as part of this application.

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 property adjoins the Wallerawang Public School, the Wallerawang indoor sport and recreation centre, and residential dwellings. Lake Wallace and the Lake Wallace recreational park is located adjacent to the property on Barton Avenue.

The development being a subdivision with no building structures is consistent with the surrounding land uses and will not cause any land use conflicts. The development is therefore permissible within the zone.

Services: The Statement of Environmental Effects states that the purpose of the subdivision is not for residential development but for the sale of part of the land to facilitate further development in the area. As the servicing requirements for future developments and the design of future developments are unknown at this point, it is

requested that conditions relating to service connections not be included in the conditions of consent.

It is proposed that a covenant be placed on the title of Lot 1 stating that any future development cannot commence until such time that the land is connected to Council's utilities.

Conditions will be placed on the consent that a Section 68 application is required for water and sewer services to be connected for future developments. Council's Water and Sewer Officers have commented and conditioned that a bond will be required for works to be carried out. These conditions are found later in this report.

Electricity and telecommunication facilities are located within the vicinity of the property. Council's standard condition of consent requires notification of arrangement from telecommunication and electrical authorities. The fibre ready pit and pipe legislation states that the entire frontage of any development is required to contain fibre ready pit and pipe to all lots. There are no provisions for residue lots or the provision for notification to a single lot in a plan. It is requested that notification of arrangement for telecommunication services and electrical services is not included in the consent conditions as it only relates to Lot 1 in which the future development at this stage is unknown.

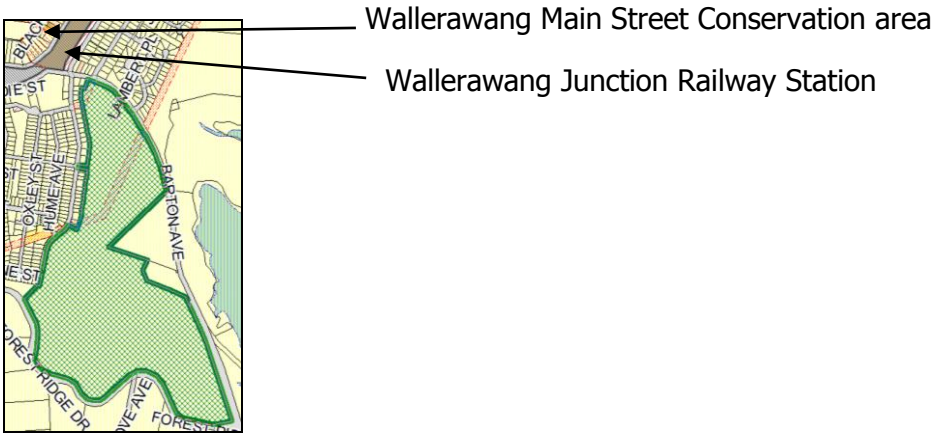
Context and Setting: The proposed development will be located within an established residential area and will have no major impact on the context and setting of the area. The development has been designed to complement existing features of similar development in the area.

Access/traffic: It is recommended that any future development on proposed Lot 1 would be obtained via Barton Avenue for any future development proposed for the Lot. As Lot 2 is leased by the Department of Education for the Wallerawang Public School that is located on the adjoining allotment, Lot 22 DP830058, access to the school exists and a new access driveway is not required.

Lot 3 is proposed to be the residue lot and be retained by Council. At this stage the land is proposed to be vacant. Access driveways would be assessed and constructed as per future development applications.

It is expected to be a minimal traffic increase as no construction work is proposed as part of the proposed subdivision.

Heritage: The property is not heritage listed under Schedule 1 of the LEP. However, the property is located within proximity to the Wallerawang Main Street and located adjacent to the Wallerawang Junction Railway Station that is a heritage listed item under Council's LEP 2014. The heritage item and conservation area is shown on the map below:



As the development and the heritage item/conservation area are separated by Barton Avenue and the railway line, and does not involve any construction work, the development is not expected to impact heritage in the Wallerawang area.

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 development will have no significant impact on soils. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems.

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.

Natural Hazards: The property is located within the bushfire prone area. A bushfire report was submitted with the application and indicates that proposed lots 1 and 2 is not mapped as being bushfire prone. Proposed Lot 3 has a very small section being within the bushfire prone area. The property is predominantly grassland and is surrounded by residential and recreational uses. The slope is a gentle downslope across Barton Avenue to Lake Wallace. The bushfire prone area is mapped below:

The development was referred to the Rural Fire Service (RFS) for comment. These comments are found later in this report.

Noise and Vibration: There are no nearby sources of noise or vibration that would impact detrimentally the proposal. The proposal is not expected to cause any noise issues in the surrounding area, given it is for subdivision with no construction work.

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/recreation area.

5.3.7 The Suitability of the site for the development

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

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

The proposal was sent to Rural Fire Service, Endeavour Energy, Transgrid, Council's Water & Wastewater Officer, and Engineers for commenting with recommendations detailed below. The proposal was also sent to surrounding landowners and placed on public display in Council's Administration Building for a period of 14 days with four submissions received which are summarised below.

RURAL FIRE SERVICE (RFS)
Reference is made to Council's correspondence dated 11 May 2018 seeking general terms of approval for the application for integrated development in accordance with the Environmental Planning and Assessment Act 1979.

The New South Wales Rural Fire Service (NSW RFS) has considered the information provided. This response is a bush fire authority issued under Section 100B of the Rural Fires Act, and is issued without any specific conditions.

ENDEAVOUR ENERGY

Endeavour Energy's Strategic Property Section have provided the following advice regarding the easements/electricity infrastructure relevant to Development Application DA114/18 at Barton Avenue Wallerawang.

Endeavour Energy (EE).

As shown in the site plans from Endeavour Energy's G/Net master facility model EE have the following existing electrical assets within Lot 20 DP1217065:

1. *66kV Overhead Feeder 817 in the north-eastern corner, within an existing easement in favour of EE.*
2. *11kV Overhead Power Lines and Underground Cables (Lidsdale Feeder T831) inside the Barton Avenue frontage with no existing easements.*

An existing vacant easement running in an east-west direction is also in favour of EE that used to contain the former Lithgow to Orange 66kV Transmission Line. Subject to further investigation and application by the developer, potentially this easement may be able to be released in accordance with EE's Company Policy 9.2.4 "Network Easement Release" ie. must be confirmed as being considered to be redundant or obsolete and an assessment of monetary value.

Other Authorities (Overhead Power Lines)

Feeder 944 and 94X are owned by TransGrid.

Feeder 944 is located within an easement that is in favour of EE. There are investigations under way for that section of easement to be transferred to TransGrid. Nonetheless, it is expected that equally TransGrid would have reservations about the subdivision/use of the easement area.

Requirements

All the existing easements have been identified on the Proposed Subdivision Plan and noted on the title.

EE's existing overhead and underground 11kV assets that are not protected by easements, especially the underground (not visible, nor easily identified) assets within Proposed Lot 2 which one would assume will be developed in the near future.

EE requires easements be created over these assets in proposed Lots 1 & 2 which should be included as a Council condition of the DA consent. This is consistent with EE's Property Tenure Guidelines that are published by Network Connections Branch which are applied to all new subdivision applications that are submitted to Network Connections.

EE's easements, rights and restrictions, covenants etc. must be retained over the effected lots and the new easements etc. created in accordance with the requirements of NSW Land Registry Services (LRS).

Although Endeavour Energy's 11 kV Overhead Power Lines and Underground Cables traversing the site are not held under easement, they are protected assets under the *Electricity Supply Act 1995* (NSW) Section 53 'Protection of certain electricity works'. The owner or occupier of the land cannot take any action by reason of the presence or operation of the electricity works in, on or over the land ie. they cannot remove

the electricity infrastructure from the property. These protected assets are managed on the same basis as if an easement was in existence.

In accordance with Endeavour Energy's Mains Design Instruction MDI 0044 'Easements and Property Tenure Rights', Table 1 – 'Minimum easement widths':

- The 11 kV Overhead Power Lines traversing the site requires a minimum easement width of 9 metres ie. 4.5 metres to both sides of the poles/centre line of the conductors.
- The 11 kV Underground Cables traversing the site requires a minimum easement width of 3 metres ie. 1.5 metres to both sides of the centre line of the cable ducts which are assumed has no concrete protection unless proven otherwise.

Subject to the resolution of the foregoing, Endeavour Energy's has no objection to the Development Application. Its further recommendations and comments are as follows:

• ***Earthing***
The construction of any building or structure (including fencing, signage, flag poles etc. whether temporary or permanent) that is connected to or in close proximity to Endeavour Energy's electrical network is required to comply with Australian/New Zealand Standard AS/NZS 3000:2007 'Electrical installations' to ensure that there is adequate connection to the earth. Inadequate connection to the earth places persons and the electricity network at risk.

• ***Safety Clearances***
In the absence of easements, any future proposed buildings, structures, signage etc. whether temporary or permanent, must still comply with the minimum safe distances/clearances for voltages up to and including 132,000 volts (132kV) as specified in:

- Australian/New Zealand Standard AS/NZS 7000 – 2016: 'Overhead line design'
- 'Service and Installation Rules of NSW' which can accessed via the following link to the NSW Resources & Energy website:

https://www.resourcesandenergy.nsw.gov.au/energy-supply-industry/pipelines-electricity-gas-networks/network-connections/rules

Different voltages are kept at different heights, the higher the voltage, the higher the wires are positioned on the pole. Similarly, the higher the voltage, the greater the required building setback. These distances must be maintained at all times to all buildings and structures ie. including signage, fencing, temporary site sheds, etc. and regardless of the Council's allowable building setbacks etc. under its development controls, allowance must be made for the retention of appropriate/safe clearances.

• ***Easement Management/Network Access***
The following is a summary of the usual/main terms of Endeavour Energy's electrical easements requiring that the land owner:

- Not install or permit to be installed any services or structures within the easement site.
- Not alter the surface level of the easement site.

- Not do or permit to be done anything that restricts access to the easement site without the prior written permission of Endeavour Energy and in accordance with such conditions as Endeavour Energy may reasonably impose.

Endeavour Energy's preference is for no activities or encroachments to occur within its easement areas. If any proposed works or activities (other than those approved/certified by Endeavour Energy's Network Connections Branch as part of an enquiry/application for load) will encroach/affect Endeavour Energy's easements/protected assets, contact must first be made with the Endeavour Energy's Easements Officer, Jeffrey Smith, on direct telephone 9853 7139 or alternately email Jeffrey.Smith@endeavourenergy.com.au

Please also refer to the attached copy of Endeavour Energy's Mains Design Instruction MDI 0044 'Easements and Property Tenure Rights' for further details regarding encroachments and activities in easement areas.

It is imperative that the access to the existing electrical infrastructure adjacent and on the site is maintained at all times. To ensure that supply electricity is available to the community, access to the electrical assets may be required at any time.

• ***Vegetation Management***

The planting of large trees in the vicinity of electricity infrastructure is not supported by Endeavour Energy. Suitable planting needs to be undertaken in proximity of electricity infrastructure. Only low growing shrubs not exceeding 3.0 metres in height, ground covers and smaller shrubs, with non-invasive root systems are the best plants to use. Larger trees should be planted well away from electricity infrastructure (at least the same distance from overhead power lines as their potential full grown height) and even with underground cables, be installed with a root barrier around the root ball of the plant. Landscaping that interferes with electricity infrastructure may become a potential safety risk, cause of bush fire, restrict access or result in the interruption of supply. Such landscaping may be subject to Endeavour Energy's Vegetation Management program and/or the provisions of the *Electricity Supply Act 1995* (NSW) Section 48 'Interference with electricity works by trees' by which under certain circumstances the cost of carrying out such work may be recovered.

• ***Prudent Avoidance***

The electricity network is operational 24/7/365 ie. all day, every day of the year. The electricity industry has adopted a policy of prudent avoidance by doing what can be done without undue inconvenience and at modest expense to avert the possible risk to health from exposure to emissions form electricity infrastructure such as electric and magnetic fields (EMF) and noise which generally increase the higher the voltage ie. Endeavour Energy's network ranges from low voltage (normally not exceeding 1,000 volts) to high voltage (normally exceeding 1,000 volts but not exceeding 132,000 volts/132 kV). In practical terms this means that when designing new transmission and distribution facilities, consideration is given to locating them where exposure to the more sensitive uses is reduced and increasing separation distances. These emissions are generally not an issue but with Council's permitting or encouraging development with higher density, reduced setbacks and increased building heights, new development can impact on existing electricity infrastructure. Where development is proposed in the vicinity of electricity infrastructure, Endeavour

Energy is not responsible for any amelioration measures for such emissions that may impact on the nearby proposed development.

• ***Dial Before You Dig***
Before commencing any underground activity the applicant is required to obtain advice from the ***Dial Before You Dig*** **1100** service in accordance with the requirements of the *Electricity Supply Act 1995* (NSW) and associated Regulations. This should be obtained by the applicant not only to identify the location of any underground electrical and other utility infrastructure across the site, but also to identify them as a hazard and to properly assess the risk.

• ***Public Safety***
Workers involved in work near electricity infrastructure run the risk of receiving an electric shock and causing substantial damage to plant and equipment. Endeavour Energy's public safety training resources, which were developed to help general public/workers to understand why you may be at risk and what you can do to work safely are available via Endeavour Energy's website via the following link:

http://www.endeavourenergy.com.au/wps/wcm/connect/ee/nsw/nsw+homepage/communitynav/safety/safety+brochures

• ***Emergency Contact***
In case of an emergency relating to Endeavour Energy's electrical network, the applicant should note the Emergencies Telephone is 131 003 which can be contacted 24 hours/7 days.

NSW DEPARTMENT OF PLANNING & ENVIRONMENT-DIVISION OF RESOURCES & GEOSCIENCE, GEOLOGY SURVEY OF NSW
Reference is made to Council's letter dated 11 May 2018 requesting advice for a subdivision at Lot 20 DP1217065 at Barton Avenue, Wallerawang.

GSNSW has no mineral resource issues to raise with this application.

GSNSW notes that the proposed subdivision southern boundary is located within the transition area buffer for Wallerawang Quarry approximately 1km distance from the subject area. The quarry is covered by Mining Lease (ML) 1633 and is operated by Walker Quarries Pty Ltd extracting coarse aggregate for construction material.

The Wallerawang Quarry was identified in the NSW State-wide Mineral Resource Audit (MRA) conducted in accordance with S117 D1.3 of the *Environmental Planning and Assessment Act 1979*. GSNSW supplied information relating to the Lithgow LGA as a data package to council in September 2015.

Should Council propose changes to Lot 3 of the subdivision, GSNSW suggest that the Wallerawang Quarry be consulted.

TRANSGRID
No comment was received from Transgrid, therefore it is assumed that they have no comment to the application. Trangrids easements are located on Council's land and will not be impacted upon by the subdivision.

COUNCIL'S WATER & WASTEWATER OFFICER
Further to recent discussions and review of previous assessment Council's Water and Sewer Officer provides the following updated assessment and conditions:

- NOTES OF ASSESSMENT

  a) The applicant has provided no concept plan of how these lots can be serviced.
  b) There is an existing gravity sewer main available at the western boundary of Lot 1 and water main located in Lyon Parade. Water could be provided to the allotment from this location. However Sewer would only provide limited accessibility via gravity as per the original proposal. Given the site has the possibility of future subdivision the proposed sewer connection to provide a service purely for the purpose of subdivision may be considered unreasonable and would possible not facilitate any future connection.
  c) Lot 2 services are not required as this land is being used as a sporting oval in connection with the school which has existing services.
  d) Lot 3 is the residue lot, no services available.

Therefore, there is no objection to the proposal given the following conditions of consent:

1. Section 68 Approval shall be required for all Water and Sewer works prior to release of a Construction Certificate for future developments proposed for Lot 1.

2. The Lots, as part of the proposed subdivision, are to be unserviced for water and sewerage. Upon future applications relating to the use of the land being created on proposed Lot 1, Council will provide appropriate connection/s to the allotment at full cost to Council. Prior to providing a connection Council will require the provision of the below condition to be met.

   a) The applicant shall provide a full Water and Sewer Design Plan for the future development of Lot 1. Approval under *Section 68 of the Local Government Act 1993* will be required prior to the release of the Construction Certificate/Subdivision Works Certificate. Design is to include, longitudinal sections for each main, minimum depth and cover, maximum depth, grade, chainage, inverts, size, depths, manholes, manhole numbers, manhole depths, pipe velocity, proposed material and positions of junctions and dead ends for all Lots created as part of any future subdivision.

COUNCIL'S ENGINEERS
Reference is made to the Development Application in regard to Council's Planners referral and provides the following comments:

No stormwater drainage works are proposed as part of this development. Any issues regarding stormwater from neighbouring developments can be addressed during the design stage for any future development should it occur.

1. The approved access point for Lot 1 is to be from Lyon Parade. No access to the lot is to be obtained from Barton Avenue for the subdivision.

2. Part of the property known as Cannelite Street will remain in Council ownership and be dedicated as a public road. This section of the road will be required to be formed and upgraded as part of any future development application submitted to Council.

PUBLIC SUBMISSIONS

During the notification period four submissions were receive with the following concerns:

1. There is a major sewer line that runs parallel to the rear of the houses along Lyon Parade and there is no mention of any easement for access to that line for maintenance.

2. Future developments would impact views from properties within Lyon Parade.

3. A small section of the property is known as Cannelite Street. This is not indicated on the plans as a public street. This area services access to 2 properties, provides access to the rear properties along Lyon Parade, provides access to sewer manholes behind the dwellings and access for fire rescue services.

4. Devaluation of properties on the corner of Lyon Parade and Cannelite Street.

5. The stormwater from properties within Lyon Parade on the astern side flows into proposed Lot 1 with no containment.

Applicant's Response

1. The sewer line is covered by the provisions of Section 59A of the Local Government Act 1993 which states:

59A Ownership of water supply, sewerage and stormwater drainage works

a) Subject to this division, a council is the owner of all works of water supply, sewerage and stormwater drainage installed in or on land by the Council (whether or not the land is owned by the Council).

b) A Council may operate, repair, replace, maintain, remove, extend, expand, connect, disconnect, improve or do any other things necessary or appropriate to any of its works to ensure that, in the opinion of the Council, the works are used in an efficient manner for the purposes for which the works were installed.

c) The provisions of this section have effect despite anything contained in Section 42 of the Real Property Act 1900.

d) An easement does not give the Council any more rights to access and maintain these assets than they already have under this provision of the Local Government Act 1993.

2. No development is proposed as part of this application. The adjoining properties do not have an easement for views over the subject land. Due to the slope of the land, any future development is unlikely to interrupt views from adjoining neighbours unless it was of a considerable size. If any residential development of this scale is proposed in the future as part of later development applications, then the adjoining neighbours should be invited to submit any comments on that development as part of Council's Consent process. As no development is proposed for this development, no views will be impacted.

3. No part of the development has a frontage to Cannelite Street. Cannelite Street comes to a T-intersection with Lyon Parade. While the kerb and gutter along Lyon Parade turns into the subject land no public road exists in this location.

4. The value of adjoining properties is not a valid planning consideration and should not be taken into account when considering this application. The development is not likely to impact the values of the surrounding properties.

5. No development is proposed as part of this application and as such, any stormwater that enters the subject land will not have an adverse effect on the development. If future development is to take place, the impact of the stormwater must be considered as part of the design and construction of that development. This would be done as part of the design and construction of that development. This would be done as part of any normal engineering design which accompanies development where construction is to take place.

Council Officer's Comment:
1. The development was referred to Council's Water and Sewer Officer for comment. An easement will be created over Council's sewer main located at the rear of the properties along Lyon Parade. This would be conditioned on the consent.

2. No building structures have been proposed as part of this application. The property has a steep downwards slope towards Lake Wallace. As such any future development would be on a lower elevation to the existing dwellings along Lyon Parade. Any future development would be required to be designed and oriented to have minimal impact to the surrounding environment.

3. The small section off Lyon Parade that is known as Cannelite Street is proposed to remain as a Council owned land. This was agreed upon by the proposed new owners of the land of the land and Council.

4. Land valuations are not assessed by Council as it is unknown.

5. As no structural developments are involved with this application, drainage runoff will not be impacted upon. Drainage will continue to flow towards Lake Wallace. Interallotment drainage will be designed for future developments.

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 DA 114/18 is approved subject to conditions set out in Schedule A.

Report prepared by:	Supervisor:
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 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 in the approval and any further information provided during the process unless otherwise amended by the following conditions.

2. That the a Subdivision Certificate Application, release fee, Registered Surveyors Plans (original & 11 copies) along with associated 88B instrument if applicable, be submitted to Council for finalisation following the compliance with all conditions of this consent.

3. Part Lot 20 DP1217065 Barton Avenue that adjoins Lyon Parade is to remain in Council ownership and be dedicated as a public road. This section of the road will be required to be formed and upgraded as part of any future development application submitted to Council. The area is shown in red on the plans

4. The approved access point for Lot 1 is to be from Lyon Parade. No access to the lot is to be obtained from Barton Avenue for the subdivision.

Section 64 Contributions

5. An application shall be submitted to Council for the supply of a Certificate of Compliance under Section 305 of the Water Management Act. A Subdivision Certificate shall not be issued until such time as the contributions (for Lot 1) applicable to release the Certificate of Compliance are paid in full to Council. These contributions may be found in the Lithgow Council Fees and Charges or any applicable document adopted by Council in relation to contributions under Section 64 of the Local Government Act 1993 at the time of payment.

   You are to note that the current headwork charges for the 2018-2019 period is within Council's '*Development Servicing Plans for Water Supply and Sewerage August 2018'* adopted by Council on 27 August 2018.

Erosion and Sediment Controls

6. Effective erosion and sediment controls shall to be installed prior to any construction activity and shall prevent sediment or polluted water leaving the construction site or entering any natural drainage system or stormwater drain. The controls shall be regularly maintained and retained until works have been completed and groundcover established.

Environmental Protection

7. Prior to the issue of the Subdivision Certificate, Council is to be provided with a report from Upper Macquarie County Council indicating:
   - Noxious plants are under adequate management; or
   - Noxious plant management has been undertaken and adequate control measures are in place; or
   - Noxious plants are not a concern for the property

Water and Sewer Requirements

8. Section 68 Approval shall be required for all Water and Sewer works prior to release of a Construction Certificate for future developments proposed for Lot 1.

9. The Lots, as part of the proposed subdivision, are to be unserviced for water and sewerage. Upon future applications relating to the use of the land being created on proposed Lot 1, Council will provide appropriate connection/s to the allotment at full cost to Council. Prior to providing a connection Council will require the provision of the below condition to be met.

    a) The applicant shall provide a full Water and Sewer Design Plan for the future development of Lot 1. Approval under *Section 68 of the Local Government Act 1993* will be required prior to the release of the Construction Certificate/Subdivision Works Certificate. Design is to include, longitudinal sections for each main, minimum depth and cover, maximum depth, grade, chainage, inverts, size, depths, manholes, manhole numbers, manhole depths, pipe velocity, proposed material and positions of junctions and dead ends for all Lots created as part of any future subdivision.

ENDEAVOUR ENERGY REQUIREMENTS

Easements

10. *Endeavour Energy requires easements be created over all assets in proposed Lots 1 & 2 this includes:*
    - *All existing easements identified on the Proposed Subdivision Plan and noted on the title.*
    - *Endeavour Energy's existing overhead and underground 11kV assets that are <u>not</u> protected by easements, especially the underground (not visible, nor easily identified) assets within Proposed Lot 2.*

    Endeavour Energy's easements, rights and restrictions, covenants etc. must be retained over the effected lots and the new easements etc. created in accordance with the requirements of NSW Land Registry Services (LRS).

    Although Endeavour Energy's 11 kV Overhead Power Lines and Underground Cables traversing the site are not held under easement, they are protected assets under the *<u>Electricity Supply Act 1995</u>* (NSW) Section 53 'Protection of certain electricity works'. The owner or occupier of the land cannot take any action by reason of the presence or operation of the electricity works in, on or over the land ie. they cannot remove the electricity infrastructure from the property. These protected assets are managed on the same basis as if an easement was in existence.

    In accordance with Endeavour Energy's Mains Design Instruction MDI 0044 'Easements and Property Tenure Rights', Table 1 – 'Minimum easement widths':

    - The 11 kV Overhead Power Lines traversing the site requires a minimum easement width of 9 metres ie. 4.5 metres to both sides of the poles/centre line of the conductors.
    - The 11 kV Underground Cables traversing the site requires a minimum easement width of 3 metres ie. 1.5 metres to both sides of the centre line of the cable ducts which are assumed has no concrete protection unless proven otherwise.

Earthing

11. The construction of any building or structure (including fencing, signage, flag poles etc. whether temporary or permanent) that is connected to or in close proximity to Endeavour Energy's electrical network is required to comply with Australian/New Zealand Standard AS/NZS 3000:2007 'Electrical installations' to ensure that there is adequate connection to the earth. Inadequate connection to the earth places persons and the electricity network at risk.

Safety Clearances

12. In the absence of easements, any future proposed buildings, structures, signage etc. whether temporary or permanent, must still comply with the minimum safe distances/clearances for voltages up to and including 132,000 volts (132kV) as specified in:

    - Australian/New Zealand Standard AS/NZS 7000 – 2016: 'Overhead line design'
    - 'Service and Installation Rules of NSW' which can accessed via the following link to the NSW Resources & Energy website:

    https://www.resourcesandenergy.nsw.gov.au/energy-supply-industry/pipelines-electricity-gas-networks/network-connections/rules

    Different voltages are kept at different heights, the higher the voltage, the higher the wires are positioned on the pole. Similarly, the higher the voltage, the greater the required building setback. These distances must be maintained at all times to all buildings and structures ie. including signage, fencing, temporary site sheds, etc. and regardless of the Council's allowable building setbacks etc. under its development controls, allowance must be made for the retention of appropriate/safe clearances.

Easement Management/Network Access

13. The following is a summary of the usual/main terms of Endeavour Energy's electrical easements requiring that the land owner:

    - Not install or permit to be installed any services or structures within the easement site.
    - Not alter the surface level of the easement site.
    - Not do or permit to be done anything that restricts access to the easement site without the prior written permission of Endeavour Energy and in accordance with such conditions as Endeavour Energy may reasonably impose.

    Endeavour Energy's preference is for no activities or encroachments to occur within its easement areas. If any proposed works or activities (other than those approved/certified by Endeavour Energy's Network Connections Branch as part of an enquiry/application for load) will encroach/affect Endeavour Energy's easements/protected assets, contact must first be made with the Endeavour Energy's Easements Officer, Jeffrey Smith, on direct telephone 9853 7139 or alternately email Jeffrey.Smith@endeavourenergy.com.au

    Please also refer to the attached copy of Endeavour Energy's Mains Design Instruction MDI 0044 'Easements and Property Tenure Rights' for further details regarding encroachments and activities in easement areas.

    It is imperative that the access to the existing electrical infrastructure adjacent and on the site is maintained at all times. To ensure that supply electricity is available to the community, access to the electrical assets may be required at any time.

Vegetation Management

14. The planting of large trees in the vicinity of electricity infrastructure is not supported by Endeavour Energy. Suitable planting needs to be undertaken in proximity of electricity infrastructure. Only low growing shrubs not exceeding 3.0 metres in height, ground covers and smaller shrubs, with non-invasive root systems are the best plants to use. Larger trees should be planted well away from electricity infrastructure (at least the same distance from overhead power lines as their potential full grown height) and even with underground cables, be installed with a root barrier around the root ball of the plant. Landscaping that interferes with electricity

infrastructure may become a potential safety risk, cause of bush fire, restrict access or result in the interruption of supply. Such landscaping may be subject to Endeavour Energy's Vegetation Management program and/or the provisions of the *Electricity Supply Act 1995* (NSW) Section 48 'Interference with electricity works by trees' by which under certain circumstances the cost of carrying out such work may be recovered.

Prudent Avoidance

15. The electricity network is operational 24/7/365 ie. all day, every day of the year. The electricity industry has adopted a policy of prudent avoidance by doing what can be done without undue inconvenience and at modest expense to avert the possible risk to health from exposure to emissions form electricity infrastructure such as electric and magnetic fields (EMF) and noise which generally increase the higher the voltage ie. Endeavour Energy's network ranges from low voltage (normally not exceeding 1,000 volts) to high voltage (normally exceeding 1,000 volts but not exceeding 132,000 volts/132 kV). In practical terms this means that when designing new transmission and distribution facilities, consideration is given to locating them where exposure to the more sensitive uses is reduced and increasing separation distances. These emissions are generally not an issue but with Council's permitting or encouraging development with higher density, reduced setbacks and increased building heights, new development can impact on existing electricity infrastructure. Where development is proposed in the vicinity of electricity infrastructure, Endeavour Energy is not responsible for any amelioration measures for such emissions that may impact on the nearby proposed development.

Dial Before You Dig

16. Before commencing any underground activity the applicant is required to obtain advice from the ***Dial Before You Dig* 1100** service in accordance with the requirements of the *Electricity Supply Act 1995* (NSW) and associated Regulations. This should be obtained by the applicant not only to identify the location of any underground electrical and other utility infrastructure across the site, but also to identify them as a hazard and to properly assess the risk.

Public Safety

17. Workers involved in work near electricity infrastructure run the risk of receiving an electric shock and causing substantial damage to plant and equipment. Endeavour Energy's public safety training resources, which were developed to help general public/workers to understand why you may be at risk and what you can do to work safely are available via Endeavour Energy's website via the following link:

    http://www.endeavourenergy.com.au/wps/wcm/connect/ee/nsw/nsw+homepage/communitynav/safety/safety+brochures

Emergency Contact

18. In case of an emergency relating to Endeavour Energy's electrical network, the applicant should note the Emergencies Telephone is 131 003 which can be contacted 24 hours/7 days.

DEVELOPMENT ASSESSMENT REPORT – DA149/18 - PROPOSE TO REMOVE THE OLD AND CONSTRUCT A NEW CONCRETE SKATE PARK, LOT 4 AND LOT 5 DP 15683, TWEEDIE STREET WALLERAWANG NSW 2845

1. PROPOSAL

Council is in receipt of a Development Application DA149/18 for the removal of the old skate park and to construct a new skate park on land known as Lot 4 and Lot 5 DP 15683, Tweedie Street Wallerawang.

The property is Council owned and managed. It contains the memorial hall and the existing skate park that is proposed to be removed as part of this application.

The property is relatively flat land and adjoins a drainage reserve to the east with the Wallerawang Police Station beyond that, the hall to the west, a park with playground equipment to the south and residential dwellings beyond. The railway line and railway operations are adjacent to the site.

The proposal involves the removal of the existing skate park that consists of a skate ramp, jump and concrete area. The skate park is proposed to be replaced with rails, quarter pipes, jumps and a main bowl area.

The whole of the new skate park area is proposed to consist of an area of approximately 500m^2.

2. SUMMARY

To assess and recommend determination of DA149/18 with recommendation for approval subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description: Lot 4 DP 15683
Property Address: Memorial Hall Tweedie Street WALLERAWANG NSW 2845

4. ZONING: The land is zoned RE1 Public Recreation in accordance with Council's current planning instrument, being Lithgow Local Environmental Plan (LEP) 2014.

5. PERMISSIBILITY: The development being a 'recreation facility (outdoor)', as defined below and permissible under Lithgow Local Environmental Plan 2014, subject to development consent as per the RE1 Zoning table.

recreation facility (outdoor) *means a building or place (other than a recreation area) used predominantly for outdoor recreation, whether or not operated for the purposes of gain, including a golf course, golf driving range, mini-golf centre, tennis court, paint-ball centre, lawn bowling green, outdoor swimming pool, equestrian centre, skate board ramp, go-kart track, rifle range, water-ski centre or any other building or place of a like character used for outdoor recreation (including any ancillary buildings), but does not include an entertainment facility or a recreation facility (major).*

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 5.1 Building Over Easements
The deposited plan shows a drainage easement running between Lot 4 and 5.

The development is not proposed to impact the drainage easement.

Council's Policy states:

That no building or structure of any type be permitted to be constructed over water, sewer or drainage easements without the express written consent of the Council.

This would be conditioned on the consent.

Policy 7.1 Filling and Levelling of Land
Unless otherwise provided by an Environmental Planning Instrument or Development Control Plan, a development application be required in the following circumstances:
1. Where land is subject to inundation by floodwaters, or
2. Where excavation or the depth of fill exceeds 900mm.
Separate development applications are not required where the cut and/or fill is identified in a development application for a structure on the land.

The proposal involves excavation works with a cut as deep as approximately 2m for the skate bowl section of the development. Cut and fill levels varies across the proposed development area.

The extent of cut and fill exceeds Council's Policy and therefore the development application was lodged to Council for assessment.

Policy 7.5 Notification Of Development Applications
This policy applies to all applications as below:

5. Who will be notified under this Policy and how long is the notification period?
5.3 Certain types of development will be notified to adjoining landowners as well as the wider neighbourhood, and in some circumstances for 21 days, as indicated in the following table:

Type of Development Proposed	Minimum Notification Required (Surrounding Landowners)	Period
Multi-dwelling Housing, hostels, boarding houses, child care centres, Hotels, Motels, Tourist Facilities, residential flat buildings, residential care facility, seniors housing, serviced apartments, places of public worship, **recreation facility**, amusement centres, professional consulting rooms	6 either side of the subject site, 6 at the rear and 6 opposite the site	21 days

The development is not exempt under Council's policy; therefore the proposal was notified to surrounding landowners and placed on display for a period of 21 days.

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

Development Applications on Council owned land requires Development Applications on Council land to be referred to the elected Council for consideration and determination and that no aspect of the development is dealt with under delegated authority. Given Council's ownership of this land the proposal is reported to Council for determination.

5.2 FINANCIAL IMPLICATIONS

Section 94A (Section 7.12) Development Contributions Plan 2015
The Section 94A (Section 7.12) plan does not apply to this development as per the following clause:

C7 Are there any exemptions to the levy?
Other development exempted from the levy
The following types of development or components of development will also be exempted from a levy under this Plan:
a) Development by or on behalf of Lithgow City Council;

The development was lodged by Council's Community and Culture Department and therefore is exempt from Council's Section 94A Contributions.

5.3 LEGAL IMPLICATIONS

Local Government Act 1993
Division 1 Classification and reclassification of public land
The property is defined as being public land that is utilised by all members of the community. It is operational land that is controlled by Council.

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 4.15 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	RE1 Public Recreation	Yes
7.1	Earthworks	Yes
7.3	Stormwater management	Yes
7.5	Groundwater vulnerability	Yes
7.7	Sensitive lands	Yes

Comment: The proposed development is consistent with the zone objectives. The objectives of the zone are:

1 Objectives of zone
• To enable land to be used for public open space or recreational purposes.

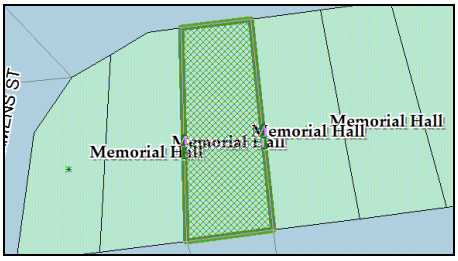
• To provide a range of recreational settings and activities and compatible land uses.
• To protect and enhance the natural environment for recreational purposes.
• To maintain or improve the water quality of receiving water catchments.

The property is owned and managed by Council for the use of public recreation. The proposed development is for the replacement to the existing skate park. The development would not impact the recreational settings and is compatible with the surrounding uses being a public hall and a park area with playground equipment. Water quality would be maintained and not be impacted upon. Refer to the Norbe assessment undertaken further in this report.

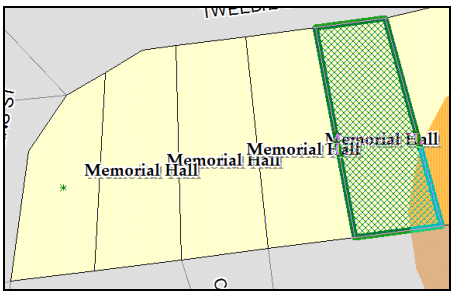
The proposal involves excavation works with a cut as deep as approximately 2m for the skate bowl section of the development. Cut and fill levels varies across the proposed development area. All earthworks excavated from the development would be taken off site to a suitable location.

Stormwater from the development would be diverted into the stormwater drainage easement located on the property.

The property is identified as containing ground water vulnerability. Groundwater dependent ecosystems would not be impacted upon by the development as the landscape of the property is proposed to remain and the environment has been previously disturbed. The development is designed, sited and will be managed to avoid any significant adverse environmental impact. Water vulnerability is mapped below:



The property is identified as being sensitive land. The location of the dwelling on the property is relatively flat (slope less than 25%). The land is not subject to high erosion potential, salinity, impeded drainage or expected to be subject to regular or permanent inundation. The development is designed, sited and will be managed to avoid significant adverse environmental impact. The sensitive land map is shown below:



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

Comment: The application is required to be assessed using the Neutral or Beneficial Effect on Water Quality Assessment Tool as below. Given the development satisfies this assessment the development complies with the SEPP.

NEUTRAL OR BENEFICIAL EFFECT ON WATER QUALITY ASSESSMENT TOOL

General Information:

Council Name	Lithgow City
Date	15 June 2018
DA Number	DA149/18
Assessing Officer	Lauren Stevens
Development Class	Carpark <2500m^2

Assessment Summary:

NorBE Status:	**Determined**		
System Outcome:	**Satisfied**	User Outcome:	**Satisfied**
Determination outcome:	**Granted**	Determination date:	**15/6/18**

Pre- Assessment Checklist:

Located within Sydney drinking water Catchment	Yes
Is development consistent with any existing SCA 88B Instruments on title?	N/A
Crown perpetual leasehold land?	No
Water quality impact identifies?	No
Concentration of flow of water?	No
Flow of water impeded?	Yes
Discharge of pollutants?	Yes
Any other matter?	Yes
Documentation is completed?	Yes
Does Water Cycle management Study meet SCA/Council requirements?	Yes

Condition

The applicant is to submit, to the satisfaction of council, an Erosion and Sediment Control Plan in accordance with Chapter 2 of the NSW Landcoms Soils and Construction: Managing Urban Stormwater (2004) manual the Blue Book outlining the controls that will be used to prevent sediment entering dams, drainage depressions and watercourses and/or street stormwater drainage systems.

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

The development has been forwarded to Council's Building Officer for assessment under appropriate regulations. 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 property adjoins a drainage reserve to the east with the Wallerawang Police Station beyond that, the hall to the west, a park with playground equipment to the south and residential dwellings beyond. The railway line and railway operations are adjacent to the site. The proposal is consistent with the surrounding land uses and will not cause any land use conflicts.

Services: The development is not required to have connections to Council's reticulated water and reticulated sewer services, electricity or telecommunication services.

Context and Setting: The proposed development will be located within an established recreational 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.

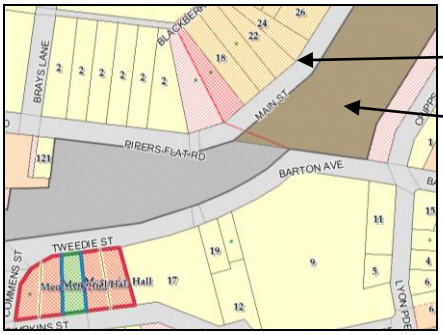
The scale of the development would have minimal impact to the visual streetscape to that currently exists on the site. Landscaping is proposed to be undertaken as part of the development and is satisfactory for the development.

Access/traffic: The proposal will gain access from Simpkins Street. The access exists and enters into the carpark for the community memorial hall and the park. The access is suitable for the development and is not required to be upgraded.

It is expected that majority of the users to the skate park would be pedestrians and would not increase traffic movements or the demand for parking.

The development was referred to Council's Engineer's for standard conditions during construction of the development.

Heritage: The property is not heritage listed under Schedule 1 of the LEP. However, the property is located within proximity to the Wallerawang Main Street and located adjacent to the Wallerawang Junction Railway Station that is a heritage listed item under Council's LEP 2014. The heritage item and conservation area is shown on the map below:



As the development and the heritage item/conservation area are separated by Tweedie Street and the railway line, the development is not expected to impact heritage in the Wallerawang area.

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 development in the locality, it is expected to have minimal social and economic impact.

Soils: The proposed development will have no significant impact on soils. 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.

Natural Hazards: The land is not known to be bushfire prone or flood prone. The development is located within proximity to a drainage easement and watercourse. As the development is not for habitable purposes, it is expected that the development would not be impacted by flooding.

Noise and Vibration: Skate parks are usually occupied after school hours being between 4pm and 6pm (8pm in summer) and on the weekends. As the current use of the property is for recreational purposes with the development located over approximately 200m from the closest residential dwelling, the development is not expected to increase noise in the vicinity.

There are no nearby sources of noise or vibration that would impact detrimentally the proposal.

Waste: The statement of environmental effects states that adequate litter bins will be located around the development and emptied regularly.

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 recreational pursuits and adjacent to the railway line, residential dwellings, parkland and the Police Station.

5.3.7 The Suitability of the site for the development

The surrounding land uses are for recreational pursuits with the size and nature of the development to be consistent with the surrounding area. The proposal is compatible with the objectives of the zone and is considered to have minimal impact on the surrounding amenity. Therefore, the site is considered to be suitable for the proposed development.

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

The proposal was sent to Council's Building Officer, Water & Wastewater Officer, and Engineers for commenting with recommendations detailed below. The proposal was also sent to surrounding landowners and placed on public display in Council's Administration Building for a period of 21 days with no submissions received.

COUNCIL'S BUILDING OFFICER

Reference is made to the Development Application. A site inspection was carried out and reference is made to the assessment of the submitted plans and associated documentation.

The proposed works include:

- The demolition and removal of existing skate park and construction of new concrete skate park.

It is requested that details be provided regarding disabled parking and access to and from the proposed skate park be provided for further assessment.

The following conditions are recommended if/when approval is granted:

General Requirements

1. The development shall take place in accordance with the approved development plans containing Council's approved development stamp and all associated documentation submitted with the application, except as modified in red by Council and/or any conditions of this consent.

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

3. 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.

4. That rainwater drains are connected to the street/lane gutter or drainage easement to the satisfaction of Council.

5. That the structure, including footings and associated drainage must be located wholly within the confines of the allotment boundaries. The applicant/owner is responsible for identifying the allotment boundaries.

Requirements Prior to Commencement of Work

6. Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with:

a) a Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and
b) a Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the Regulations, and
c) 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.

7. 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.

8. Prior to commencement of any building works, a suitable lidded waste container for the deposit of all building rubbish and litter must be provided onsite. The waste container must be emptied at a licensed waste disposal facility when full. All building rubbish and litter must be contained on the building site and the site left clear of waste and debris upon completion of works.

9. 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.

10. 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.

Requirements During Construction

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

12. 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

13. That existing plumbing and drainage fixtures affected by the building works are modified or relocated in accordance with the requirements of the Council.

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

Requirements Prior to Use

15. 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.

16. The occupation certificate shall not be issued until Council as the certifying authority for water and sewer inspections has undertaken and approved the final installation of all plumbing and drainage fixtures and the Certificate of Compliance has been supplied by the licensed installer.

Advisory Notes:
A.N1. 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) Reinforcing steel in position and before concrete is poured (footings, lintels, beams, columns, floors, walls and the like.
c) Slab base if no piers required and prior to placement of the membrane.
d) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
e) 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.

COUNCIL'S WATER & WASTEWATER OFFICER
Council's Water and Sewer Officer has no objection to the development subject to the following condition being placed on the consent.

1. The development is to comply with Council's Policy 5.1 Building Over Easements. Council's Policy states:

That no building or structure of any type be permitted to be constructed over water, sewer or drainage easements without the express written consent of the Council.

COUNCIL'S ENGINEERS
Reference is made to the Development Application in regard to Council's Planner's referral. The following comments are provided:

1. No construction is permitted over any existing stormwater pits.

2. Prior to undertaking construction in the vicinity of stormwater assets:
   - The stormwater pipe's condition shall be surveyed (using CCTV or similar) and evidence of the survey presented to Council. The survey shall extend 3m, or past the zone of influence (whichever the greater) beyond the structure. Where the pipe condition is not acceptable, or comprises flush jointed pipes, the developer will be required to replace the stormwater main with a size or material type as directed by Council.
   - Concrete encasement of the pipe may be required in special circumstances, where some additional loads on the pipe are unavoidable.

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 DA 149/18 is approved subject to conditions set out in Schedule A.

Report prepared by:	Supervisor:
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 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 there is no unacceptable impact on the water quality.
- 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 in the approval and any further information provided during the process unless otherwise amended by the following conditions.

2. 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.

3. That rainwater drains are connected to the street/lane gutter or drainage easement to the satisfaction of Council.

4. That the structure, including footings and associated drainage must be located wholly within the confines of the allotment boundaries. The applicant/owner is responsible for identifying the allotment boundaries.

5. The development is to comply with Council's Policy 5.1 Building Over Easements. Council's Policy states:

    That no building or structure of any type be permitted to be constructed over water, sewer or drainage easements without the express written consent of the Council.

Requirements Prior to Commencement of Work

6. Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with:
    a) a Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and
    b) a Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the

Regulations, and

c) 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.

7. 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.

8. Prior to commencement of any building works, a suitable lidded waste container for the deposit of all building rubbish and litter must be provided onsite. The waste container must be emptied at a licensed waste disposal facility when full. All building rubbish and litter must be contained on the building site and the site left clear of waste and debris upon completion of works.

9. 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.

10. 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.

Requirements During Construction

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

12. 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

13. That existing plumbing and drainage fixtures affected by the building works are modified or relocated in accordance with the requirements of the Council.

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

Requirements Prior to Use

15. 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.

16. The occupation certificate shall not be issued until Council as the certifying authority for water and sewer inspections has undertaken and approved the final installation of all plumbing and drainage fixtures and the Certificate of Compliance has been supplied by the licensed installer.

Stormwater and Drainage

17. No construction is permitted over any existing stormwater pits.

18. Prior to undertaking construction in the vicinity of stormwater assets:
    a. The stormwater pipe's condition shall be surveyed (using CCTV or similar) and evidence of the survey presented to Council. The survey shall extend 3m, or past the zone of influence (whichever the greater) beyond the structure. Where the pipe condition is not acceptable, or comprises flush jointed pipes, the developer will be required to replace the stormwater main with a size or material type as directed by Council.
    b. Concrete encasement of the pipe may be required in special circumstances, where some additional loads on the pipe are unavoidable.

ADVISORY NOTES

AN1. 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) Reinforcing steel in position and before concrete is poured (footings, lintels, beams, columns, floors, walls and the like.
    c) Slab base if no piers required and prior to placement of the membrane.
    d) Stormwater drainage between building and discharge point (drainage pipes, soakage pits and the like) prior to covering.
    e) 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.

AN2. All building work must be carried out in accordance with the provisions of the Building Code of Australia.

DEVELOPMENT ASSESSMENT REPORT - DA171/18 - PROPOSED CONSTRUCTION OF 12 APARTMENTS & 3 TOWN HOUSES, LOT 2 DP 701624, 1A HIGH STREET LITHGOW NSW 2790

1. PROPOSAL

Council is in receipt of a Development Application (DA171/18) for 12 residential units and 3 town houses on land known as Lot 2 DP 701624, 1A High Street Lithgow.

The subject site is an L-shaped residential allotment (2,901m^2) located at the end of High Street, Lithgow which terminates in a small cul-de-sac. It is located approximately 900m to the east of the Lithgow main street on a high topographic location. There is a variety of development forms surrounding the site, with residential townhouses to the north and north-east, single dwellings to the west and east and vacant bushland to the south.

The proposal is to construct 3 x 3 bedroom attached townhouses (two storey) on the northern section of the site with attached double garage car parking and 12 x 3 bedroom residential units developed in two separate blocks on the residual component of the site. The proposal is to be constructed from cement rendered brickwork on the lower floor with fibrous cement to all second levels. The colour scheme proposed is 'Dune' - light grey colour for external render, 'Monument' for gutters, fascia, window frames and 'Windspray' – mid grey colour for the roof. The proposed residential units require a substantial amount of cut (in excess of 3m) to accommodate the proposal and carpark below the development to provide for 24 car spaces. The proposed townhouses will also require a considerable amount of fill (in excess of 3m) and retaining walls on the northern section of the site due to the topography of the land.

Figure 1: Photo montage of proposed units and townhouses

Figure 2: Site Plan of proposed development

2. SUMMARY

To assess and recommend determination of DA171/18. Recommendation will be for deferred commencement consent subject to conditions.

3. LOCATION OF THE PROPOSAL

Legal Description: Lot 2 DP 701624
Property Address: 1A High Street 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 multi dwelling housing and residential flat buildings (defined below) is considered permissible under Lithgow Local Environmental Plan 2014 Zone, subject to development consent.

multi dwelling housing *means 3 or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.*
Note. *Multi dwelling housing is a type of* ***residential accommodation****—see the definition of that term in this Dictionary.*

residential flat building *means a building containing 3 or more dwellings, but does not include an attached dwelling or multi dwelling housing.*
Note. *Residential flat buildings are a type of* ***residential accommodation****—see the definition of that term in this Dictionary.*

5.1 POLICY IMPLICATIONS (OTHER THAN DCP's)

Policy 5.1 Building Over Easements
There are no relevant easements which apply to the subject site.

Policy 7.1 Filling and Levelling of Land
The proposal will require the filling and excavation of the site in excess of 900mm in the northern section in the location of the proposed townhouses and for the proposed residential units.

The proposed townhouse development will require the filling of land (approximately 3m) from the northern boundary of the site which has a steep incline in topography from the adjoining lands. The proposal includes the removal of the existing timber sleepers and provides for a stepped masonry retaining wall along this northern boundary and the provision of landscaping. This proposal is considered to be appropriate, however, a deferred commencement consent is recommended to be imposed for further Geotechnical information as the submitted report did not provide relevant risk assessment for the land within this part of the site.

The proposed residential units will require the excavation of land (approximately 4.5m). A geotechnical report compiled by Alliance Geotechnical Pty Ltd which has indicated that the risk to property is considered to be low to very low, where carried out in accordance with a number of recommendations to be undertaken before and during construction. This proposal is considered to be appropriate, following the recommendations provided by the Geotechnical consultants and the imposition of relevant conditions of consent.

Policy 7.5 Notification Of Development Applications
In accordance with clause 5.3 of Council's Notification Policy, certain types of development will be notified to adjoining landowners as well as the wider neighbourhood, and in some circumstances for 21 days. The proposed development is defined as multi-dwelling housing and residential flat buildings, and therefore meets the requirements of this clause and was notified to surrounding landowners and placed on display for a period of 21 days. A total of 7 letters of objections were received during the exhibition from surrounding and neighbouring land owners. A complete assessment of these submissions is detailed in Section 5.3.8 below.

Policy 7.7 Calling In Of Development Applications By Councillors
This development application has been called in pursuant to Policy 7.7 "Çalling in of Applications by Councillors" Item 3 by Clr Ray Thompson on 27/8/18 Council meeting.

5.2 FINANCIAL IMPLICATIONS

Water Management Act 2000
Under the Water Management Act 2000, Section 305, an application for Certificate of Compliance must be submitted to Council. This Act states:

(1) A person may apply to a water supply authority for a certificate of compliance for development carried out, or proposed to be carried out, within the water supply authority's area.
(2) An application must be accompanied by such information as the regulations may prescribe.

Therefore Councils Section 64 Contributions under Local Government Act 1993 for water and sewer connections will be required to be paid prior to the issue of the Occupation Certificate.

The following condition would be included in the condition of consent:

- *An application shall be submitted to Council for the supply of a Certificate of Compliance under Section 305 of the Water Management Act. A Final Occupation Certificate shall not be issued until such time as the contributions applicable to release the Certificate of Compliance are paid in full to Council. The rate of contribution per unit/ET is $2,336.80 ($35,052 for 15 units) for water and $2,730 ($40,950 for 15 units) for sewer as set by Lithgow City Council Development Servicing Plan for water supply and sewerage, August 2018 or the rate adopted by any subsequent Development Servicing Plan, annually adjusted for CPI (Sydney) applicable at the time of payment.*

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 multi unit and townhouse development at an estimated cost of $4,825,802.60, using the below levies:

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 of consent should apply to the development is approved:

- *Prior to the issue of a Construction Certificate the applicant shall pay to Council a Section 94A (Section 7.12) contribution of **$48,258.00** in accordance with the Lithgow City Council Section 94A (Section 7.12) Development Contribution Plan 2015. It is advised that the level of contribution in this plan may be adjusted at the time of actual payment, in accordance with the provisions of the Lithgow City Council Section 94A Development Contribution Plan 2015.*

5.3 LEGAL IMPLICATIONS

Local Government Act 1993
If this application is approved, the applicant must obtain a written Section 68 application for connection to Council's water and sewerage supply. This must be lodged and approved prior to commencement of any work on site and shall be at full cost to the applicant.

The Section 68 application requires the submission of all detailed engineering drawings/design, specifications and any applicably supporting information for the proposed works. All conditions of the Section 68 Approval must be complied with prior to the release of the Occupation Certificate.

Mine Subsidence Compensation Act 1961
The development is considered to be integrated under this Act (via Section 91 of the EP & A Act 1979). Accordingly the approval of the Mine Subsidence Board is required prior to Council being in a position to determine the application. Approval from the Mine Subsidence Board has been obtained and is discussed later in this report and therefore it is considered that the proposal will comply with the provisions of this Act.

Rural Fires Act 1997
The development may be considered to be integrated under this act (via Section 91 of the EP & A Act 1979). Accordingly the approval of the Rural Fire Service is required prior to Council being in a position to determine the application. Recommendations from the Rural Fire Service have been obtained and it is considered that subject to conditions of consent the development will comply with the provisions of this Act.

Telecommunications Act 1997

The above mentioned Act applies to the development. Therefore the following condition would be placed on the consent:

Prior to the issue of the Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifying Authority that arrangements have been made for:

a) the installation of fibre-ready facilities to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose.

and

b) the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier.

Note: *real estate development project has the meanings given in section 372Q of the Telecommunications Act.*

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 4.15 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
4.1A	Minimum lot sizes for dual occupancies, multi dwelling housing and residential flat buildings	Yes
7.1	Earthworks	Yes
7.3	Stormwater management	Yes
7.10	Essential Services	Yes

Comment: The proposed development meets the requirements and objectives of the R1 General Residential Zone and the proposed land uses are permissible within the zone. The proposal is similar to adjoining development to the north and north-east which consist of two and three storey town houses at No.55 Mort Street and two storey townhouses at No.57 Mort Street. Other adjoining development consists of two storey dwelling at No.1B High Street which adjoins the site to the west and other single storey dwellings opposite the site in High Street.

The design of the proposal has been assessed against Schedule 1 of SEPP 65 and generally complies with these planning outcomes. Overall the design of the development meets the objectives of R1 Residential zone.

Clause 7.1 Earthworks

The proposal will require a substantial amount of cut, fill and retaining in two main locations as follows:

1. Townhouses – along the north and north-eastern boundary of the site. The topography of the land in this location will require at least a 3m fill and provision of a retaining wall.
2. Residential units – through the middle of the site. The topography of the land in this location will require at least 4.5m excavation and the provision of a retaining wall of 3.3m in height.

A Geotech report compiled for the site by Alliance Geotechnical Pty Ltd, dated 5 October 2018, indicates that the proposed development represents a Low to Very Low Risk to the subject property and adjoining neighbouring property, subject to a number of risk management procedures being followed for the proposed development for the following matters:

- Temporary drainage, management of runoff and slope preparation,
- Ground vibrations,
- Excavations and batter slopes,
- Retaining walls,
- Footings, and
- Stormwater drainage.

The large amount of the excavation material occurring on site for the construction of the residential units, will be used for the retaining wall to be constructed on the northern boundary for the three townhouses. It has been estimated that approximately 11.13m^3 of fill will be used along the retaining wall in the northern boundary measuring 14.815m and approximately 5.2m^3 of fill along the 21.55m northern splay boundary. This is considered to be appropriate, together with the provision of landscaping and tree planting for privacy to adjoining neighbours.

This proposal is considered to be appropriate, however, a deferred commencement consent is recommended to be imposed for further Geotechnical information as the submitted report did not provide relevant risk assessment for the land within the north and north-eastern part of the site.

Clause 7.3 Stormwater Management

The Geotech report compiled by Alliance Geotechnical Pty Ltd, dated 5 October 2018, provides a number of recommendations with regards to site surface and stormwater runoff. The proposed development is able to provide appropriate stormwater management for the site, ensuring that the recommendations outlined by the Geotech consultants are followed. A relevant condition of development consent will be imposed.

Clause 7.10 Essential Services

The proposed development is able to provide for all relevant essential services for the supply of water, electricity, disposal and management of sewage, stormwater drainage and adequate vehicular access.

State Environmental Planning Policy No 65—Design Quality of Residential Flat Development

The proposed development does not meet the requirements set out in Clause 4 'Application of Policy' and therefore the SEPP does not apply to the proposal. However, the SEPP sets out some main guiding principals in Schedule 1 which have been used to assist in the assessment of the proposal as follows:

Principle 1: Context and neighbourhood character

Good design responds and contributes to its context. Context is the key natural and built features of an area, their relationship and the character they create when combined. It also includes social, economic, health and environmental conditions.

Responding to context involves identifying the desirable elements of an area's existing or future character. Well designed buildings respond to and enhance the qualities and identity of the area including the adjacent sites, streetscape and neighbourhood.

Consideration of local context is important for all sites, including sites in established areas, those undergoing change or identified for change.

Planning Comment: The proposal for medium density development is not out of character within the existing residential environment, with two storey attached townhouse development adjoining the site to the north and north-east at No. 55 and 57 Mort Street.

The the proposed townhouses and residential units have been designed and orientated towards the north to achieve good solar access. The choice of materials and colours which consists of combination of rendered brickwork, painted compressed fibrous cement wall sheeting and metal sheet roofing in contrasting grey colours 'Dune' external render colour (light grey colour), 'Monument' for gutters, facia's, downpipes, window frames (dark grey colour) and 'Windspray' for metal sheeting (mid grey) will fit well within the existing residential environment.

The subject site is located on a high topographic location and the architectural design of the both the townhouses and units responds to this aspect. The height of the residential flats have a maximum building height of 8.8m from natural ground level and contain a minimal pitched roof of between 3 and 5 degrees. The height of the proposed townhouses have a maximum building height of 6.3m from natural ground level and also have minimal roof pitches between 5 and 7 degrees.

There is a degree of overlooking and privacy concerns which results in the proximity of the adjoining townhouses to the north and north-east of the site. The applicant proposes to construct a two tiered retaining wall structure with landscaping provided on the lower levels (refer to photo montage). This proposal is considered to be adequate, ensuring that adequate well established sized trees are provided in this area that are not deciduous species, due to leaf fall for adjoining neighbouring residents. A deferred commencement condition will be imposed to ensure that revised architectural plans and landscape plan are provided for this area of the site.

Principle 2: Built form and scale
Good design achieves a scale, bulk and height appropriate to the existing or desired future character of the street and surrounding buildings.

Good design also achieves an appropriate built form for a site and the building's purpose in terms of building alignments, proportions, building type, articulation and the manipulation of building elements.

Appropriate built form defines the public domain, contributes to the character of streetscapes and parks, including their views and vistas, and provides internal amenity and outlook.

Planning Comment: The proposed residential units and townhouses provide for an appropriate scale, bulk and height, noting that the site is a high topographic location in Lithgow. The proposed townhouses area two storey in height, however the two storey component is set well back from site boundaries, which reduces the bulk and scale of this component of the development.

The residential units are located along the higher topographic area of the site and are set back from adjoining residential development. The units are three levels in height with a car parking area beneath.

Principle 3: Density
Good design achieves a high level of amenity for residents and each apartment, resulting in a density appropriate to the site and its context.

Appropriate densities are consistent with the area's existing or projected population. Appropriate densities can be sustained by existing or proposed infrastructure, public transport, access to jobs, community facilities and the environment.

Planning Comment: The proposal provides for a floor space ratio (FSR) of 1.11:1, which is considerably higher than the adjoining medium density developments. The density of the site is considered to be moderate and the projected population increase can be sustained by existing Lithgow infrastructure, community facilities and the public services etc.

The densities of neighbouring properties are:

- No.55 Mort Street – contains 9 two storey townhouses with an approximate FSR of 0.72:1
- No. 57 Mort Street – contains 12 two storey attached townhouses with an approximate FSR of 0.32:1

Principle 4: Sustainability

Good design combines positive environmental, social and economic outcomes.
Good sustainable design includes use of natural cross ventilation and sunlight for the amenity and liveability of residents and passive thermal design for ventilation, heating and cooling reducing reliance on technology and operation costs. Other elements include recycling and reuse of materials and waste, use of sustainable materials and deep soil zones for groundwater recharge and vegetation.

Planning Comment:
The proposal provides for A BASIX Certificate for the proposal and the residential units and townhouses meet the required BASIX targets and requirements for sustainability. The development has been designed and orientated to capture good solar access.

Principle 5: Landscape

Good design recognises that together landscape and buildings operate as an integrated and sustainable system, resulting in attractive developments with good amenity. A positive image and contextual fit of well designed developments is achieved by contributing to the landscape character of the streetscape and neighbourhood.

Good landscape design enhances the development's environmental performance by retaining positive natural features which contribute to the local context, co-ordinating water and soil management, solar access, micro-climate, tree canopy, habitat values and preserving green networks.

Good landscape design optimises useability, privacy and opportunities for social interaction, equitable access, respect for neighbours' amenity and provides for practical establishment and long term management.

Planning Comment: The proposal provides for a Landscaping Plan by Monaco Designs. There are a few concerns with regards to the selection of plant species and their effectiveness for providing privacy screening to adjoining land owners as follows:

- 4 x 45L pot size Acer Óctober Glory'trees are proposed along the northern boundary of the site. These are deciduous trees and it would be more appropriate for another tree species to be selected which would be an evergreen species, providing privacy throughout the year.

A condition of development consent will be imposed to ensure that appropriate tree species are selected.

Principle 6: Amenity
Good design positively influences internal and external amenity for residents and neighbours. Achieving good amenity contributes to positive living environments and resident well being.

Good amenity combines appropriate room dimensions and shapes, access to sunlight, natural ventilation, outlook, visual and acoustic privacy, storage, indoor and outdoor space, efficient layouts and service areas and ease of access for all age groups and degrees of mobility.

Planning Comment: The proposed townhouses provide for adequate room dimensions, the majority of bedroom sizes are approx. 3m x 3m, which is considered to be an average size for this type of development. The living configurations of the living/dining and alfresco areas are north facing, providing good solar access and liveability. The townhouses are two storey with living/dining/kitchen on the ground floor and bedrooms on the second floor. This form of development is suited to singles, couples or family groups with no issues of mobility.

The proposed residential units also provide for adequate room dimensions with the majority of bedroom sizes approx. 3m x 3m, which is considered to be an average size for this type of development. The living/dining/kitchen areas of most of the units face north, providing good solar access and liveability, with the exception of units 3, 6 9 and 10 which face towards the south. While these units face south, they have an aesthetic outlook over adjoining bushland. These units are located on three levels and staircases are used to access the units on the upper level. This form of development is suited to singles, couples or family groups with no issues of mobility.

Principle 7: Safety
Good design optimises safety and security within the development and the public domain. It provides for quality public and private spaces that are clearly defined and fit for the intended purpose. Opportunities to maximise passive surveillance of public and communal areas promote safety.

A positive relationship between public and private spaces is achieved through clearly defined secure access points and well lit and visible areas that are easily maintained and appropriate to the location and purpose.

Planning Comment: The proposed layout of the units have living and kitchen areas overlooking the main driveway access into the development, providing good passive surveillance throughout the development.

Appropriate lighting would need to be provided for the safety of residents and visitors to the development. A condition of consent can be imposed to ensure this requirement is satisfied.

There is a clear delineation between public and private spaces to promote safety of residents and visitors.

Principle 8: Housing diversity and social interaction
Good design achieves a mix of apartment sizes, providing housing choice for different demographics, living needs and household budgets.

Well designed apartment developments respond to social context by providing housing and facilities to suit the existing and future social mix.

Good design involves practical and flexible features, including different types of communal spaces for a broad range of people and providing opportunities for social interaction among residents.

Planning Comment: The proposal provides for a mixture of medium housing type of townhouses, providing larger floor areas and outside alfresco areas (between 160m^2 – 200m^2) to smaller residential units ranging from 80m^2 to 100m^2. This will provide good housing choice for different age and household sizes in the area. The proposal provides for apartments which will provide for housing that will suit the needs of the local community.

Principle 9: Aesthetics

Good design achieves a built form that has good proportions and a balanced composition of elements, reflecting the internal layout and structure. Good design uses a variety of materials, colours and textures.

The visual appearance of a well designed apartment development responds to the existing or future local context, particularly desirable elements and repetitions of the streetscape.

Planning Comment: The proposal will provide for a building form which provides some varying use of materials, with the use of cement rendered brickwork and compressed fibrous cement walling and metal roof sheeting. The architectural design of the both the townhouses and residential units provides for some varied elements in the rooflines and different roof falls which provides some interest in the design of the building. The layout of the residential units are staggered which provides for interest in the built form. The building contains similar and continuous window locations throughout the elevations which is not desirable, however necessary due to room layouts and achieving maximum solar access to the living and kitchen areas.

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

SEPP (Building Sustainability Index: BASIX) 2004		
	Clause	**Compliance**
6	Buildings to which Policy applies	Yes
7	Relationship with other environmental planning instruments	Yes

Comment:
A BASIX Certificate (No.903620M, dated 27 April 2018) has been submitted with the Development Application which demonstrates that the development will comply with water, thermal comfort and energy targets. The development therefore complies with the requirements of SEPP (BASIX) 2004.

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	Yes

Comment: The application was referred to WaterNSW to assess the proposal on the probable effect on water quality. A response was received on 14 November 2018 from WaterNSW and indicated the following:

The subject property, which has been inspected by Water NSW, is located within the Warragamba catchment which forms part of Sydney's water supply.

Based on Water NSW's site inspection and the information provided, the proposed development has been assessed by Water NSW as being able to achieve a neutral or beneficial effect on water quality provided appropriate conditions are included in any development consent and are subsequently implemented.

These conditions are found later in this report.

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

The development has been forwarded to Council's Building Officer for assessment under appropriate regulations. 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.

5.3.6The 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. There are similar residential attached townhouses adjoining the site at No.57 and No.55 Mort Street to the north of the site. The proposal is not considered to 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.

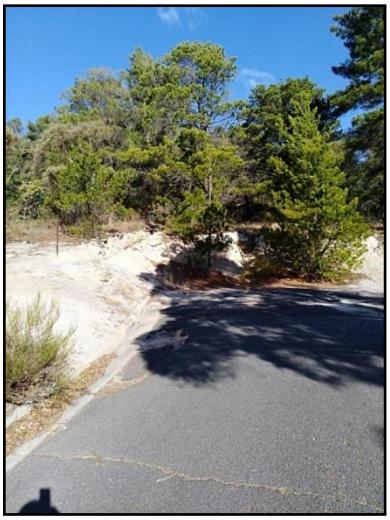
Context and Setting: The proposed development will be located within an established residential area and will have no major impact on the context and setting of the area. The development has been designed to complement existing features of similar development in the area. There are existing attached townhouse development adjoining to the north and north-east of the site, which is in keeping with the proposed development.

Figure 3: Aerial photo showing subject site in red, Lot 2 DP 701624, 1A High Street, Lithgow

Figure 4: View across site towards the east

Figure 5: View of common boundary between the subject site and No.1B High Street.

Figure 6: Adjoining townhouse development to the north (No.57 Mort St)



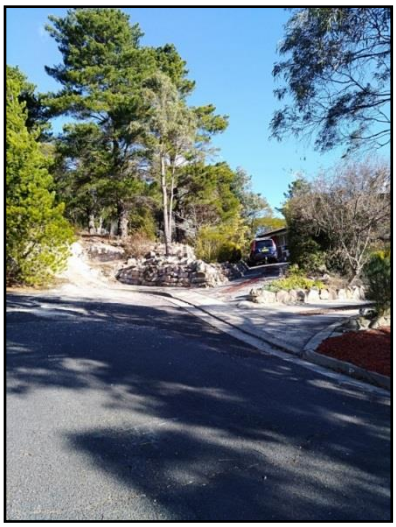


Figure7: View of the culdesac at the top end of High St, adjoining the site.

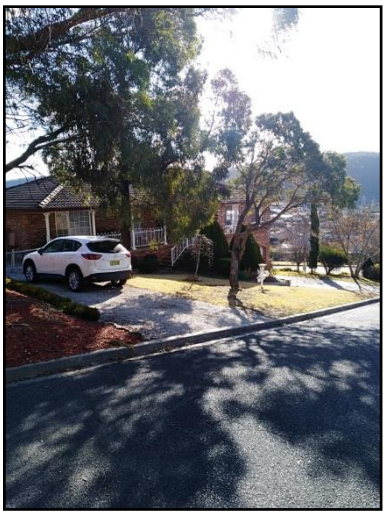


Figure 8: Neighbouring property to the west (No.1 Johnson St, corner of High and Johnson St)

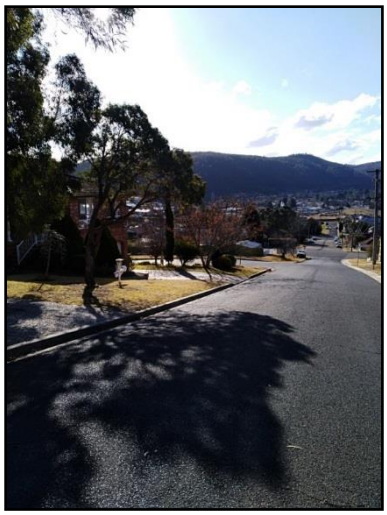


Figure 9: View of High Street looking north

Figure 10: Adjoining neighbour No.2 High St to the west of subject site

Figure 11 and 12: Adjoining neighbouring property to the north (No.57 Mort St – townhouses) and vegetation along the boundary to the site.

Figure 13: View from subject site along northern boundary to Units 6 and 7 at No.55 Mort Street.

Figure 14: View from subject site along north/eastern boundary to Units 8 & 9 at No.55 Mort Street.

Figure 15: View to eastern boundary

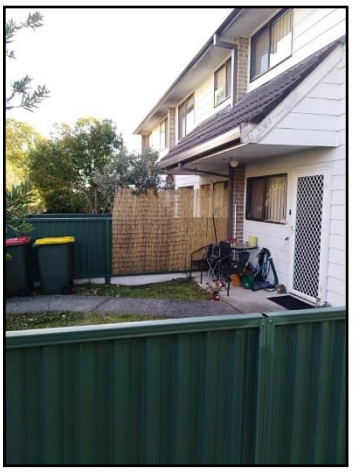


Figure 16 & 17: Court yards of existing townhouses – No.57 Mort St, adjoining the subject site to the north.

Traffic and Vehicle Access: The proposal will gain access from High Street and has been assessed by Council's engineers as appropriate.

The development is likely to cause an increase in vehicle movements from the site. However High Street contains suitable width for vehicle movements with the property located at the end of a cul-de-sac, only 40m away from Mort Street. The proposal will also provide adequate access onto the site and suitable car parking on the site, to ensure High Street will not be congested with vehicles.

The proposal provides for suitable vehicular access for the proposed development, with adequate sight lines for vehicles entering and leaving the site. The development was referred to Council's engineering officer who has assessed the development and is considered to meet the required engineering standards for vehicle manoeuvring and access.

Carparking: The development provides for a total of 36 car parking spaces (2 spaces per unit and 6 visitor spaces). The development has been assessed under Council's previous Off Street Car Parking DCP which requires:

Duplexs - 1 enclosed garage plus 1 visitor car parking space per 3 bedroom unit Residential Flat Building – Three bedroom unit – 1 enclosed garage plus 0.5 car parking spaces per unit and 1 visitor space for every 4 units. Under Council's DCP, the proposal would require 27 car spaces (6 spaces for the townhouses and 18 spaces for the residential units and 3 visitor spaces).

The development provides 9 car spaces beyond Council's previous DCP requirement, however does not provide garage space for the residential units, only undercover spaces, which is considered to be appropriate.

The development was also assessed under the *RTA Guideline to Traffic Generating Developments* Oct 2002, **5.4.2 Medium density residential flat buildings** for building containing at least 2 but less than 20 dwellings. This includes villas, town houses, flats, semi-detached houses, terrace or row houses and other medium density developments.

The recommended minimum number of off-street, resident parking spaces is 1 space for each unit, plus an additional 1 space per each 5 x 2 bedroom unit or part thereof. Also, an additional 1 space per each 2 x 3 or more bedroom unit or part thereof is recommended.
An additional one space per each five units for visitor parking or part thereof is recommended.

Under the RTA Guideline the development would require a total of 25.5 car spaces (15 spaces for all units, plus 7.5 spaces additional spaces for units over 3 bedrooms plus 3 visitor spaces). The development provides 10.5 spaces in excess of the RTA car parking requirements.

Flora and Fauna: The development requires removal of some vegetation onsite, however the area has been previously disturbed and many of the trees growing within the site are in poor health due to the shallow shale soils. The subject site adjoins vacant private land to the south which is mainly bushland and beyond this area, is a Council bushland reserve. The development is expected to have minimal impact to 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 development will have no significant impact on soils. There is no reason to believe the site would be affected by acid sulphate soil or contamination problems. A Geo-tech report has been prepared by the applicant, as there has been some concern raised by neighbouring properties regarding the stability of the land and soils over this site and adjoining lands.

A Geotech report compiled for the site by Alliance Geotechnical Pty Ltd, dated 5 October 2018, indicates that the proposed development represents a Low to Very Low Risk to the subject property and adjoining neighbouring property, subject to a number of risk management procedures being followed for the proposed development for the following matters:

- Temporary drainage, management of runoff and slope preparation,

- Ground vibrations,
- Excavations and batter slopes,
- Retaining walls,
- Footings, and
- Stormwater drainage.

Relevant conditions of consent will be imposed to ensure that recommendations provided by the Geotechnical consultants are undertaken.

The Geotechnical report compiled by the applicant does not address the soil stability and risk to property along the northern boundary of the site, in the location of the proposed townhouses.

> Extract from the Geotechnical report by Alliance Geotechinical Pty Ltd states:
> Page 5 – Section 4.2 Risk Management Actions:
> *"It is assessed that the construction of the townhouses situated to the north-east of the site will not be affected by the slope. Therefore, this assessment has been carried out solely for the construction of the unit blocks".*

The information submitted by the applicant does not provide assurances to Council regarding the stability of the land for the proposed construction of the townhouses. It is therefore recommended that further information be provided to Council to ensure that the applicant addresses the soil stability and risk to property and life for the construction of the townhouses. A deferred commencement consent is recommended to be imposed to provide Council with an updated Geotechnical Report which provides a thorough risk assessment for the proposed townhouse development in the north-east corner of the site.

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.

Garbage bins and recycling
The proposal seeks to provide a 120L household garbage bin, 240L recycling bin and 240L greenwaste bin per household. These bins are proposed to be stored in a screened enclosure area at the frontage of the residential units along the High Street frontage and the bins to be brought out the High Street frontage for garbage collection, managed by the Body Corporate of the development. There was some concern raised early in the process with regards to whether the waste contractor JR Richards was able to collect the bins on the street, noting that High Street ends in a cul-de-sac in close proximity to the site and the steepness of land in this location.

The application as referred to Council's Waste and Recycling Coordinator for comments who advised:

The subject site was inspected on 26 October 2018 by Council officers and JR Richards waste contractors. Richards waste contractors can undertake kerbside collection of the 30 bins (15 waste, 15 recycling) as proposed.

Preferably collection vehicles do not reverse as this reduces safety, however in some cases this cannot be avoided. The collection vehicle will drive up the road, empty the bins, then reverse down to turn around. This is the same procedure that occurs at present for the residents on the other side of the street that leave their bins at 1A High St (the proponent's information regarding garbage trucks reversing up the hill and leaving in a forward motion appears incorrect, but this does not change anything). Please note that we are assuming that in addition to the 30 bins maximum from 1A High St that up to 6 additional bins will still be presented from residents on the other side.

This will mean up to 36 bins could be presented within the 38m mentioned which is still feasible. JR Richards will require the residents on the other side to continue using 1A High St for bin collection as pick-up will only be feasible on one side of the road.

The additional bin pick up would result in additional noise for garbage collection, due to the number of bins (36 bins) taking approximately 10 minutes. This is considered to be reasonable and unlikely to result in excessive noise to the amenity of the neighbourhood.

Natural Hazards: The land is known as bushfire prone land and referral has been made to the NSW Rural Fire Service for comments. Following consideration of the proposal, the NSW Rural Fire Service has provided a number of recommended conditions for approval of the proposed development. Refer to conditions of consent for further details.

Noise and Vibration: There are no nearby sources of noise or vibration that would impact detrimentally on residents of the proposed dwellings. The proposal is not expected to cause any excessive noise issues in the surrounding area, outside what is normal for the use of the site for residential purposes.

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 WaterNSW, NSW Rural Fire Service, Subsidence Advisory NSW, Building Officer, Water & Wastewater Officer and Engineers for commenting with recommendations detailed below. The proposal was also sent to surrounding landowners and placed on public display in Council's Administration Building for a period of 21 days with 7 submissions received which are summarised below.

NSW RURAL FIRE SERVICE

The New South Wales Rural Fire Service (NSW RFS) has considered the information submitted and provides the following recommended conditions:

Asset Protection Zones
The intent of measures is to provide sufficient space and maintain reduced fuel loads so as to ensure radiant heat levels of buildings are below critical limits and to prevent direct flame contact with a building. To achieve this, the following conditions shall apply:

1. At the commencement of building works, or the issue of a subdivision certificate (whichever comes first) 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 Service's document 'Standards for asset protection zones'.

Water and Utilities
The intent of measures is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building. To achieve this, the following conditions shall apply:

2. Water, electricity and gas are to comply with the requirements of section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

Access
The intent of measures for property access is to provide safe access to/from the public road system for fire fighters providing property protection during a bush fire and for occupants faced with evacuation. To achieve this, the following conditions shall apply:

3. To aid in fire fighting activities, unobstructed pedestrian access to the Southern and Western lot boundary of the property shall be provided and is to be maintained at all times.

Design and Construction
The intent of measures is that buildings are designed and constructed to withstand the potential impacts of bush fire attack. To achieve this, the following conditions shall apply:

4. The Eastern, Southern and Western elevations of the proposed units including any roof structures shall comply with section 3 and section 7 (BAL 29) Australian Standard AS3959-2009 'Construction of buildings in bush fire-prone areas' or NASH Standard (1.7.14 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' 2006'.

5. The Northern elevations of the proposed units shall comply with section 3 and section 6 (BAL 19) Australian Standard AS3959-2009 'Construction of buildings in bush fire-prone area' or NASH Standard (1.7.14 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' 2006'.

6. The Eastern, Southern and Western elevations of the proposed town houses including any roof structures shall comply with section 3 and section 6 (BAL 19) Australian Standard AS3959-2009 'Construction of buildings in bush fire-prone area' or NASH Standard (1.7.14 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' 2006'.

7. The Northern elevations of the proposed town houses shall comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2009 'Construction of buildings in bush fire-prone

areas' or NASH Standard (1.7.14 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 2006'.

8. A minimum 1.8 metre high radiant heat shield made of non-combustible materials shall be constructed along the Southern lot boundary adjacent to the hazard. All posts and rails shall be constructed of steel. The bottom of the fence is to be in direct contact with the finished ground level or plinth. All other fences to be constructed of non combustible material and comply with Planning for Bushfire Protection (PBP 2006).

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

SUBSIDENCE ADVISORY NSW
Subsidence Advisory NSW provided their General Terms of Approval for the proposed development as follows:

1. The development being undertaken strictly in accordance with the details set out on the application form, any information submitted with the application and the plans submitted, as amended or as modified by the conditions of this approval (**ref DA 171/18**).

Note: Any proposal to modify the terms or conditions of this approval, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application for consideration by Subsidence Advisory NSW. If amendments to the design result in the development not remaining substantially the same as that approved by this approval, a new application will have to be submitted to Subsidence Advisory NSW.

2. Upon completion of construction, work-as-executed certification by a qualified engineer will be required by Subsidence Advisory NSW confirming that construction was in accordance with the plans accepted by Subsidence Advisory NSW.

WATERNSW
Reference is made to Council's letter received 17 July 2018 requesting the concurrence of Water NSW under State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011 with a proposal for the construction of 12 apartments and 3 town houses.

The subject property, which has been inspected by Water NSW, is located within the Warragamba catchment which forms part of Sydney's water supply.

The following documents have been considered in the assessment of the application:
- a Statement of Environmental Effects prepared by Johnston Enterprises Australia Pty Ltd (dated 6 July 2018), and
- Site Plans prepared by Kleyn Creations (dated 26 April 2018), and
- a Water Cycle Management Study and associated MUSIC modelling and Stormwater Concept Plans prepared by Abel & Brown Pty Ltd (dated 12 October 2018).

Based on Water NSW's site inspection and the information provided, the proposed development has been assessed by Water NSW as being able to achieve a neutral or beneficial effect on water quality provided appropriate conditions are included in any development consent and are subsequently implemented.

Water NSW concurs with Council granting consent to the application, subject to the following conditions:

General

1. The site layout and works for the proposed development shall be as specified in the Statement of Environmental Effects (dated 6 July 2018) prepared by Johnston Enterprises Australia; and shown on the Site Plan & Basix Commitments (Proj No. KC-1736; Dwg No DA01; Rev B; dated 26/4/2018) prepared by Kleyn Creations. No revisions to site layout or works that may impact on water quality, shall be permitted without the agreement of Water NSW.

Reason for the above Condition - Water NSW has based its assessment under State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011 on this version of the development.

Stormwater Management

2. All stormwater management measures as specified in the Water Cycle Management Study (dated 12/10/2018) and shown on the Hydraulic Services Plan Ground/Site Plan (Project No. 2790; Dwg. No. H-02; Rev. D; dated Sept. 2018), all prepared by Abel & Brown Pty Ltd, shall be incorporated in the final stormwater drainage plan to be approved by Council **prior to issuance of a Construction Certificate.** The plan shall be implemented, in particular as elaborated or varied in the following conditions. The stormwater management measures as a minimum shall include:

- Pits incoporating Enviropods and pipes
- Stormwater Cartridge Filtration System (Stormwater360 Cartridge Filter or WaterNSW agreed equivalent), and
- Rainwater collection and reuse system.

3. The access driveway and car park areas shall be sealed and constructed such that stormwater runoff drains via stormwater pits fitted with mesh filter baskets (e.g. Enviropod or WaterNSW agreed equivalent) to the proposed Stormwater Cartridge Filtration System in the western portion of the site.

4. A rainwater collection and reuse system for the dwelling roofs shall be installed that incorporates the following specifications and requirements:

- rainwater tanks with a minimum total capacity of 10,000 litres above any volume required for mains top-up
- roofs and gutters designed so as to maximise the capture of rainwater in the tanks
- the tanks plumbed to toilets and other areas for non-potable use including landscape watering, and
- all rainwater tank overflow shall be directed to the Stormwater Cartrdige Filtration System on the site.

5. No changes to stormwater treatment and management that will impact on water quality, shall be permitted without the agreement of Water NSW.

6. A suitably qualified stormwater consultant or engineer shall certify in writing to Water NSW and Council **prior to the issuance of any Occupation Certificate** that all stormwater management structures have been installed as per these conditions of consent and are in a functional state.

7. An Operational Environmental Management Plan (OEMP) for shall be prepared in consultation with Water NSW by a person with knowledge and experience in the preparation of such plans. The OEMP shall be prepared **prior to the issuance of any Occupation Certificate**. The OEMP shall include but not be limited to:

- details on the location, description and function of stormwater management structures such as pits, pipes, inlet filters (Envirpod or WaterNSW agreed equivalent), stormwater

cartridge filter system, rainwater collection and reuse system, and any other stormwater structures and drainage works,
- an identification of the responsibilities and detailed requirements for the inspection, monitoring and maintenance of all stormwater management structures, including the frequency of such activities,
- the identification of the individuals or positions responsible for inspection and maintenance activities including a reporting protocol and hierarchy, and
- checklists for recording inspections and maintenance activities.

8. All stormwater treatment devices shall be monitored, maintained and managed as per the Operational Environmental Management Plan referred in the above Condition.

Reason for the above Conditions – To ensure that the stormwater quality management measures and structures for the proposed development have a sustainable neutral or beneficial impact on water quality over the longer term.

Construction Activities

9. A Soil and Water Management Plan shall be prepared for all works proposed or required as part of the development by a person with knowledge and experience in the preparation of such plans. The Plan shall meet the requirements outlined in Chapter 2 of NSW Landcom's Soils and Construction: Managing Urban Stormwater (2004) manual - the "Blue Book". The Plan shall be prepared in consultation with Water NSW **prior to the issuance of a Construction Certificate** and shall be to the satisfaction of Council.

10. The Soil and Water Management Plan shall be implemented and effective erosion and sediment controls shall be installed prior to any construction activity including earthworks for site access and for proposed units 3 and 4. The controls shall prevent sediment or polluted water leaving the construction site or entering any natural drainage lines or stormwater drain and shall be regularly maintained and retained until works have been completed and groundcover established.

Reason for the above Conditions– To manage adverse environmental and water quality impacts during the construction phase of the development so as to minimise the risk of erosion, sedimentation and pollution within or from the site during this phase.

COUNCIL'S BUILDING OFFICER

The application was referred to Council's Building Officer and the following comments were provided:

The proposal provides for the construction of:
- Three (3) Two (2) storey residential town houses with attached individual (private) garages, Class 1a dwelling and 10a garage
- Twelve (12) residential units. Six (6) units per storey with underground parking facilities.
- Associated retaining walls garbage area and storm water management system

The works include associated extensive construction works, and construction of a new vehicular carpark (visitor parking).
The proposed development consists of:

Property Description	Description of Proposed Construction/New Use
Lot 2 DP 701624. Site Area: 2,901 sqm. Street frontage to High Street.	Construction of 12 x 3 bedroom residential apartments with underground shared parking. 3 x 3bredroom town

houses with attached private parking (for two vehicles) and 7 visitor parking spaces. One space for disabled. A garbage area is provided.

Classification:
Residential apartments – Class 2
Town houses - Class 1a and 10a attached garage
Parking area - Class 7a

Plans Reviewed: SOEE dated 06/07/18 prepared by Johnston Enterprises Australia Pty Ltd. Architectural Plans dated August, 2017, Revision A.

PLUMBING AND DRAINAGE

A separate S68 application for the carrying out of water supply work and carrying out of sewerage work (within the property) is required to be submitted to Council for consideration. Such application is required to be submitted to and approved by Council prior to commencement of works. This application must be supported by hydraulic details prepared by a Practising Hydraulic Engineer and cover all sanitary plumbing and drainage and associated points of connection to Council's infrastructure, fire services and associated points of connection to Council's infrastructure, backflow protection measures and diameter and material of all pipework, etc. (see recommended conditions below).

OTHER MATTERS

- It is noted that the proposed development is within a Mine Subsidence and Bushfire Prone area. Conditions have been attached regarding compliance.
- As no Construction Certificate application has been submitted to Council for consideration, no assessment against the provisions of the NCC has been undertaken.

RECOMMENDATIONS

No objections are raised to the development, subject to the following conditions being imposed on the Development Consent:

General Requirements

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

Requirements Prior to Commencement of Work

2. Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with:
   a) a Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and
   b) a Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the Regulations, and
   c) 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.

3. 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.

4. Prior to commencement of works associated with any sanitary plumbing and drainage, a Section 68 application under the Local Government Act 1993 for the carrying out of water supply work and carrying out of sewerage work is required to be submitted to Council for consideration and approval. Such application must be accompanied by:

a. The prescribed application fees as determined by Council;
b. Hydraulic drawings prepared by a Practising Hydraulic Engineer to include all sanitary plumbing and drainage services and associated points of connection to Council's infrastructure, fire services and associated points of connection to Council's infrastructure, backflow protection measures, diameter and material of all pipework, etc. Details must demonstrate compliance with the Plumbing Code of Australia and Council's Policies.

5. Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with:

a) A Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and
b) A Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the Regulations, and
c) 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. Prior to commencement of any building and/or demolition works, a suitable lidded waste container for the deposit of all building rubbish and litter must be provided onsite. The waste container must be emptied at a licensed waste disposal facility when full. All building rubbish and litter must be contained on the building site and the site left clear of waste and debris upon completion of works.

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. Prior to commencement of any works onsite, 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.

9. Prior to commencement of any works onsite, a Dilapidation Survey Report is to be prepared by a suitably qualified person and submitted to Council for consideration. This report must identify any existing damage to Council's public roads/laneways/footpaths within the immediate vicinity of the site.

Mine Subsidence Board

10. Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall obtain written approval from the Mine Subsidence Board.

Requirements During Construction

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

12. 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

Construction Noise

13. All works carried out on site during construction, excavation and earthworks shall comply with the NSW Protection of the Environment Operations Act 1997 and the Department of Environment and Climate Change Noise Control Guideline - Construction Site Noise and AS 2436-1981 - "Guide to Noise Control on Construction, Maintenance and Demolition Sites" for the control of construction noise which specifies that:

- Construction period of 4 weeks and under - The L10 level measured over a period of not less than 15 minutes when the construction site is operating must not exceed the background level by more than 20 dB(A) at the boundary.
- Construction period greater than 4 weeks and not exceeding 26 weeks - The L10 level measured over a period of not less than 15 minutes when the construction site is operating must not exceed the background level by more than 10 dB(A) at the boundary.

Should complaints of a noise nuisance be substantiated, Council may require the acoustic treatment of the identified noise source/s to ensure compliance with Councils requirements on noise. An acoustic assessment & report will be required to ensure that the intrusive noise from the plant does not exceed 5 dB (A) above the background noise.

14. The following survey reports (prepared by a Practising Registered Surveyor) are to be submitted to the Principal Certifying Authority to accurately demonstrate compliance with the approved drawings and to demonstrate that the proposal is located wholly within the confines of the allotment boundaries:

a) A Set-out survey showing the location of all slab/footing formwork (including building slabs, carpark slab, retaining walls and fencing footings, etc.) is to be submitted prior to pouring of concrete;

b) A Set-out survey showing the location of external walls of the building (prior to reaching floor level);
c) An Identification Survey of the entire development (upon completion and prior to the issue of any Occupation Certificate).

Sedimentation controls

15. 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.

Dust minimization measures

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

Signage

17. 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.

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

Lighting

19. All exterior lighting associated with the development shall be designed and installed so that no obtrusive light will be cast onto any adjoining property.

NOTE 1: Compliance with Australian Standard AS4282 "Control of the Obtrusive Effects of Outdoor Lighting" will satisfy this condition.

Access for people with disabilities Provision is to be made in the building and on the site for:

a) Access, where required, to the building(s) for people with disabilities in accordance with the Building Code of Australia;
b) Motor vehicle parking space(s) on the site for the exclusive use of people with disabilities in accordance with the Building Code of Australia.

NOTE 1: The applicant must ensure that these matters are addressed in the plans and specifications submitted with the application for a Construction Certificate.

BASIX Commitments

21. The approved BASIX Certificate shall be submitted to the Accredited Certifier with the application for a Construction Certificate. Where a change or changes are proposed in the BASIX commitments, the applicant must submit a new BASIX Certificate to the Accredited Certifier and Council.

If any proposed change in the BASIX commitments is inconsistent with the development consent the applicant will be required to submit a modification to the development consent to Council under Section 96 of the Environmental Planning and Assessment Act 1979. All commitments in the BASIX Certificate must be shown on the plans accompanying the Construction Certificate prior to the issue of any Construction Certificate.

Site filling

22. Any proposed site filling is to be clean material only, free from organic matter, and compacted in horizontal layers not more than 250mm thick to 95% of the standard maximum dry density of the soil.

NOTE 1: Soil density tests from a NATA registered laboratory, and conducted in accordance with Australian Standard 1289, will be required prior to the issue of any Construction Certificate for the erection of a building.

Drain Building Surrounds

23. The ground surrounding the buildings shall be graded and drained to ensure that all surface and seepage water is diverted clear of buildings on the site and clear of adjoining properties. Permanent surface or subsoil drains or a combination of both shall be provided to all excavated areas, hard standing areas and depressions. The invert of such drains shall be a minimum of 200 mm below the finished floor level and shall have a minimum grade of 1:100 to the approved storm water disposal location. This work shall be carried out following the installation of the roof gutter & down pipes, and prior to the final inspection.

Ponding to Neighbours

24. All earthworks, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding of stormwater occur on adjoining land as a result of this development.

Fire Safety Schedule

25. A Fire Safety Schedule specifying the fire safety measures (both current and/or proposed) is to be implemented in the building, to be submitted with the Construction Certificate application, in accordance with Part 9 Clause 168 of the *Environmental Planning and Assessment Regulation 2000.*

Disabled Accessible parking

26. Car parking spaces for use by persons with a disability must be provided where required. Consideration must be given to the means of access from the car parking spaces to adjacent buildings, to other areas within the building and to footpath and roads and must be clearly shown on the plans. prior to the issue of a Construction Certificate.

27. All details must be prepared in accordance with:
    - Australian Standard AS/NZS 2890.1:2004 Parking Facilities – Off-street Car Parking;
    - Australian Standard AS/NZS 2890.6:2009 Parking Facilities – Off-street Parking for People with Disabilities;
    - Australian Standard 1428.1:2001 Design for Access and Mobility – General requirements for access – New building work;
    - Australian Standard 1428.4:2002 Design for Access and Mobility – Tactile indicators.

28. Details demonstrating compliance are to be submitted to the satisfaction of the Principal Certifying Authority prior to the issue of the Construction Certificate. The Certifying Authority is to obtain certification that the parking complies with the requirements of this condition prior to release of an Occupation Certificate.

Parking /Vehicle Access

29. The design of the vehicular access and off street parking facilities must address the relevant provisions of Australian Standards, including but not limited to AS/NZS 2890.1-2004 Parking Facilities - Off-Street Car Parking, AS 2890.2-2002 Parking Facilities - Off-Street commercial vehicles facilities and AS/NZS 2890.6-2009 Off-street parking for people with disabilities. The following specific issues must be addressed in the design:

a) The floor/finished levels within the property must be adjusted to ensure that the levels at the boundary comply with those issued by Council.
b) The longitudinal profile of the access and any ramps within the parking facilities must comply with the Ground Clearance requirements of AS/NZS 2890.1-2004 for a B99 design vehicle.
c) The gradient of the driveway for the first 6 metres from the property boundary must not exceed 1 in 20 (5%) in accordance with the requirements of Clause 3.3(a) of AS/NZS 2890.1-2004.
d) Minimum headroom of 2200mm must be provided throughout the access and parking facilities. Minimum headroom of 2500mm must be provided above any dedicated accessible parking space(s) and adjacent Shared Area(s)
e) Any vehicular access ramp must comply with the ramp grade requirements of Section 3.3 of AS/NZS2890.1-2004.
f) Longitudinal sections must be provided along each outer edge of all ramps within the parking facilities demonstrating compliance with the above requirements.
g) The car parking facilities must be appropriately line marked and signposted in accordance with the requirements of Section 4 of AS/NZS2890.1-2004.
h) Loading / unloading facilities must be provided on-site in accordance with the requirements of AS 2890.2 – 2002.
i) The on-site loading facilities must be designed to accommodate a Small/Medium Rigid Vehicle (SRV/MRV).

30. The design must be certified as compliant with the terms of this condition by a suitably qualified Civil Engineer. Details demonstrating compliance are to be submitted to the satisfaction of the Certifying Authority prior to the issue of the Construction Certificate.

Excavations

31. 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.

Fencing

32. An appropriate fence preventing public access to the site shall be erected for the duration of Construction works

Survey Report for levels of Building during Construction

33. Prior to the placement of any concrete of the basement/ground floor slab, the submission to the principal certifying authority of a registered surveyor's certificate showing that the formwork levels are in accordance with the approved plan.

Plumbing Inspections

34. That all plumbing and drainage work be carried out by a licensed plumber and drainer and inspected by Council officers. Inspections of the following elements are required to be undertaken by Council as the plumbing and drainage authority:

a) Internal drainage carried out by licensed plumber prior to covering.
b) External drainage installed by a licensed plumber and prior to covering.
c) Hot and cold water plumbing installation;
d) Installation of any backflow prevention devices;
e) Connection of any service to Council's water or sewer infrastructure.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections and inspection fees must be paid.

Licensed Plumber

35. All plumbing and drainage work shall be carried out by a licensed plumber and drainer and to the requirements of AS/NZS 3500 and the Plumbing Code of Australia.

Sanitary drainage

36. 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.

Notice of Plumbing Works

37. Prior to the commencement of plumbing and drainage works the responsible plumbing contractor is to submit to Council a "Notice of Works" under the Plumbing and Drainage Act 2011.

Submission of Compliance Certificate

38. Prior to the issue of any Occupation Certificate the responsible plumbing contractor is to submit to Council a copy of the Certificate of Compliance issued for the works.

Submission of drainage diagram

39. Prior to the issue of any Occupation Certificate the responsible plumbing contractor is to submit to Council a copy of the Sewer Service Diagram for the works. The Sewer Service Diagram is to be in accordance with the requirements of NSW Fair Trading.

Tempering Valve

40. All plumbing and drainage work shall be carried out by a licensed plumber and drainer and in accordance with AS/NZS 3500 and the Plumbing Code of Australia.

NOTE 1: It will be necessary to install a temperature control device (e.g. tempering valve) to ensure that hot water to all personal hygiene fixtures is delivered at a temperature not exceeding 50°C.

Hydrant

41. The proposed hydrant system shall be located, sized, spaced and resultant pressure provided in accordance with AS2419.1 – 2005.

<u>Planning for Bushfire Protection 2006</u>

Asset Protection Zones

42. At the commencement of building works, or the issue of a subdivision certificate (whichever comes first) and in perpetuity, the entire property shall be managed as an Inner Protection Area (IPA) as outlined with Section 4.1.3 and Appendix 5 of 'Planning for Bushfire

Protection 2006'and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

Water and Utilities

43. Water electricity and gas are to comply with the requirements of section 4.1.3 of 'Planning for Bushfire Protection 2006'.

Access

44. To aid in fire fighting activities, unobstructed pedestrian access to the Southern and Western lot boundary of the property shall be provided and is to be maintained at all times.

Design and Construction

45. The Eastern, Southern and Western elevations of the proposed units including any roof structures shall comply with section 3 and section 7 (BAL 29) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.

46. The Northern elevations of the proposed units shall comply with section 3 and section 6 (BAL 29) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.

47. The Eastern, Southern and Western elevations of the proposed town houses including any roof structures shall comply with section 3 and section 6 (BAL 19) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.

48. The Northern elevations of the proposed town houses shall comply with section 3 and section 5 (BAL 12.5) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.

49. A minimum 1.8 metre high radiant heat shield made of non-combustible materials shall be constructed along the Southern lot boundary adjacent to the hazard. All posts and rails shall be constructed of steel. The bottom of the fence is to be in direct contact with the finished ground level or plinth. All other fences are to be constructed of non-combustible material and comply with 'Planning for Bushfire Protection 2006'.

Landscaping

50. Landscaping to the site is to comply with the principals of Appendix 5 of 'Planning for Bushfire Protection 2006'.

Requirements Prior to Use/Occupation

51. 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.

52. The occupation certificate shall not be issued until Council as the certifying authority for water and sewer inspections has undertaken and approved the final installation of all plumbing

and drainage fixtures and the Certificate of Compliance and Sewer Services Diagram has been supplied by the licensed plumber.

53. Upon completion of the building and prior to issue of an Occupation Certificate, those essential fire safety measures services listed in the Fire Safety Schedule must be certified by a competent fire safety practitioner, engaged by the owner. Certification is to be submitted to Council stating that the essential fire and other safety measures have been installed and comply with the relevant standard specified below.

54. Once the building is occupied, an Annual Fire Safety Statement must be submitted to Council and the NSW Fire Brigades, PO Box A249, SYDNEY SOUTH NSW 2001, and a copy retained on site certifying that:

i) The essential fire and other safety measures have been maintained and serviced at regular intervals in accordance with the appropriate maintenance specified below and are still operable; and

ii) That the path of travel is clear of anything which would impede free passage of any person at any time.

Advisory Notes

Reference to Building Code of Australia

AN1. 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.

COUNCIL'S WATER & WASTEWATER OFFICER

The application was referred to Council's Water and Waste officer and the following comments were provided:

- There is a sewer MH located in High Street and a connection is possible although a sewer main extension will be required to terminate adjacent to the allotment.
- The water main located in Johnson Street is a high pressure main and a water main extension would be necessary to serve the proposed development.

These conditions do not constitute approval under section 68, Local Government Act 1993. Prior to the commencement of any works as described below;

- Undertaking of water supply works
- Undertaking of sewerage works
- Installation, alteration, disconnection or removal of a meter connected to a service pipe.
- Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain

A 150mm sewer main extension and point of connection will be required to service the allotment. These works are to be undertaken by Council or Councils contractors at full costs to Council.

A 100mm Water Main extension is to be provided by Council or Councils contractors to provide a potable water supply and fire service supply.

Therefore, there is no objection to the proposal given the following conditions of consent:

1. Prior to commencement of works to connect to Council's Water or Sewer Reticulation system, the property owner/ developer must obtain Section 68 Approval from Council to carry out an activity specified in the Table Approvals Part B 1,2,3,4,5 and 6. A person who fails to obtain an approval or who carries out an activity otherwise than in accordance with an approval is guilty of an offence (Sec 626 & 627 of the Local Government Act 1993).

2. A 150mm sewer main extension and point of connection will be required to service the allotment. These works are to be undertaken by Council or Councils contractors at full costs to Council.

3. The applicant/owner is to complete a Work at Owners Costs application form for the construction of the 100mm water main extension prior to commencement of any works and the issue of the Construction Certificate. All works to be charged in accordance with Councils current fees and charges and shall be at full cost to the owner/ developer.

4. The applicant will be reimbursed the set fee costs of a standard 20mm water connection that would have been installed at Councils costs.

5. The applicant shall install Backflow Prevention Devices for containment protection to council's water supply under the provision of AS/NZs 3500. 1 and Councils Containment Backflow Policy 3.4. to the metered potable water supply and to the fire hydrant supply.

6. Any temporary metered water supply during construction shall include backflow prevention.

7. A Testable Double Detector Check Valve with a metered by pass including the installation of a backflow prevention device located on the by-pass shall be installed on the fire service located at the property boundary. The designer will be required to take into consideration an allowance for pressure reduction.

8. An Application to Council for a 'Pressure and Flow Test Request' form is required to be completed prior to Construction at the hydrant located in Johnson Street for design purposes.

9. A 50mm (master meter) shall be installed at the property boundary, 20mm individual water meters for each unit and town house shall be purchased from Council and be installed in an accessible position to be read by Councils meter reader.

10. Each occupancy/unit shall receive a water meter account issued by Lithgow City Council for water usage. Water access fees shall be sent to the owner or strata management manager.

11. Following the satisfactory completion of works, 'Works-As-Executed' (W.A.E.) plans prepared by a registered surveyor or professional engineer shall be submitted to Council's Water and Wastewater Development Officer. Such plans must be lodged prior to occupation or use of the development.

The W.A.E. plans shall be Engineering Drawings as modified, and shall include the following items:

- invert levels of all drainage and sewerage lines at entrance and exit;
- location, class, size, and material of all pipes and subsoil lines;
- location and diameter of service conduits;
- location of stop valves, hydrants, water services, sewer manholes, sewer junctions, storm water and interallotment drainage pits;
- location of water meters and serial number of meter installed in relation to the lot it is installed on
- site regarding details – finished surface levels at centre of front and rear boundaries;
- the location and level of any permanent survey marks;
- Water meter numbers allocated to each unit or town house
- Master meter number

COUNCIL'S ENGINEERS
The application was referred to Council's engineer for comments and the following assessment was undertaken:

The expected increase in vehicle movements as a result of the development is compatible with the existing road environment.

It is recommended that the following engineering conditions be placed on any development consent:

- Concrete driveway is to be constructed in accordance with Lithgow City Council's "Specification for the construction of Driveways, Footpath/Gutter Crossings and Footpaving" (Policy 10.18). A copy is available on Council's website, or on request from Council's Administration. The driveway is to be constructed to a Heavy Duty standard as defined in the policy.
- All development is to be constructed in accordance with Council's "Guidelines for Civil Engineering Design and Construction for Development". This document is available on Council's website or upon request from Council's administration desk.
- The internal car parking area is to be designed and constructed in accordance with AS2890.1: Parking Facilities – Off-street Car Parking.
- The applicant shall submit a soil erosion and sedimentation control plan with the engineering design for Council approval. Such shall address both short and long term management of all disturbed areas and specified methods and structures to be employed to minimise any impact.
- All stormwater drainage is the responsibility of the applicant and shall be satisfactorily disposed of into Council's stormwater infrastructure.

PUBLIC SUBMISSIONS
There were a total of 7 submissions received during the public exhibition period and neighbour notification of this proposal. The following outline the issues raised during this exhibition period.

Objections
1. Privacy and Amenity

- Concern over privacy and viewing access from the proposed development into the living area, patio and back yard area of the owners at No.51 Mort Street, Lithgow.
- Proposal will change the quiet location and amenity of the area.
- Impact of increased residential density on quiet location of the existing residents.
- Concern over privacy into existing units at No.55 Mort Street. Request for windows on the northern side of the proposed town houses to have minimum sill heights of 1.5m above finished floor level or habitable rooms be frosted glass.
- Loss of visual amenity and privacy of neighbours from front verandah (No. 1 Johnson St) to bushland setting and view to the hills.
- Loss of privacy to 1B High Street, adjoining neighbour.
- Headlights from vehicles at night.

Applicants response:

- Agree to remedy this through the provision of window sills to 1.5m to second storey windows or frosted glass and screening to preserve privacy.
- Viewing areas, dwelling and privacy – no specific objection as to where but modification to design fenestration (windows) can occur.
- Depending on the location of the objector, disagree with loss of privacy.
- Agree, possibly some vehicle headlights at night to neighbouring property on entering and leaving site after dark, but limited impact if any.

Planning response:
The proposed townhouse development is in close proximity to the medium density neighbouring properties at No.55 and No.57 Mort Street, whereby there are a number of private courtyard areas of these units which back onto the northern boundary of the subject site. There are a few well established large trees within this medium density complex. Privacy concerns to No.55 & 57 Mort Street will be alleviated by the provision a minimum of 1.5m sill heights from floor level on the second floor or alternatively frosted glass. These mitigation measures are recommended to be a condition on the consent. The applicant has proposed a stepped retaining wall and landscape treatment. Full architectural plans detailing the retaining wall and landscape treatment in this location of the site will be required as a deferred commencement condition. Council is satisfied that this retaining wall and landscape treatment will satisfy the deferred commencement condition to mitigate privacy concerns.

The proposed development is likely to have privacy impact on the backyard area to No.51 Mort Street, mainly from the proposed residential unit complex. However this is considered to be minor, considering the proposed building is setback 8.93m from the eastern side boundary to No.51 Mort St.

To address privacy concerns to 1B High Street, the units are proposed to be setback 5.5m with landscape treatment on the side boundary. There are also no windows proposed on the western elevation of townhouse unit 1. These setbacks and design measures are considered to be adequate to reduce privacy impacts.

2. Setbacks and Overshadowing

- Inadequate setback of the development of 0.86m from the boundary fence and impact of overshadowing on clothes line and existing solar panels at No.51 Mort Street, Lithgow.
- Townhouses too close to the boundary (No.55 Mort St) and will impact the safety and visibility of the existing walkway between the properties. Request for no increase in retaining wall height and any new fencing be open design such as pool fencing.
- Overshadowing to 1B High Street from townhouse development to backyard and along fence line. Apartments will have direct visual impact to backyard area, no privacy provisions.

Applicants response

- The setback is 1.86m and is more than adequate where dwellings can be built 0.9m from a boundary.
- No overshadowing of any building at any time of the year from the development. No overshadowing of house (No.55 Mort St) at any time. Some overshadowing of the land in Autumn and Spring for 1-2 hrs between 9am – 11am, non after that. In winter 6m approx. between 9am- 11am and no overshadowing after that. Minimal impact for 1-2 hrs.

Planning response:
The proposal provides for a setback of 1.86m of the proposed townhouses to the rear boundary of No.51 Mort Street. This is considered to be an adequate setback and the proposal is unlikely to have a negative impact of overshadowing of the rear yard area. Further the solar panels at No.51 Mort Street are located on the northern roof areas of the dwelling and will not be impacted by the proposal.

The applicant has proposed a stepped retaining wall and landscape treatment. Full architectural plans detailing the retaining wall and landscape treatment in this location of the site will be required as a deferred commencement condition. Council is satisfied that this retaining wall and landscape treatment will satisfy the deferred commencement condition to mitigate privacy concerns.

Townhouse No.1 will have overshadowing impacts upon No.1B High Street rear yard. This is limited to the morning areas of between 9am – 12pm and are the most overshadowed during winter, autumn and spring. However the rest of the day provides for no overshadowing. The extent of overshadowing is predominantly in the rear yard area. Considering that the rear yard obtains at least 50% of sunlight for over 3hrs of the day, this is considered to be appropriate.

3. Landscaping

- Need for appropriate landscaping on the northern boundary to the proposed town houses.
- Request landscaping be designed by professional landscaper and that plants enhance privacy, soil stability and be suitable for the climate and soil type. Request for non deciduous plantings, as leaves are a slip hazard along the existing path.

Applicants response:

- Agree that landscaping can be provided.
- Photo montage provided.

Planning response:

A deferred commencement condition of consent is recommended to be imposed to ensure that additional architectural plans for the proposed retaining wall and landscaping plans are provided to Council's satisfaction. As part of the deferred commencement condition, the applicant will be required to provide non deciduous plant species in the landscape plan along the northern and north-eastern boundary of the site to ensure that the plantings do not cause a trip hazard along the adjoining pedestrian pathway.

4. Non-reflective materials and colours

- Request for all materials on the northern side of the development be non-reflective and mid to dark tone (including walls, gutters, downpipes and fascia) and non-reflective finish to windows.

Applicants response:

- Yes, non-reflective surfaces to be used. No dark tones to be used, agree with mid tones for walls, gutters, downpipes and fences with suitable matching palette for trims.

Planning response:

The proposed development includes a colour schedule which proposes a mid to dark grey colours, which are considered to be suitable colours for the development. A condition of development consent is recommended to be imposed to ensure non-reflective materials are to be used.

5. Noise

- Noise impacts of closing garage doors, due to location of bedrooms/sleeping areas of existing dwelling of owners.
- Potential noise concerns from residents and visitor cars arriving and leaving the site (banging car doors).
- Negative impact of construction noise on existing childcare centre *(home based)* opposite to the site.
- Negative impacts of post construction noise of the development, such as extra traffic, garbage collection, garbage truck lights and reversing alarms servicing development.
- Negative increase in noise levels from proposed development to adjoining properties with additional 30+ residents.

Applicants response:

- Yes, can consider electric doors where doors are necessary.
- To minimise on street car parking, 2 spaces provided per apartment/ townhouse and 6 visitor spaces, 36 spaces in total. Vehicular movements are 60 per day in High Street, additional. Agree, more traffic movements, but site is a culdesac and through traffic not an issue. Clear sight distances traffic entering and leaving site, by vehicle movement standards and AATF considerations.
- Minor increase in ambient noise levels during construction, but only in the hours nominated in daytime and not at night or early evening.

Planning response:
The subject site is zoned R1 General Residential which permits residential units and multi-dwelling development. This will result in additional noise from what is currently vacant land, however this is considered to be in line with the orderly and economic development of the site and similar to adjoining development.

A condition of development consent is recommended to be imposed to ensure the use of electric garage doors to be installed for the townhouses to reduce noise to adjoining neighbours.

Relevant conditions of development consent will be imposed to ensure construction noise is limited to specific hours and times as per standard construction times being in daylight hours.

The development will generate additional traffic movements in the vicinity. As the development is located at the end of the cul-de-sac containing 2 residential dwellings adjacent to the site, the additional traffic noise is considered to be minor. The design layout proposes the garages and carparking areas in the middle of the site, surrounded by proposed buildings, that will minimise noise impacts to adjoining residences. Landscaping and fencing will also be located on the boundaries to help to reduce potential noise impacts from the site.

The proposal will generate additional garbage collection noise, due to the number of garbage bins, however discussion with garbage contractors indicate this should result in an additional 10 minutes of time to collect the garbage bins. This is considered to be reasonable for the area, given that the property is located at the end of a cul-de-sac within proximity to Hassans Walls Reserve. There are also only 2 residential dwellings directly opposite the site and 1 dwelling adjoining the site, that garbage noise collection may impact. Garbage collection is only one day a week with a minimum time span on on-recycling days.

6. Fencing
- Potential damage to colourbond fencing in the eastern carpark area from the visitor cars.

Applicants response:
- Yes, protection can occur during construction and a new colourbond fence over the 50m rear boundary at our expense.

Planning response:
Conditions of development consent is recommended to be imposed to ensure the colourbond fencing along the eastern boundary to No.51 Mort Street is retained during construction and reinstated where required. Wheel stops will be required to be provided as a minimum standard along this boundary for each car space as a condition of development consent. It will be the owner or body corporate's responsibility to ensure that the fence is maintained.

7. Residential flat building development
- Enough apartment development to the east of their site.

- Negative impacts by increased population and change in the character of the area to high density living.
- Incompatible development with quiet neighbourhood and low density residential environment.
- Overdevelopment of the site, 3 storey units only 5.5m away from 1B High Street.

Applicants response:

- The site is over 2,900m2 or ¾ of an acre, which is quite large. The adjoining townhouse complex has 12 town houses on 2000m^2. Proposed density is 1 apartment per 200m^2 of land, better than the adjoining town houses. No overdevelopment of the site, consistent with surrounding development.
- It is not high density but medium density development consistent with Australian institute of Architects definition.

Planning response:

The subject site is zoned R1 General Residential which permits residential units and multi-dwelling housing.

The proposal provides for a floor space ratio (FSR) of 1.11:1. Although this is a higher FSR to the adjoining medium density developments, the site contains a larger site area and provides an adequate building to land area ratio. There is sufficient private and common open space areas, landscaped areas, carparking areas and access to the proposed development. The density of the site is considered to be moderate and the projected population increase can be sustained by existing Lithgow infrastructure, community facilities and public services.

As the property is surrounded by a mixture of single storey dwellings and two storey medium density townhouses, the development is considered to be suitable for the site.

8. Townhouses

- Objection to the location of the 3 proposed townhouses in close proximity to adjoining townhouses at No.57 Mort Street, far too close.

Applicants response:

- Overall design follows the Australian Institute of Architects design guidelines for multi-unit dwellings. The 2m side setback is excessive and will limit the feasibility of this kind of development.
- Townhouse design for the majority of the building is 4m from the boundary. In one case, building is 1.256m from the boundary and 5m wall setback 1.86m from boundary. Setbacks considered reasonable, where standard is 0.9m.
- Adjoining townhouse complex has several buildings within this setback distance and closer than what applicant has designed.

Planning response:

The proposed townhouses are located 4m from the building to the northern boundary and 1m at its nearest point from the outside courtyard areas to this boundary. This setback is considered to be appropriate, considering the proposed landscape treatment, retaining wall and fencing proposed by the applicant.

A deferred commencement condition of consent is recommended to be imposed to ensure that additional architectural plans of the proposed retaining wall and landscape treatment are provided to Council's satisfaction. This would alleviate any potential impacts to adjoining townhouses. The location of the townhouses would have no overshadowing impacts but will

have visual impacts. The first floor levels of the townhouses would be screened as much as possible by fencing and landscaping.

9. View loss

- Loss of privacy and neighbourhood amenity to bushland setting beyond.
- Loss of views and outlook for many adjoining neighbouring properties to semi-rural/bushland setting.

Applicants response:

- The site is not semi-rural, the site is General residential and allows for medium density development. Density consistent with adjoining town house developments.

Planning response:

The development would substantially improve the current condition of the site, being unmanaged land consisting of overgrown vegetation and weeds. The Hassans Walls Reserve is located at a higher topographic elevation than the proposed development and will still be able to be viewed from surrounding properties.

10. Value of residential land

- Will devalue the area and our house.
- High residential development will impact upon property values of the neighbourhood.

Applicants response:

- Very limited stock of this form of housing in Lithgow, particularly close to amenities and transport. State Government encouraging this form of development.
- Provides housing opportunity for people at different stages of their life
- Opportunity for first home buyers
- Diversity in the housing market which Lithgow requires.
- The land is not zoned open space but for medium density development. The development will improve the aesthetics of the area, through professional landscaping, modern contemporary design to add to streetscape and enhance value of land.
- Additional sales will add recognition of the area as a pleasant and attractive area to live.
- Change from uncontrolled vacant land to pleasant well managed site.

Planning response:

The impact of the proposed development on the value of adjoining residential land is not a Council planning consideration.

11. Traffic and Vehicle Access

- The development will increase traffic to potentially 30 vehicles and visitor vehicles, this will cause traffic congestion in High Street and will impact on safety of residents.
- A home based family day care facility operates in the vicinity of the subject site and there are concerns that the proposed increase in traffic from proposed development will impact on the safety of children and parents.

Applicants response:

- Agree that increase traffic movements, possibly 60 extra traffic movements per day. This is considered to be acceptable for a public road of this classification. Culdesacs have advantages over normal streets, reduce noise and pollution due to no through traffic.
- Disagree, No through traffic which would normally be associated with risk. There are pathways for children and the visual entry and exit points for traffic movements from the site are clear of obstructions and not a pedestrian risk. Good sight lines.

- The site has 43m frontage to High Street and 5m access handle which is flat and provides clear view entering and leaving the site. A separate pedestrian linkage separate to the driveway for safety reasons. Disagree with this objection.

Planning response:
The development is likely to cause an increase in vehicle movements from the site. However High Street contains suitable width for vehicle movements with the property located at the end of a cul-de-sac, only 40m away from Chifley Rd/Mort Street which is a main RMS controlled road. The proposal will also provide adequate access onto the site and suitable car parking on the site, to ensure High Street will not be congested with vehicles.

The proposal provides for suitable vehicular access for the proposed development, with adequate sight lines for vehicles entering and leaving the site. The development was referred to Council's engineering officer who has assessed the development and is considered to meet the required engineering standards for vehicle manoeuvring and access.

12. Visitor Parking
- Inadequate onsite car parking for visitors and overflow into High and Johnson Streets.

Applicants response:
- To minimise on street car parking, 2 spaces provided per apartment/ townhouse and 6 visitor spaces, 36 spaces in total. Vehicular movements are 60 per day in High Street, additional. Agree, more traffic movements, but site is a culdesac and through traffic not an issue. Clear sight distances traffic entering and leaving site, by vehicle movement standards and AATF considerations.

Planning response:
The proposal provides for 36 car spaces (2 spaces per townhouse/unit and 6 visitor spaces) which is considered to be adequate for the proposal.

13. Flora / Fauna Impacts
- Negative impact on native wildlife and fauna on adjoining bushland.

Applicants response:
- The land is zoned General Residential and similar zoned land on southern boundary of High St. No impact on native bushland and will encourage wildlife through native planting, prepared by a Landscape Architect.
- The site backs onto another residential site and buffered from the natural forested area by another residential block, no impact.

Planning response:
The proposal is unlikely to place a negative impact upon native wildlife and fauna on adjoining bushland as the development will be wholly confined within the property boundaries. Clearing will be required to be undertaken as part of the development, however no threatened species were observed.

14. Potential Landslides
- Proposed development will have impact to potentially cause landslides. Effect on the stability of the surrounding land.
- Currently loose gravel falls from the existing bank and debris cascades down in storm events onto the existing pedestrian pathway (No.55 Mort St units). Request that minimal alterations to existing slopes to maintain stability.

Applicants response:

- Alliance Geotechnical engaged, inspected the site and found no evidence of instability or slip issues.
- The land in this area has been reviewed by a Geotechnical Engineer which raised no concerns with the area. During construction certificate stage, a structural engineer will consider type and form of any retaining wall, at applicant's cost to be approved by Council. No impact on neighbours, area will be greatly improved by stable well constructed solution.

Planning response:

The applicant has provided a Geotechnical report by Alliance Geotechnical Pty Ltd that indicates the proposed development presents a Low to Very Low Risk of landslides to surrounding properties. This risk is subject to the development being undertaken in accordance with a number of recommendations in the report. The recommendations include battered areas and retaining walls, soil erosion measures that will assist in managing land stability during construction of the proposed development. A condition of development consent will be imposed to ensure that recommendations provided by the Geotechnical consultants are undertaken prior and during construction for the proposed development.

With regards to the land stability along the adjoining boundary to No.55 Mort Street, further information is required in the Geotechnical report regarding land stability. A deferred commencement consent is recommended to be imposed to provide Council with an updated Geotechnical Report. This will detail a thorough risk assessment for the proposed townhouse development in the north-east corner of the site.

15. Site Boundaries to High Street

- Question regarding the site boundaries along the High Street boundary between the subject site and owners property for access to High Street at No. 51 Mort Street, Lithgow.

Applicants response:

- Proposal built to our survey plan.

Planning response:

The adjoining property to the south (No.51 Mort St) has legal access to High Street at the top most corner of the existing cul-de-sac, however this area of land fronts onto the unformed road of High Street. The proposed development has been designed and in accordance with a site survey undertaken by a registered surveyor and site dimensions are correct.

16. Structural Adequacy of Retaining Walls above Mort Street units

- Concern raised regarding the structural stability of the existing retaining walls located on the northern boundary to Mort Street residential units and the proposed development causing significant land instability. Request for structural engineer to assess suitability of the retaining wall and the potential load of the proposed development.

Applicants response:

- The land in this area has been reviewed by a Geotechnical Engineer which raised no concerns with the area. During construction certificate stage, a structural engineer will consider type and form of any retaining wall, at applicant's cost to be approved by Council. No impact on neighbours, area will be greatly improved by stable well constructed solution.

Planning response:

- The Geotechnical report compiled by the applicant does not address the soil stability and risk to property along the northern boundary of the site.

Extract from the Geotechnical report by Alliance Geotechinical Pty Ltd states:
Page 5 – Section 4.2 Risk Management Actions:
"It is assessed that the construction of the townhouses situated to the north-east of the site will not be affected by the slope. Therefore, this assessment has been carried out solely for the construction of the unit blocks".

The information submitted by the applicant does not provide assurances to Council regarding the stability of the land for the proposed construction of the townhouses. It is therefore recommended that further information be provided to Council to ensure that the applicant addresses the soil stability and risk to property and life for the construction of the townhouses. A deferred commencement consent is recommended to be imposed to provide Council with an updated Geotechnical Report which provides a thorough risk assessment for the proposed townhouse development in the north-east corner of the site.

17. Stormwater Runoff

- Request for all stormwater run-off be directed to High Street to minimise additional runoff onto downslope properties.
- Additional stormwater run-off from the proposed development, due to land clearing and hard surfaces.
- Existing heavy stormwater run-off during heavy rainfall within High Street and along driveway entrances and impact on safety. Possible impacts onto Mort Street.
- Proposed development is a flood risk.

Applicants response:

- Detailed Stormwater Report prepared by Abel & Brown Pty Ltd which provides comprehensive detail on stormwater control and removal. It will be "fully managed" and directed off site to High Street.
- At present, stormwater run-off occurs in an uncontrolled manner across the site. Overall improvement to stormwater management and control for 50m of run-off, not available for neighbours currently.
- No evidence of flood risk.

Planning response:

The proposed development provides for adequate stormwater control and removal is directed to High Street.

It is unlikely that the proposed development will have negative impacts on stormwater run-off to adjoining lands. The proposed stormwater will be undertaking using a series a pits using Enviropod inserts. This has been assessed by WaterNSW and is considered to be adequate.

18. Public Domain

- Proposed development does not provide adequate public opens space, 200m2 common area of garden not large enough for the development accommodating 15 families.

Applicants response:

- There is a park within a 100m distance from site and native forest to the rear with established walking trails.
- Substantial S.94 contributions will be made to Council can be used for both open space and community facilities. Suggestion for enhancement of walking trails.

Planning response:

There is a park located off Mort Street and native forest to the rear with established walking trails.

The proposed development provides for an area of land at the rear of the site, along the southern boundary as an asset protection zone and passive open space.

19. Air Quality

- Reduction in air quality due to increase in traffic.
- Odours from garbage storage

Applicants response:

- Extract provided from EP& A Guidelines, objection to statement that increase in level of car emissions relates to the development of the site. Other factors more common such as pollen in seasonal changes.

Planning response:

There is no evidence to suggest that the increased traffic from the proposed development will have an impact upon air quality.

A condition of development consent will be imposed to ensure that the garbage areas are kept in a sanitary and clean order at all times. Garbage pick-up will be line with current garbage pick-up schedule similar with adjoining residences.

20. Fire Hazard

- Proposed development is a fire hazard

Applicants response:

- Professional reports compiled on Building Code and Bushfire Hazard Solution Pty Ltd. The site is approved in the design and format provided to Council.

Planning Comments:

A bushfire hazard assessment report has been provided for the application and the comments have been received from the NSW Rural Fire Service, who have recommended approval subject to conditions.

5.3.9 The public interest

There were 7 objections raised by the community with regards to the proposed development during public exhibition and have been assessed as detailed above.

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 DA 171/18 is approved subject to conditions set out in Schedule A.

Report prepared by:	Supervisor:
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 drainage works are provided.
- To ensure access, parking and loading arrangements will be made to satisfy the demands created by the development.
- To ensue the structural integrity of the development.
- To ensure the protection of the health and safety of the occupants of the development.
- 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

DEFERRED COMMENCEMENT CONDITIONS

As per Section 4.16 *(cf previous s 80)'* Determination' (3) 'Deferred Commencement' of the Environmental Planning & Assessment Act 1979

1. That the applicant provide an updated Geotechnical Report which addresses the risk management actions for the construction of the three (3) townhouses proposed as part of the development, to the satisfaction of Council. This report is to take into account the proposed construction of retaining wall and fill in excess of 3m along the northern and north-eastern boundary of the site.

2. Architectural plans (including sections) and a revised landscape plan are to be provided for the retaining wall and landscape treatment along the north and north-eastern boundary of the site in the location of the proposed townhouses. This is be to the satisfaction of Council.

[Note: The landscape plan is to incorporate non-deciduous plant species along the northern and north-eastern boundary of the site to ensure that the plantings do not cause a trip hazard along the adjoining pedestrian pathway.]

The above conditions are to be complied with within one year of the approval date for the consent to be activated, otherwise the consent will lapse.

Upon satisfaction of the deferred commencement condition above, an Operational Consent will be issued subject to the following conditions under Schedule B.

Schedule B

Conditions of Consent (Consent Authority) and General Terms of Approval (NSW Rural Fire Service and WaterNSW)

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 in the approval and any further information provided during the process unless otherwise amended by the following conditions.
2.	Prior to the issue of the Construction Certificate in connection with a development, the developer (whether or not a constitutional corporation) is to provide evidence satisfactory to the Certifying Authority that arrangements have been made for: i. the installation of fibre-ready facilities to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose. and ii. the provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier. **Note:** real estate development project has the meanings given in section 372Q of the Telecommunications Act.
NSW RURAL FIRE SERVICE REQUIREMENTS	
Asset Protection Zones	
3.	At the commencement of building works, or the issue of a subdivision certificate (whichever comes first) and in perpetuity, the entire property shall be managed as an Inner Protection Area (IPA) as outlined with Section 4.1.3 and Appendix 5 of 'Planning for Bushfire Protection 2006'and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
Water and Utilities	
4.	Water electricity and gas are to comply with the requirements of section 4.1.3 of 'Planning for Bushfire Protection 2006'.
Access	
5.	To aid in fire fighting activities, unobstructed pedestrian access to the Southern and Western lot boundary of the property shall be provided and is to be maintained at all times.
Design and Construction	
6.	The Eastern, Southern and Western elevations of the proposed units including any roof structures shall comply with section 3 and section 7 (BAL 29) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.
7.	The Northern elevations of the proposed units shall comply with section 3 and section 6 (BAL 29) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.

8.	The Eastern, Southern and Western elevations of the proposed town houses including any roof structures shall comply with section 3 and section 6 (BAL 19) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.
9.	The Northern elevations of the proposed town houses shall comply with section 3 and section 5 (BAL 12.5) Australian Standard AS3959 – 2009 Construction of buildings in bush fire-prone areas' or NSH Standard (1.7.14 updated) 'National Standard Steel Framed Construction in Bushfire Areas – 2014'as appropriate and section A3.7 Addendum Appendix 3 of 'Planning for Bushfire Protection, 2006'.
10.	A minimum 1.8 metre high radiant heat shield made of non-combustible materials shall be constructed along the Southern lot boundary adjacent to the hazard. All posts and rails shall be constructed of steel. The bottom of the fence is to be in direct contact with the finished ground level or plinth. All other fences are to be constructed of non-combustible material and comply with 'Planning for Bushfire Protection 2006'.
Landscaping	
11.	Landscaping to the site is to comply with the principals of Appendix 5 of 'Planning for Bushfire Protection 2006'.
WATERNSW REQUIREMENTS ***General***	
12.	The site layout and works for the proposed development shall be as specified in the Statement of Environmental Effects (dated 6 July 2018) prepared by Johnston Enterprises Australia; and shown on the Site Plan & Basix Commitments (Proj No. KC-1736; Dwg No DA01; Rev B; dated 26/4/2018) prepared by Kleyn Creations. No revisions to site layout or works that may impact on water quality, shall be permitted without the agreement of Water NSW.
Reason for the above Condition - Water NSW has based its assessment under State Environmental Planning Policy (Sydney Drinking Water Catchment) 2011 on this version of the development.	
Stormwater Management	
13.	All stormwater management measures as specified in the Water Cycle Management Study (dated 12/10/2018) and shown on the Hydraulic Services Plan Ground/Site Plan (Project No. 2790; Dwg. No. H-02; Rev. D; dated Sept. 2018), all prepared by Abel & Brown Pty Ltd, shall be incorporated in the final stormwater drainage plan to be approved by Council **prior to issuance of a Construction Certificate.** The plan shall be implemented, in particular as elaborated or varied in the following conditions. The stormwater management measures as a minimum shall include: • Pits incoporating Enviropods and pipes • Stormwater Cartridge Filtration System (Stormwater360 Cartridge Filter or WaterNSW agreed equivalent), and • Rainwater collection and reuse system.
14.	The access driveway and car park areas shall be sealed and constructed such that stormwater runoff drains via stormwater pits fitted with mesh filter baskets (e.g. Enviropod or WaterNSW agreed equivalent) to the proposed Stormwater Cartridge Filtration System in the western portion of the site.

15.	A rainwater collection and reuse system for the dwelling roofs shall be installed that incorporates the following specifications and requirements: • rainwater tanks with a minimum total capacity of 10,000 litres above any volume required for mains top-up • roofs and gutters designed so as to maximise the capture of rainwater in the tanks • the tanks plumbed to toilets and other areas for non-potable use including landscape watering, and • all rainwater tank overflow shall be directed to the Stormwater Cartrdige Filtration System on the site.
16.	No changes to stormwater treatment and management that will impact on water quality, shall be permitted without the agreement of Water NSW.
17.	A suitably qualified stormwater consultant or engineer shall certify in writing to Water NSW and Council **prior to the issuance of any Occupation Certificate** that all stormwater management structures have been installed as per these conditions of consent and are in a functional state.
18.	An Operational Environmental Management Plan (OEMP) for shall be prepared in consultation with Water NSW by a person with knowledge and experience in the preparation of such plans. The OEMP shall be prepared **prior to the issuance of any Occupation Certificate**. The OEMP shall include but not be limited to: • details on the location, description and function of stormwater management structures such as pits, pipes, inlet filters (Envirpod or WaterNSW agreed equivalent), stormwater cartridge filter system, rainwater collection and reuse system, and any other stormwater structures and drainage works, • an identification of the responsibilities and detailed requirements for the inspection, monitoring and maintenance of all stormwater management structures, including the frequency of such activities, • the identification of the individuals or positions responsible for inspection and maintenance activities including a reporting protocol and hierarchy, and • checklists for recording inspections and maintenance activities.
19.	All stormwater treatment devices shall be monitored, maintained and managed as per the Operational Environmental Management Plan referred in the above Condition.
Reason for the above Conditions – To ensure that the stormwater quality management measures and structures for the proposed development have a sustainable neutral or beneficial impact on water quality over the longer term.	
Construction Activities	
20.	A Soil and Water Management Plan shall be prepared for all works proposed or required as part of the development by a person with knowledge and experience in the preparation of such plans. The Plan shall meet the requirements outlined in Chapter 2 of NSW Landcom's Soils and Construction: Managing Urban Stormwater (2004) manual - the "Blue Book". The Plan shall be prepared in consultation with Water NSW **prior to the issuance of a Construction Certificate** and shall be to the satisfaction of Council.
21.	The Soil and Water Management Plan shall be implemented and effective erosion and sediment controls shall be installed prior to any construction activity including earthworks for site access and for proposed units 3 and 4. The controls shall prevent sediment or polluted water leaving

	the construction site or entering any natural drainage lines or stormwater drain and shall be regularly maintained and retained until works have been completed and groundcover established.
Reason for the above Conditions– To manage adverse environmental and water quality impacts during the construction phase of the development so as to minimise the risk of erosion, sedimentation and pollution within or from the site during this phase.	
SUBSIDENCE ADVISORY NSW	
22.	The development being undertaken strictly in accordance with the details set out on the application form, any information submitted with the application and the plans submitted, as amended or as modified by the conditions of this approval (**ref DA 171/18**). **Note**: Any proposal to modify the terms or conditions of this approval, whilst still maintaining substantially the same development to that approved, will require the submission of a formal application for consideration by Subsidence Advisory NSW. If amendments to the design result in the development not remaining substantially the same as that approved by this approval, a new application will have to be submitted to Subsidence Advisory NSW.
23.	Upon completion of construction, work-as-executed certification by a qualified engineer will be required by Subsidence Advisory NSW confirming that construction was in accordance with the plans accepted by Subsidence Advisory NSW.
Engineering Requirements	
24.	Concrete driveway is to be constructed in accordance with Lithgow City Council's "Specification for the construction of Driveways, Footpath/Gutter Crossings and Footpaving" (Policy 10.18). A copy is available on Council's website, or on request from Council's Administration. The driveway is to be constructed to a Heavy Duty standard as defined in the policy.
25.	All development is to be constructed in accordance with Council's "Guidelines for Civil Engineering Design and Construction for Development". This document is available on Council's website or upon request from Council's administration desk.
26.	The internal car parking area is to be designed and constructed in accordance with AS2890.1: Parking Facilities – Off-street Car Parking.
27.	The applicant shall submit a soil erosion and sedimentation control plan with the engineering design for Council approval. Such shall address both short and long term management of all disturbed areas and specified methods and structures to be employed to minimise any impact.
28.	All stormwater drainage is the responsibility of the applicant and shall be satisfactorily disposed of into Council's stormwater infrastructure.
PRIOR TO ISSUE OF CONSTRUCTION CERTIFICATE	
Section 94	
29.	Prior to the issue of a Construction Certificate the applicant shall pay to Council a Section 7.12 contribution of **$48,258.00**, in accordance with the Lithgow City Council Section 94A (Section 7.12) Development Contribution Plan 2015. It is advised that the level of contribution in this plan may be adjusted at the time of actual payment, in accordance with the provisions of the Lithgow City Council Section 94A Development Contribution Plan 2015.

External Finish	
30.	That the external materials and roofing of the townhouses and residential units are to be a non-reflective condition.
Window Sills	
31.	Window sills within the townhouse and residential units are to be to a height of 1.5m for all second storey windows or alternatively are to be constructed of frosted glass to ensure adequate privacy to adjoining dwellings.
Noise	
32.	The garage doors for the three (3) townhouses are required to be electric operated to reduce potential noise to adjoining residential units
Fencing	
33.	The colourbond fencing along the eastern boundary of the subject site to No.51 Mort Street is to be retained during construction and reinstated where required. Wheel stops are to be provided within the car parking area along this boundary for each car space.
Compliance with Geotechnical Report	
34.	All excavation works, batter slopes, slope preparation, stormwater management, drainage, retaining walls and footings are to be carried out in accordance with the risk management actions and recommendations set out in the Geotechnical report by Alliance Geotechnical Pty Ltd, dated 5 October 2018.
REQUIREMENTS PRIOR TO COMMENCEMENT OF WORK	
35.	Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with: a) a Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and b) a Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the Regulations, and c) 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.
36.	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.
37.	Prior to commencing any construction works, the following provisions of the Environmental Planning and Assessment Act 1979 are to be complied with: a) A Construction Certificate is to be obtained in accordance with Section 81A(2)(a) of the Act, and b) A Principal Certifying Authority is to be appointed and Council is to be notified of the appointment in accordance with Section 81A(2)(b) of the Act and Form 7 of the Regulations, and c) 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.
38.	Prior to commencement of any building and/or demolition works, a suitable lidded waste container for the deposit of all building rubbish and litter must be provided onsite. The waste container must be emptied at a licensed waste disposal facility when full. All building rubbish and litter must be contained on the building site and the site left clear of waste and debris upon completion of works.
39.	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.
40.	Prior to commencement of any works onsite, 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
41.	Prior to commencement of any works onsite, a Dilapidation Survey Report is to be prepared by a suitably qualified person and submitted to Council for consideration. This report must identify any existing damage to Council's public roads/laneways/footpaths within the immediate vicinity of the site.
Mine Subsidence Board	
42.	Prior to Council or an accredited certifier issuing a construction certificate, the applicant shall obtain written approval from the Mine Subsidence Board.
Water and Sewer Requirements	
43.	Prior to commencement of works to connect to Council's Water or Sewer Reticulation system, the property owner/ developer must obtain Section 68 Approval from Council to carry out an activity specified in the Table Approvals Part B 1,2,3,4,5 and 6. A person who fails to obtain an approval or who carries out an activity otherwise than in accordance with an approval is guilty of an offence (Sec 626 & 627 of the Local Government Act 1993).

44.	A 150mm sewer main extension and point of connection will be required to service the allotment. These works are to be undertaken by Council or Councils contractors at full costs to Council.
45.	The applicant/owner is to complete a Work at Owners Costs application form for the construction of the 100mm water main extension prior to commencement of any works and the issue of the Construction Certificate. All works to be charged in accordance with Councils current fees and charges and shall be at full cost to the owner/ developer.
46.	The applicant will be reimbursed the set fee costs of a standard 20mm water connection that would have been installed at Councils costs.
47.	The applicant shall install Backflow Prevention Devices for containment protection to council's water supply under the provision of AS/NZs 3500. 1 and Councils Containment Backflow Policy 3.4. to the metered potable water supply and to the fire hydrant supply.
48.	Any temporary metered water supply during construction shall include backflow prevention.
49.	A Testable Double Detector Check Valve with a metered by pass including the installation of a backflow prevention device located on the by-pass shall be installed on the fire service located at the property boundary. The designer will be required to take into consideration an allowance for pressure reduction.
50.	An Application to Council for a 'Pressure and Flow Test Request' form is required to be completed prior to Construction at the hydrant located in Johnson Street for design purposes.
51.	A 50mm (master meter) shall be installed at the property boundary, 20mm individual water meters for each unit and town house shall be purchased from Council and be installed in an accessible position to be read by Councils meter reader.
52.	Each occupancy/unit shall receive a water meter account issued by Lithgow City Council for water usage. Water access fees shall be sent to the owner or strata management manager.
53.	Following the satisfactory completion of works, 'Works-As-Executed' (W.A.E.) plans prepared by a registered surveyor or professional engineer shall be submitted to Council's Water and Wastewater Development Officer. Such plans must be lodged prior to occupation or use of the development. The W.A.E. plans shall be Engineering Drawings as modified, and shall include the following items: • invert levels of all drainage and sewerage lines at entrance and exit; • location, class, size, and material of all pipes and subsoil lines; • location and diameter of service conduits; • location of stop valves, hydrants, water services, sewer manholes, sewer junctions, storm water and inter-allotment drainage pits; • location of water meters and serial number of meter installed in relation to the lot it is installed on • site regarding details – finished surface levels at centre of front and rear boundaries; • the location and level of any permanent survey marks; • Water meter numbers allocated to each unit or town house • Master meter number
DURING CONSTRUCTION	

54.	A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.
Construction hours	
55.	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
Construction Noise	
56.	All works carried out on site during construction, excavation and earthworks shall comply with the NSW Protection of the Environment Operations Act 1997 and the Department of Environment and Climate Change Noise Control Guideline - Construction Site Noise and AS 2436-1981 - "Guide to Noise Control on Construction, Maintenance and Demolition Sites" for the control of construction noise which specifies that: • Construction period of 4 weeks and under - The L10 level measured over a period of not less than 15 minutes when the construction site is operating must not exceed the background level by more than 20 dB(A) at the boundary. • Construction period greater than 4 weeks and not exceeding 26 weeks - The L10 level measured over a period of not less than 15 minutes when the construction site is operating must not exceed the background level by more than 10 dB(A) at the boundary. Should complaints of a noise nuisance be substantiated, Council may require the acoustic treatment of the identified noise source/s to ensure compliance with Councils requirements on noise. An acoustic assessment & report will be required to ensure that the intrusive noise from the plant does not exceed 5 dB (A) above the background noise.
57.	The following survey reports (prepared by a Practising Registered Surveyor) are to be submitted to the Principal Certifying Authority to accurately demonstrate compliance with the approved drawings and to demonstrate that the proposal is located wholly within the confines of the allotment boundaries: a) A Set-out survey showing the location of all slab/footing formwork (including building slabs, carpark slab, retaining walls and fencing footings, etc.) is to be submitted prior to pouring of concrete; b) A Set-out survey showing the location of external walls of the building (prior to reaching floor level); c) An Identification Survey of the entire development (upon completion and prior to the issue of any Occupation Certificate).
Sedimentation Controls	
58.	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.
Dust Minimisation Measures	
59.	Measures shall be implemented to minimise wind erosion and dust nuisance in accordance with the requirements of the manual – "Soils and Construction" (2004) (Bluebook).
Signage	
60.	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.
61.	A copy of the stamped and approved plans, development consent and the construction certificate are to be on the site at all times.
Lighting	
62.	All exterior lighting associated with the development shall be designed and installed so that no obtrusive light will be cast onto any adjoining property. *NOTE 1: Compliance with Australian Standard AS4282 "Control of the Obtrusive Effects of Outdoor Lighting" will satisfy this condition.*
Access for people with disabilities	
63.	Provision is to be made in the building and on the site for: a) Access, where required, to the building(s) for people with disabilities in accordance with the Building Code of Australia; b) Motor vehicle parking space(s) on the site for the exclusive use of people with disabilities in accordance with the Building Code of Australia. *NOTE 1: The applicant must ensure that these matters are addressed in the plans and specifications submitted with the application for a Construction Certificate.*
BASIX Commitments	
64.	The approved BASIX Certificate shall be submitted to the Accredited Certifier with the application for a Construction Certificate. Where a change or changes are proposed in the BASIX commitments, the applicant must submit a new BASIX Certificate to the Accredited Certifier and Council. If any proposed change in the BASIX commitments is inconsistent with the development consent the applicant will be required to submit a modification to the development consent to Council under Section 96 of the Environmental Planning and Assessment Act 1979. All commitments in the BASIX Certificate must be shown on the plans accompanying the Construction Certificate prior to the issue of any Construction Certificate.
Site Filling	

65.	Any proposed site filling is to be clean material only, free from organic matter, and compacted in horizontal layers not more than 250mm thick to 95% of the standard maximum dry density of the soil. *NOTE 1: Soil density tests from a NATA registered laboratory, and conducted in accordance with Australian Standard 1289, will be required prior to the issue of any Construction Certificate for the erection of a building.*
Drain Building Surrounds	
66.	The ground surrounding the buildings shall be graded and drained to ensure that all surface and seepage water is diverted clear of buildings on the site and clear of adjoining properties. Permanent surface or subsoil drains or a combination of both shall be provided to all excavated areas, hard standing areas and depressions. The invert of such drains shall be a minimum of 200 mm below the finished floor level and shall have a minimum grade of 1:100 to the approved storm water disposal location. This work shall be carried out following the installation of the roof gutter & down pipes, and prior to the final inspection.
Ponding to Neighbours	
67.	All earthworks, filling, building, driveways or other works, are to be designed and constructed (including stormwater drainage if necessary) so that at no time will any ponding of stormwater occur on adjoining land as a result of this development.
Fire Safety Schedule	
68.	A Fire Safety Schedule specifying the fire safety measures (both current and/or proposed) is to be implemented in the building, to be submitted with the Construction Certificate application, in accordance with Part 9 Clause 168 of the *Environmental Planning and Assessment Regulation 2000.*
Disabled Accessible parking	
69.	Car parking spaces for use by persons with a disability must be provided where required. Consideration must be given to the means of access from the car parking spaces to adjacent buildings, to other areas within the building and to footpath and roads and must be clearly shown on the plans. prior to the issue of a Construction Certificate. All details must be prepared in accordance with: • Australian Standard AS/NZS 2890.1:2004 Parking Facilities – Off-street Car Parking; • Australian Standard AS/NZS 2890.6:2009 Parking Facilities – Off-street Parking for People with Disabilities; • Australian Standard 1428.1:2001 Design for Access and Mobility – General requirements for access – New building work; • Australian Standard 1428.4:2002 Design for Access and Mobility – Tactile indicators. Details demonstrating compliance are to be submitted to the satisfaction of the Principal Certifying Authority prior to the issue of the Construction Certificate. The Certifying Authority is to obtain certification that the parking complies with the requirements of this condition prior to release of an Occupation Certificate.
Parking /Vehicle Access.	
70.	The design of the vehicular access and off street parking facilities must address the relevant provisions of Australian Standards, including but not limited to AS/NZS 2890.1-2004 Parking Facilities - Off-Street Car Parking, AS 2890.2-2002 Parking Facilities - Off-Street commercial

	vehicles facilities and AS/NZS 2890.6-2009 Off-street parking for people with disabilities. The following specific issues must be addressed in the design: a) The floor/finished levels within the property must be adjusted to ensure that the levels at the boundary comply with those issued by Council. b) The longitudinal profile of the access and any ramps within the parking facilities must comply with the Ground Clearance requirements of AS/NZS 2890.1-2004 for a B99 design vehicle. c) The gradient of the driveway for the first 6 metres from the property boundary must not exceed 1 in 20 (5%) in accordance with the requirements of Clause 3.3(a) of AS/NZS 2890.1-2004. d) Minimum headroom of 2200mm must be provided throughout the access and parking facilities. Minimum headroom of 2500mm must be provided above any dedicated accessible parking space(s) and adjacent Shared Area(s) e) Any vehicular access ramp must comply with the ramp grade requirements of Section 3.3 of AS/NZS2890.1-2004. f) Longitudinal sections must be provided along each outer edge of all ramps within the parking facilities demonstrating compliance with the above requirements. g) The car parking facilities must be appropriately line marked and signposted in accordance with the requirements of Section 4 of AS/NZS2890.1-2004. h) Loading / unloading facilities must be provided on-site in accordance with the requirements of AS 2890.2 – 2002. i) The on-site loading facilities must be designed to accommodate a Small/Medium Rigid Vehicle (SRV/MRV). The design must be certified as compliant with the terms of this condition by a suitably qualified Civil Engineer. Details demonstrating compliance are to be submitted to the satisfaction of the Certifying Authority prior to the issue of the Construction Certificate.
Excavations	
71.	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.
Fencing	
72.	An appropriate fence preventing public access to the site shall be erected for the duration of Construction works
Survey Report for levels of Building during Construction	
73.	Prior to the placement of any concrete of the basement/ground floor slab, the submission to the principal certifying authority of a registered surveyor's certificate showing that the formwork levels are in accordance with the approved plan.
Plumbing Inspections	
74.	That all plumbing and drainage work be carried out by a licensed plumber and drainer and inspected by Council officers. Inspections of the following elements are required to be undertaken by Council as the plumbing and drainage authority: a) Internal drainage carried out by licensed plumber prior to covering. b) External drainage installed by a licensed plumber and prior to covering. c) Hot and cold water plumbing installation; d) Installation of any backflow prevention devices; e) Connection of any service to Council's water or sewer infrastructure.

	Note: forty-eight (48) hours notice shall be given to Council prior to inspections and inspection fees must be paid
Licensed Plumber	
75.	All plumbing and drainage work shall be carried out by a licensed plumber and drainer and to the requirements of AS/NZS 3500 and the Plumbing Code of Australia.
Sanitary drainage	
76.	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.
Notice of Plumbing Works	
77.	Prior to the commencement of plumbing and drainage works the responsible plumbing contractor is to submit to Council a "Notice of Works" under the Plumbing and Drainage Act 2011.
Submission of Compliance Certificate	
78.	Prior to the issue of any Occupation Certificate the responsible plumbing contractor is to submit to Council a copy of the Certificate of Compliance issued for the works.
Submission of drainage diagram	
79.	Prior to the issue of any Occupation Certificate the responsible plumbing contractor is to submit to Council a copy of the Sewer Service Diagram for the works. The Sewer Service Diagram is to be in accordance with the requirements of NSW Fair Trading.
Tempering Valve	
80.	All plumbing and drainage work shall be carried out by a licensed plumber and drainer and in accordance with AS/NZS 3500 and the Plumbing Code of Australia. *NOTE 1: It will be necessary to install a temperature control device (e.g. tempering valve) to ensure that hot water to all personal hygiene fixtures is delivered at a temperature not exceeding 50°C.*
Hydrant	
81.	The proposed hydrant system shall be located, sized, spaced and resultant pressure provided in accordance with AS2419.1 – 2005.
PRIOR TO OCCUPATION OR COMMENCEMENT OF USE	
82.	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.
83.	The occupation certificate shall not be issued until Council as the certifying authority for water and sewer inspections has undertaken and approved the final installation of all plumbing and drainage fixtures and the Certificate of Compliance and Sewer Services Diagram has been supplied by the licensed plumber.
84.	Upon completion of the building and prior to issue of an Occupation Certificate, those essential fire safety measures services listed in the Fire Safety Schedule must be certified by a competent fire safety practitioner, engaged by the owner. Certification is to be submitted to Council stating

	that the essential fire and other safety measures have been installed and comply with the relevant standard specified below. Once the building is occupied, an Annual Fire Safety Statement must be submitted to Council and the NSW Fire Brigades, PO Box A249, SYDNEY SOUTH NSW 2001, and a copy retained on site certifying that: i) The essential fire and other safety measures have been maintained and serviced at regular intervals in accordance with the appropriate maintenance specified below and are still operable; and ii) That the path of travel is clear of anything which would impede free passage of any person at any time.
Landscaping	
85.	The Landscaping is to be completed in accordance with approved Landscaping Plan by MONACO Designs Pty Ltd dated 19 Feb 2018.
Garbage Bin Enclosures	
86.	The garbage bin enclosure area of the residential unit complex is to be kept in a clean and sanitary condition at all times and managed by the owner or Body Corporate of the development. Relevant signage will be appropriately displayed in waste storage areas to provide information on waste collection times and the sorting of recyclable materials into the correct bins provided
Water Management Act 2000	
87.	An application shall be submitted to Council for the supply of a Certificate of Compliance under Section 305 of the Water Management Act. A Final Occupation Certificate shall not be issued until such time as the contributions applicable to release the Certificate of Compliance are paid in full to Council. The rate of contribution per unit/ET is $2,336.80 ($35,052 for 15 units) for water and $2,730 ($40,950 for 15 units) for sewer as set by Lithgow City Council Development Servicing Plan for water supply and sewerage, August 2018 or the rate adopted by any subsequent Development Servicing Plan, annually adjusted for CPI (Sydney) applicable at the time of payment.
ADVISORY NOTES	
Building Code of Australia Compliance	
AN1.	All building work must be carried out in accordance with the provisions of the Building Code of Australia.
AN2.	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.
Construction Certificate	
AN3.	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.

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

Approved Development

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.

Notice of commencement

2. No work shall commence until you submit a notice of commencement (form will be attached with issue of a Construction Certificate or available from our website) giving Council:
   (a) Not less than two (2) days" notice of the date on which it is proposed to commence work associated with this Development Consent;
   (b) Details of the appointment of a Principal Certifying Authority
   (c) Details of the name, address and license details of the Builder.

Principal Certifying Authority (PCA) Sign

3. Prior to commencement of any work, signage must be erected in a prominent position on the work site identifying:
   - The Principal Certifying Authority (PCA) by showing the name, address and telephone number of the PCA;
   - The Principal Contractor by showing the Principal Contractor's name, address and telephone number (outside of work hours) for that person.
   - The sign must state that unauthorised entry to the work site is prohibited. Any such sign is to be maintained while the work is being carried out, but must be removed when the work has been completed. This clause does not apply to building work, subdivision work or demolition work that is carried out inside an existing building that does not affect the external walls of the building.

Building Code of Australia

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

Contract of Insurance/Owners Builders permit – Residential Building Work

5. 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.

PRIOR TO THE COMMENCEMENT OF WORKS

No Improvements within Easement

6. Buildings, structures, roadway, pavement, pipeline, cable, fence, on-site waste water treatment (or irrigation area), or any other improvement on or under the land within the gas transmission pipeline

easement must not be constructed without prior consent in writing from APA. No structure or vegetation will be permitted on the easement that prohibits maintenance of line of sight along the pipeline easement.

Easement Delineation on Plans

7. Prior to construction commencing the applicant must provide updated plans for construction which show the location of the pipeline easement. The area of the easement must be clearly hatched or otherwise differentiated, and marked "gas pipeline easement – no works unless permitted by APA". The updated plans must also show the separation from the easement to the proposed shed. These plans must be submitted to Council and APA.

No Earthworks within Easement or Impacting on Easement

8. No earthworks or changes in ground level are permitted within the easement without prior consent in writing from APA. Earthworks near the easement must not alter or concentrate water flows which may cause erosion of the easement and loss of cover over the pipeline. Earthworks near the easement must not destabilise the ground within the easement.

Services

9. The design of any infrastructure services to the proposed shed shall minimise encroachment on the gas pipeline easement. Any application for an APA permit for an easement crossing will be required to demonstrate that an alternative route, avoiding the easement, is not feasible.

Note

- *If you are planning on undertaking any physical works on property containing or proximate to a pipeline, or are seeking details on the physical location of a pipeline, please contact Dial Before you Dig on 1100 or https://www.1100.com.au/, or APA directly on APAprotection@apa.com.au.*
- *An early works agreement from APA is required for any assessments/approvals that require greater than 3 days assessment or supervision. Lead in times for agreements can be up to 12 weeks. Please contact APA at APAprotection@apa.com.au or 1800 103 452.*
- *Any improvements within the transmission gas pipeline easement undertaken by third parties is at the risk of the proponent who will remain liable. APA will not be liable for any costs associated with the reinstatement of any vegetation and/or infrastructure constructed on the easement.*

Erosion and sediment control

10. 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:

    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,

    a) 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.

Workers toilet facilities

11. 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.

Copy of plans

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

DURING CONSTRUCTION

Construction Inspections

13. 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) Slab base if no piers required and prior to placement of the membrane.
b) Framing when external wall and 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.

Construction Work Hours

14. 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

Colour of external cladding

15. That the external cladding and roofing of the shed are of a natural tone, non-reflective condition.

Excavation and Backfilling

16. 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:

a. Must preserve and protect the building from damage; and
b. If necessary, must underpin and support the building in an approved manner, and
c. Must, at least seven (7) days before excavating below the level of the base of the 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.

Connection of roof water to water tanks

17. That the rainwater drains are connected to the existing surface water collection dam with any overflow directed so that it will not create a nuisance to the building, adjoining properties or the on-site waste water system.

Note: Overflow pipes are to be discharged away from the building and overflow is to be contained onsite.

PRIOR TO THE ISSUE OF AN OCCUPATION CERTIFICATE
The following conditions of consent must be complied with prior to the issue of an occupation certificate either by Lithgow City Council or an accredited principal certifying authority. All necessary information to comply with the following conditions of consent must be submitted prior to the issue of the Occupation Certificate.

Approval to use structure

18. 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.

Use of Structure

19. The structure shall not be used, fitted or occupied for industrial, commercial or residential purposes under any circumstances.

Advisory Notes

Compliance with Building Code of Australia
AN1. All building work must be carried out in accordance with the provisions of the Building Code of Australia.

Mandatory Building Inspection schedule
AN2. 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:

e) Pier holes/pad footings before filling with concrete.
f) Reinforcing steel in position and before concrete is poured (slab, footings, lintels, beams, columns, floors, walls and the like).
g) 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.

Construction
AN3. The shed (including floor, wall and roof frame, bracing and tie downs) shall be designed and constructed to the site specific ground snow load and wind load in accordance with the structural and manufacturers details designed by the Approved Practising Structural Engineer.

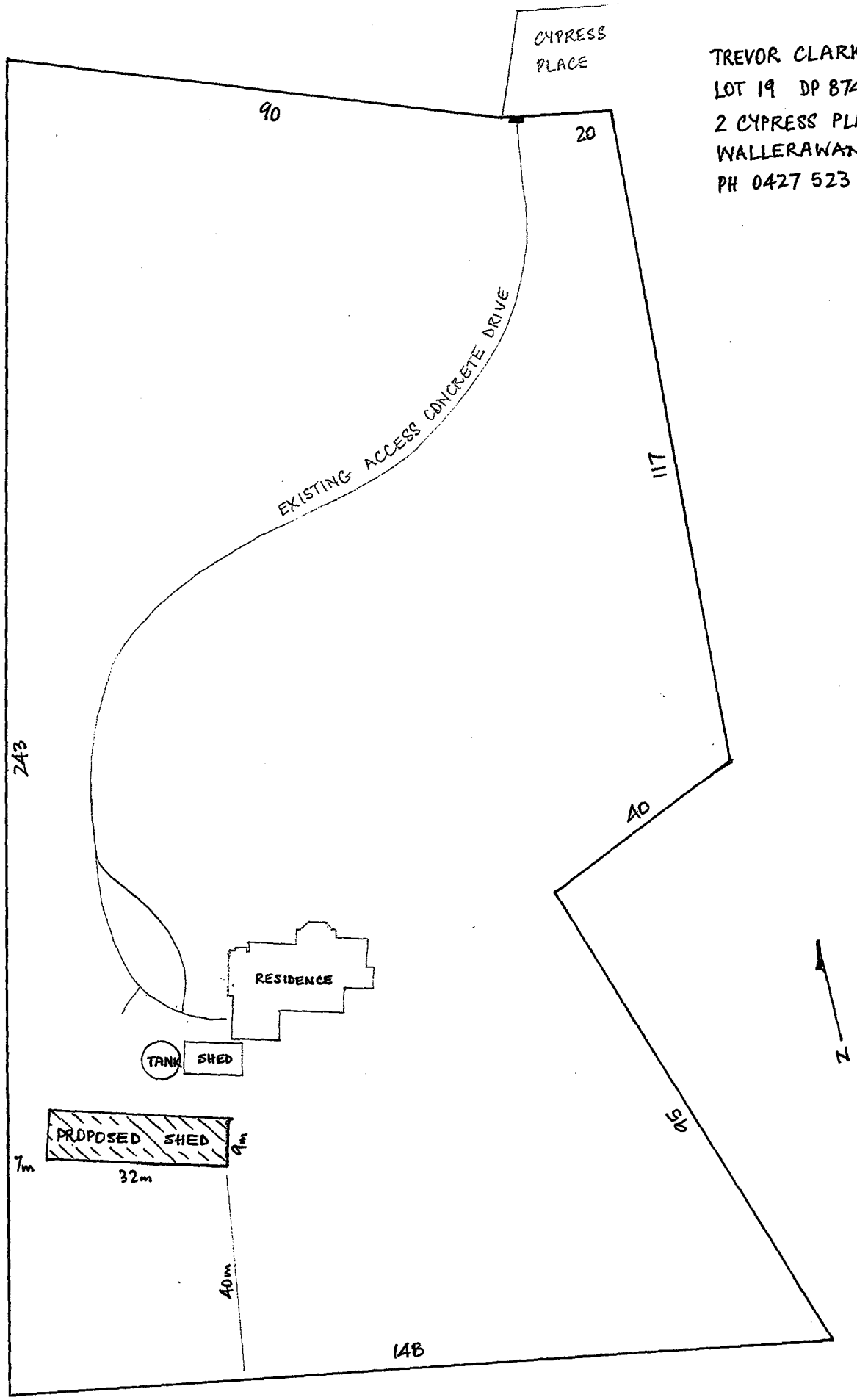
AN4. That the structure is securely bolted at its supports and fixed rigidly at its base.

AN5. That, owing to the area being subject to high wind velocities from time to time, every precaution is to be taken to ensure the building and the roof cladding are effectively secured. Manufacturer's details and directions for anchorage and fixing are to be adhered to.

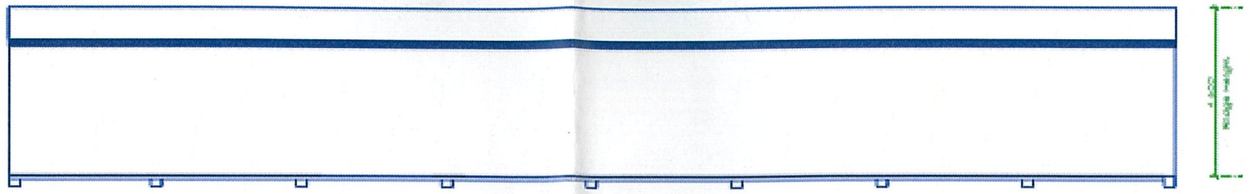
AN6. The property is located in an area subject to snow falls (approximate elevation 900m). Roof construction including manufactured frames and trusses shall be designed to withstand the site specific ground snow loading

Prior to Occupation
AN7. 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.

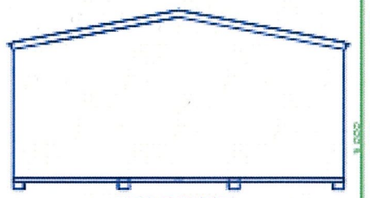
Reference to the Building Code of Australia
AN8 A reference to the Building Code of Australia is a reference to that Code as in force on the date the application for the relevant Construction Certificate is made.



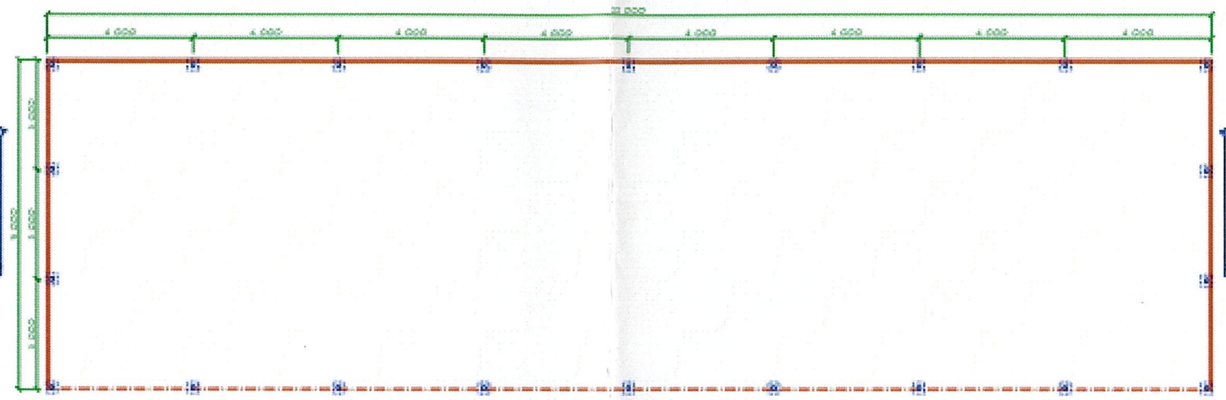
TREVOR CLARK
LOT 19 DP 874020
2 CYPRESS PLACE
WALLERAWANG 2845
PH 0427 523 555

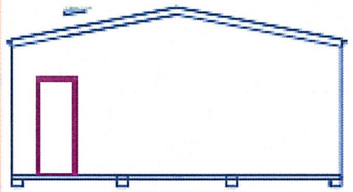


RIGHT ELEVATION



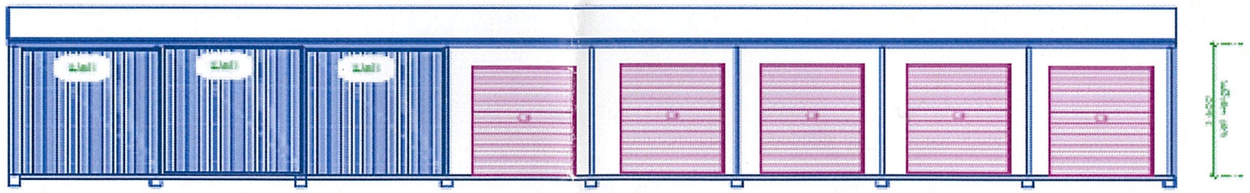
REAR ELEVATION





FRONT ELEVATION

Please refer to detailed specification sheet for footing and connection details.



LEFT ELEVATION

Farm Shed 9 x 32 x 3.6H

Trevor Clark

These plans remain the property of Equipment Trailers P/L and are subject to copyright.

Plan Drawing only to appear in this space

* OFFICE USE ONLY

DP 874020

SIGNATURE AND SEALS ONLY.

Executed under the Common Seal of the Council of the City of Greater Lithgow pursuant to a resolution of the Council.

General Manager

Mayor

Line	Bearing	Distance
1	234°35'20"	38.11
2	226°48'20"	18.89
3	311°04'00"	38.42
4	18°29'10"	20.25
5	283°56'30"	27.71
6	287°18'30"	37.90
7	155°00'00"	17.94
8	283°56'30"	20.44
9	163°04'40"	5.13
10	22°06'40"	4.66

SCHEDULE OF REFERENCE MARKS

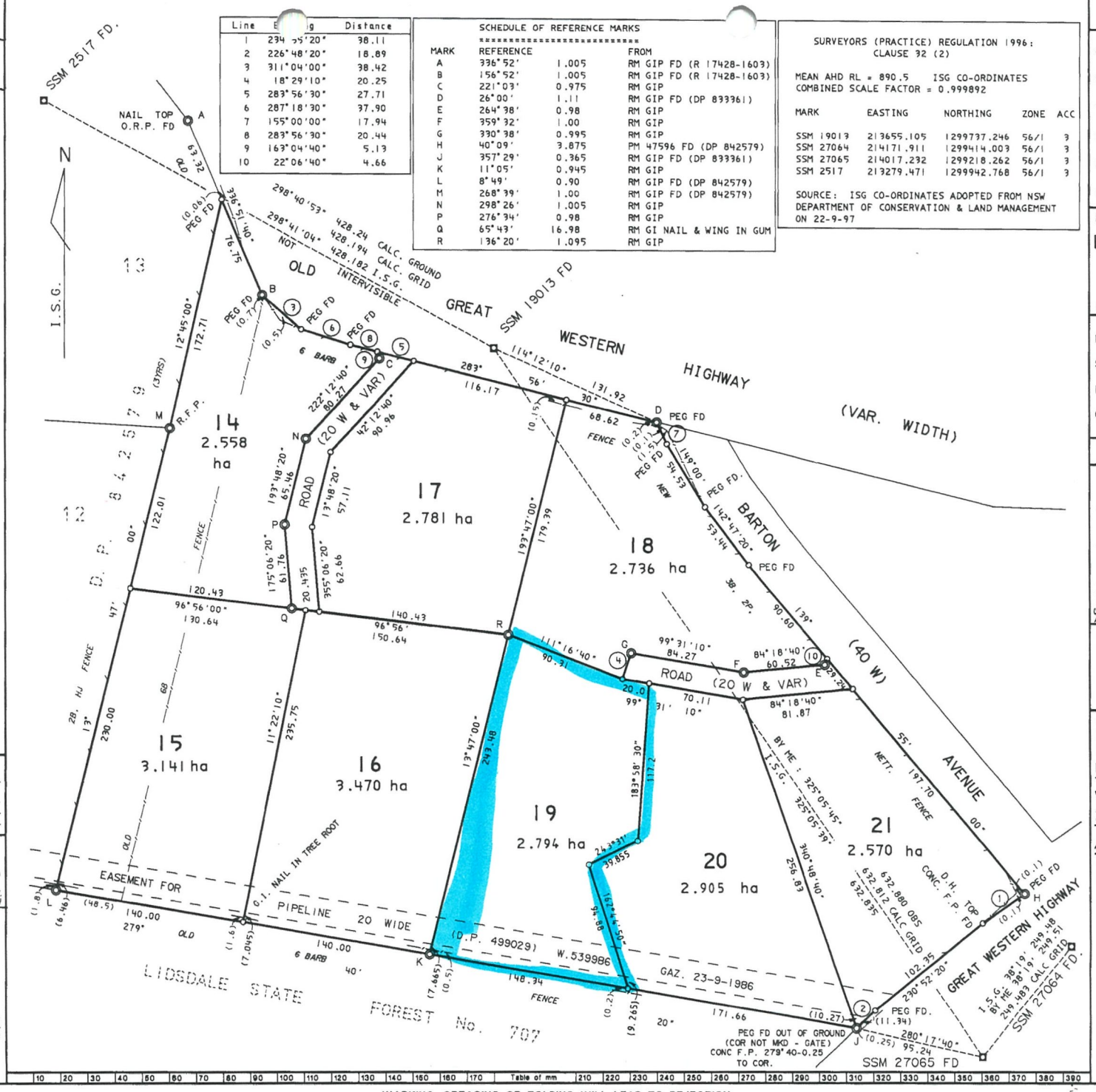
MARK	REFERENCE		FROM
A	336°52'	1.005	RM GIP FD (R 17428-1603)
B	156°52'	1.005	RM GIP FD (R 17428-1603)
C	221°03'	0.975	RM GIP
D	26°00'	1.11	RM GIP FD (DP 833361)
E	264°38'	0.98	RM GIP
F	359°32'	1.00	RM GIP
G	330°38'	0.995	RM GIP
H	40°09'	3.875	PM 47596 FD (DP 842579)
J	357°29'	0.365	RM GIP FD (DP 833361)
K	11°05'	0.945	RM GIP
L	8°49'	0.90	RM GIP FD (DP 842579)
M	268°39'	1.00	RM GIP FD (DP 842579)
N	298°26'	1.005	RM GIP
P	276°34'	0.98	RM GIP
Q	65°43'	16.98	RM GI NAIL & WING IN GUM
R	136°20'	1.095	RM GIP

SURVEYORS (PRACTICE) REGULATION 1996: CLAUSE 32 (2)

MEAN AHD RL = 890.5 ISG CO-ORDINATES
COMBINED SCALE FACTOR = 0.999892

MARK	EASTING	NORTHING	ZONE	ACC
SSM 19013	213655.105	1299737.246	56/1	3
SSM 27064	214171.911	1299414.003	56/1	3
SSM 27065	214017.232	1299218.262	56/1	3
SSM 2517	213279.471	1299942.768	56/1	3

SOURCE: ISG CO-ORDINATES ADOPTED FROM NSW DEPARTMENT OF CONSERVATION & LAND MANAGEMENT ON 22-9-97



Registered: 6-1-1998

C.A. No. 33/97 OF 6-11-1997

Title System: TORRENS

Purpose: SUBDIVISION

Ref. Map: U1097-8.

Last Plan DP 842579

PLAN OF SUBDIVISION OF LOT 14 DP842579

Lengths are in metres. Reduction Ratio 1:2000

LGA: GREATER LITHGOW

Suburb/Locality: WALLERAWANG

Parish: LIDSDALE

County: COOK

This is sheet 1 of my plan in ... sheets. (Delete if inapplicable).

Survey Certificate Surveyors (Practice) Regulation 1996

I, THOMAS ELLISTON

of CRAVEN, ELLISTON & HAYES (LITHGOW)P/L.

a surveyor registered under the Surveyors Act 1929, hereby certify that the survey represented in this plan is accurate, has been made in accordance with the Surveyors (Practice) Regulation 1996

and was completed on 13th OCTOBER 1997

This survey relates to LOTS 14-21 & ROADS 20 WIDE & VAR.

(here specify the land actually surveyed, or specify any land shown in the plan that is not the subject of the survey)

Datum Line: SSM27065-SSM27064

Zoning: Subdivision/Country (SMALL HOLDINGS) (C)

ACN 056 544 551

(Signature) T. Elliston

Surveyor registered under the Surveyors Act 1929

Plans used in preparation of survey/compilation.

DP842579

PANEL FOR USE ONLY for statements of intention to dedicate public roads, to create public reserves, drainage reserves, easements, restrictions on the use of land or positive covenants.

IT IS INTENDED TO DEDICATE THE ROADS 20 WIDE & VARIABLE AS PUBLIC ROAD.

PURSUANT TO SEC. 88B OF THE CONVEYANCING ACT, 1919, AS AMENDED, IT IS INTENDED TO CREATE:

RESTRICTIONS AS TO USER

Crown Lands Office Approval

PLAN APPROVED ..... Authorised Officer

Land District .....

Paper No. .....

Field Book ..... pages .....

Council's Certificate

I hereby certify that –

(a) the requirements of the Local Government Act, 1993 [other than the requirements for the registration of plans], and

(b) the requirements of †Part 3 Division 2 of the Water Board Act 1987, or †Part 5 Division 7 of the Hunter Water Board (Corporatisation) Act 1991

have been complied with by the applicant in relation to the proposed SUBDIVISION [insert 'new road', 'subdivision' or 'consolidated lot'] set out hereon

Subdivision No. 33/97

Date 6-11-97

(Signature) R. E. Darey

General Manager/Authorised Person

Council File No. 11.26

* This part of certificate to be deleted where the application is only for a consolidated lot or the opening of a new road or where the land to be subdivided is wholly outside the areas of operations of the Water Board and the Hunter Water Corporation Ltd.

†Delete if inapplicable.

SURVEYOR'S REFERENCE: 4/3296 PJG

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

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Box:LITH /Doc:DP 0874020 B /Rev:07-Jan-1998 /Sts:OK.OK /Prt:02-Sep-2002 22:16 /Pgs:ALL /Seq:1 of 4
WARNING : Electronic Document Supplied by LPI NSW for Your Internal Use Only

INSTRUMENT SETTING OUT TERMS OF RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT 1919

DP 874020

PART 1

Subdivision of Lot 14 in Deposited Plan No 842579 covered by City Manager's Certificate No. 33/97 of the 6th day of Nov. 1997

FULL NAME AND ADDRESS OF THE PROPRIETOR OF THE LAND: The Council of the City of Greater Lithgow, Council Chambers, Mort Street Lithgow N.S.W. 2790

1. IDENTITY OF RESTRICTION FIRSTLY REFERRED TO IN THE ABOVEMENTIONED PLAN: Restrictions as to user

SCHEDULE OF LOTS AFFECTED

LOTS BURDENED	LOTS BENEFITED
Each lot	Every other lot

The common seal of the Council)
of the City of Greater Lithgow)
was hereunto affixed in)
pursuance of a resolution of)
the Council in the presence of)

..... Mayor

..... General Manager

6.1.1998

Box:LITH /Doc:DP 0874020 B /Rev:07-Jan-1998 /Sts:OK.OK /Prt:02-Sep-2002 22:16 /Pgs:ALL /Seq:2 of 4
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INSTRUMENT SETTING OUT TERMS OF RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT 1919

DP 874020

PART 2

Terms of Restrictions as to User first referred to in abovementioned Plan

a) That no more than one (1) building shall be erected on the land hereby burdened.

b) That no garage or outbuildings shall be erected on the land hereby burdened except until after or concurrently with the erection of any such main building.

c) That no main building shall be erected unless it is connected to an aerated tertiary treatment septic tank system installed in accordance with the requirements of the Council of the City of Greater Lithgow.

d) That no buildings shall be erected except on the building envelopes designated by the Council of the City of Greater Lithgow.

e) That the extent of cut and fill shall not exceed one (1) metre on any building site and buildings shall not be designed so that extensive cut and fill is necessary.

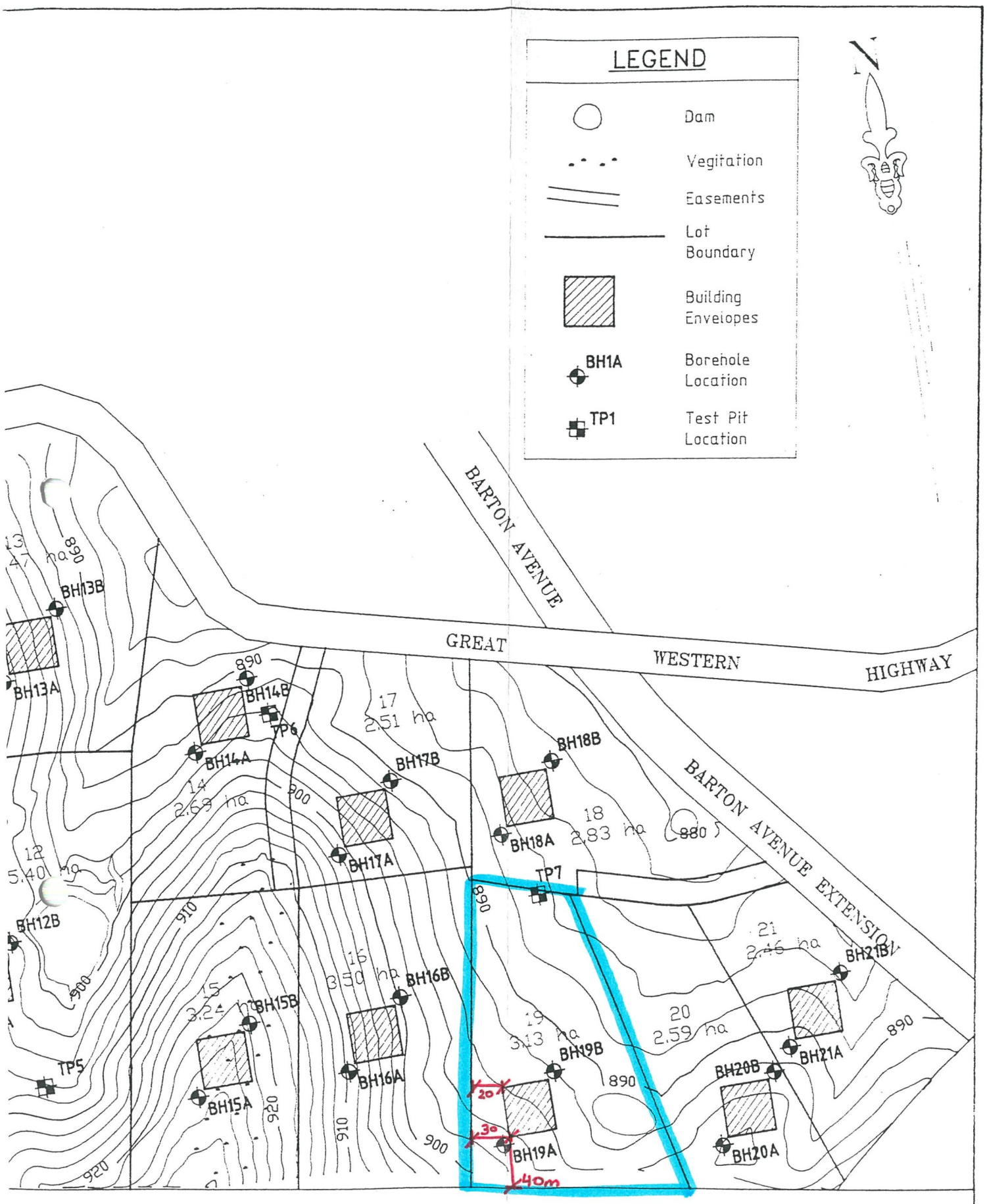
f) That no outbuilding shall be constructed of materials other than of a non-reflective nature to the satisfaction of the Council of the City of Greater Lithgow and of earth-tone colours considered by such Council to be sympathetic with the surrounding environment.

g) That no main building erected on the land hereby burdened shall have a minimum living area, excluding any attached garage or carport under the main roof of less than 150 square metres.

The common seal of the Council)
of the City of Greater Lithgow)
was hereunto affixed in)
pursuance of a resolution of)
the Council in the presence of)

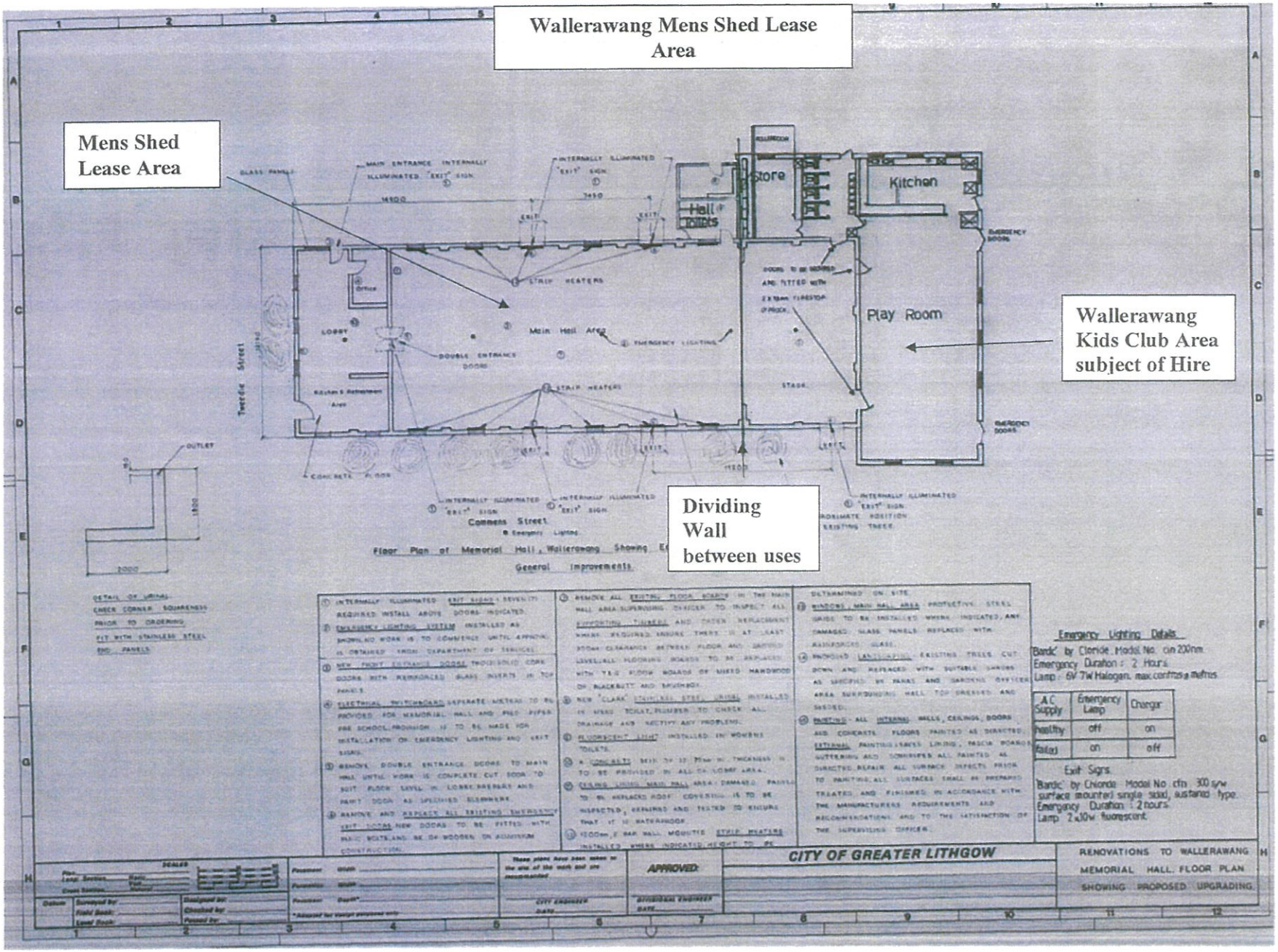
G. Martin ....

Mayor General Manager



CALARE CIVIL PTY LTD
CONSULTING ENGINEERS
A.C.N. 050 057 933
180 WILLIAM STREET, BATHURST, N.S.W. 2795
Telephone: (063) 313244

Document Set ID: 1549462
Version: 1, Version Date: 16/11/2017



DATE **2018**

Between

ANGLICAN PARISH OF LITHGOW
(ABN 72 310 605 329)

and

LITHGOW CITY COUNCIL
(ABN 59 986 092 492)

DRAFT

LICENCE AGREEMENT
PART WALLERAWANG MEMORIAL HALL, TWEEDIE STREET, WALLERAWANG

Lithgow City Council
180 Mort Street
LITHGOW NSW 2790
Tel: (02) 6354 9999
Fax: 6351 4259
Email: council@lithgow.nsw.gov.au

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LICENCE AGREEMENT

This Agreement is made this day of 2018

BETWEEN: **LITHGOW CITY COUNCIL (ABN 59 986 092 492)** of Council Chambers, 180 Mort Street, Lithgow in the State of New South Wales ("**Licensor**")

AND: **ANGLICAN PARISH OF LITHGOW (ABN 72 310 605 329)** having its registered office at 2 Roy Street, Lithgow in the State of New South Wales ("**Licensee**")

WHEREAS:

A. The Licensor is the registered proprietor of the Premises.

B. The Licensee desires to use the Premises for the Purpose.

C. The Licensor agrees to grant a licence of the Premises to the Licensee for the Purpose on the terms and conditions set out in this Licence Agreement.

IT IS AGREED by the Licensor and the Licensee as follows:

DRAFT

1. DEFINITIONS AND INTERPRETATION

1.1 In this Licence Agreement, unless the context otherwise requires:

"**Accessories**" means all wires, cables, ducts, plant, machinery, fixtures, fittings, equipment (including air-conditioning equipment and fire detection, evacuation and fighting equipment), kitchens, toilets, grease traps, wash basins, washrooms, water, gas and electrical fittings and equipment, pipes, drains, sewers and other services to the Building owned or controlled by the Licensor.

"**Authority**" means any government or government department, local government council, statutory authority, other person who is charged with the administration of a Law.

"**Building**" means the building situate on Lot 1 in DP15683 and known as Wallerawang Memorial Hall.

"**Business Day**" means a day that is not a Saturday, Sunday or public holiday in New South Wales.

"**Claim**" means any cost, claim, compensation, expense, loss, damage, demand or liability of any kind.

"**Commencing Date**" means [TO BE COMPLETED].

"**Common Areas**" means all parts of the Building and the Land not otherwise leased or licensed to any person which are accessed by the Licensee and other occupiers of

the Building in common with each other, including entrances, exits, roads, carparks, walkways, lavatories, stairways and loading bays (as applicable).

"Due Date" means the Commencing Date and each one year anniversary of the Commencing Date.

"**Expiry Date**" means [TO BE COMPLETED]

"GST" means a tax in the nature of a supply of goods and services tax levied or imposed by the Commonwealth of Australia.

"**Land**" means the land comprised in certificates of title folio identifiers 1/15683, 2/15683, 3/15683, 4/15683 and 5/15683.

"Laws" means any requirement of any statute, regulation, regulatory instrument, proclamation or common law present or future, whether local, state, federal or otherwise.

"Licence Fee" means the amount that is the prescribed minimum base rent pursuant to Regulation 38(1) of the *Crown Land Management Regulation 2018*, and on the Commencing Date is $[TO BE COMPLETED].

"Licence Fee Review Date" means each one year anniversary of the Commencing Date.

"Licensee's Agents" mean the Licensee's members, employees, contractors, volunteers, agents, consultants, visitors, invitees, guests, howsoever described.

"Licensee's Property" means all items of equipment, furniture, chattels or fittings, which are brought onto the Premises by the Licensee during the Term.

"**Licensor**" means Lithgow City Council, its successors or assigns.

"**Option Term**" means one term of two (2) years.

"**Option Term Commencing Date**" means [TO BE COMPLETED].

"Option Term Expiry Date" means [TO BE COMPLETED].

"**Premises**" means that part of Wallerawang Memorial Hall identified in bold on the Plan annexed, situate at Tweedie Street, Wallerawang and comprised in part certificate of title folio identifier 1/15683.

"**Purpose**" means church gathering and associated services, including operation of a kids club.

"**Term**" means two (2) years from the Commencing Date.

1.2 Except where the context otherwise requires:

(i) A word importing the singular number shall be regarded as importing the plural number and vice versa; and

DRAFT

(ii) A reference to a Clause, Recital or Schedule is a reference to a Clause, Recital or Schedule to this Licence Agreement and a reference to a Paragraph is a reference to that Paragraph in the Clause in which the reference occurs.

2. TERM

This Agreement will continue in force for the Term, unless terminated as provided in this Licence Agreement.

3. OPTION TERM

If the Licensee wishes to renew this Licence Agreement from the Option Term Commencing Date it may do so only if:

(a) it gives the Licensor notice of renewal in writing not less than 3 months and not more than 6 months prior to the Expiry Date; and

(b) at the time of serving notice on the Licensor all obligations of the Licensee under this Licence Agreement have been complied with or remedied in accordance with the terms of any notice to remedy given to the Licensee.

4. LICENCE FEE

4.1 The Licensee must pay the Licence Fee to the Licensor, or as otherwise directed by the Licensor, on or before the Due Date, without demand by the Licensor.

4.2 The Licensee acknowledges that the Licence Fee is contingent upon the Premises being utilised to provide a direct benefit to the community and the Licensee being registered as a charity or not for profit organisation in accordance with the *Charities Act 2013.*

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5. SERVICES

The Licensee is responsible for payment of all service and usage charges for telephone, gas, water, sewer and electricity which may properly be assessed in respect of the Premises, and any other charges incurred directly for the Purpose.

6. GOODS AND SERVICES TAX

6.1 The supply of the Premises under this Licence Agreement is a taxable supply under the *A New Tax System (Goods and Services Tax) Act 1999.*

6.2 In addition to the Licence Fee, the Licensee will pay the applicable GST amount to the Licensor, which at the Commencing Date is 10% of the Licence Fee.

6.3 The Licensor must provide the Licensee with an annual tax invoice in respect of such Licence Fee and GST.

6.4 If GST applies to any other supply made under this Licence Agreement or any other rights granted pursuant to this Licence Agreement then the Licensor will be entitled to recover from the Licensee an additional amount on account of GST, calculated in accordance with the relevant GST legislation.

7. LICENCE FEE REVIEW

On each Licence Fee Review Date the Licence Fee will be reviewed in line with the then current minimum base rent prescribed under the *Crown Land Management Regulation 2018*.

8. USE OF PREMISES

8.1 The Licensee will:

(a) only use the Premises for the Purpose;

(b) keep the Premises open during usual business hours and conduct its business in accordance with the best methods and in an efficient, reputable and businesslike manner;

(c) keep current all licences and permits required for the Purpose;

(d) only use light, power or heat generated by electric current or gas supplied through meters;

(e) promptly pay all utility and service charges in relation to the Premises;

(f) immediately notify the Licensor and the proper public authorities of any infectious illness in the Premises;

(g) promptly notify the Licensor in writing of any defect in or need to repair the Premises;

(h) promptly notify the Licensor in writing of any circumstance of which the Licensee is aware which is likely to cause a danger or hazard to the Premises or to any person in the Premises;

(i) keep the Premises free of all pests and vermin;

(j) keep the Premises clean and tidy and arrange for the regular removal of any waste or rubbish from the Premises;

(k) comply on time with all Laws and the requirements of an Authority in connection with the Licensee's use or occupation of the Premises;

(l) use its best endeavours to ensure that the Licensee's Agents comply with the Licensee's obligations under this Licence Agreement.

8.2 The Licensee must not:

(a) use the Premises for any purposes other than the Purpose;

(b) use the Premises in an unsafe, noisy, offensive or unlawful manner;

(c) mark or damage the Premises;

DRAFT

(d) use the Accessories for any purposes other than those for which they are supplied;

(e) obstruct the Common Areas or any windows, lights, air vents, air-conditioning ducts, sprinklers or fire equipment in the Premises or the Building or the emergency exits from the Premises or the Building;

(f) store inflammable or dangerous substances in the Premises other than where reasonably required by the Licensee in connection with the Purpose but then only in such quantities and containers as are permitted by law;

(g) keep any animal, bird, fish or reptile in the Premises;

(h) put on the Building or on the outside of the Premises any sign, advertisement or notice without the Licensor's prior written consent;

(i) allow the floors of the Premises to be broken, strained or damaged by overloading;

(j) smoke or allow smoking in the Premises.

9. COMMON AREAS

9.1 Use of Common Areas

The Licensee can use the Common Areas only in connection with the use of the Premises.

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9.2 Obstructing Common Areas

The Licensee must not obstruct the Common Areas.

9.3 Damage to Common Areas

The Licensee must make good any damage caused to the Common Areas by the Licensee or the Licensee's Agents within fourteen (14) days of any such damage.

10. CONDITION AND REPAIR

10.1 The Licensor licences the Premises to the Licensee in its present condition and state of repair.

10.2 The Licensor must maintain in a state of good condition and serviceable repair the essential services, the roof, the ceiling, the external walls and external doors and associated door jambs, and the floors of the premises and must fix structural defects, unless the defects were caused by the Licensee or the Licensee's Agents, in which case the Licensee must fix the structural defects.

10.3 The Licensee must otherwise maintain the Premises in its condition at the Commencing Date and promptly do repairs needed to keep it in that condition, but the Licensee does not have to alter or improve the Premises or repair fair wear and tear.

10.4 Upon the Expiry Date or sooner termination, the Licensee must deliver up the Premises to the Licensor in the condition and state of repair at the Commencing Date, fair wear and tear excepted.

11. LICENSEE'S PROPERTY

11.1 Within fourteen (14) days of the Expiry Date or sooner termination the Licensee must remove the Licensee's Property from the Premises and make good any damage caused to the Premises by the removal of the Licensee's Property.

11.2 If the Licensee fails to remove the Licensee's Property from the Premises in accordance with clause 11.2 the Licensee's Property will automatically vest in the Licensor and the Licensor may dispose of it at its discretion, and account to the Licensee for the cost of disposal.

12. INSURANCES AND INDEMNITIES

12.1 The Licensee must keep and maintain the following insurances:

(a) public liability insurance for an amount of not less than $20,000,000 (for each accident or event) for the Premises;

(b) workers compensation for its members, officers, employees, agents or contractors;

(c) any other insurance required by law that the Licensee is required to maintain.

12.2 Prior to the Commencing Date and upon each one year anniversary of the Commencing Date, the Licensee must provide to the Licensor a certificate of currency evidencing the validity and currency of insurances referred to in clause 12.1.

12.3 The Licensee indemnifies the Licensor and keeps the Licensor indemnified against all claims against the Licensor as a consequence of the Licensee's:

(a) use of the Premises; and/or

(b) default or negligence,

except if and to the extent that a Claim arises because of the Licensor's default or negligence.

12.4 The Licensee releases the Licensor from any Claim which the Licensee may have against the Licensor in connection with or arising from the Licensee's use of the Premises, unless the Claim arises from the Licensor's default or negligence.

13. SIGNS AND ADVERTISING

Notwithstanding any other provision of this Licence Agreement the Licensee must not, without the prior approval in writing of the Licensor, erect, display, affix or exhibit on or to the exterior of the Premises any signs, lights, embellishments, advertisements, names or notices PROVIDED HOWEVER that the Licensor will not withhold consent in

DRAFT

respect of a sign which identifies the Licensee and which advertises the activities the Licensee is conducting in the Premises.

14. NOTICES

Any notice given under this Licence Agreement:

(a) must be in writing addressed to the intended recipient at the address shown below or the address last notified in writing by the Licensee or the Licensor (as appropriate):

(i) The Warden
Anglican Parish of Lithgow
2 Roy Street
LITHGOW NSW 2790
Email: office@lpachurch.org.au

(ii) The General Manager
Lithgow City Council
180 Mort Street
LITHGOW NSW 2790
Email: council@lithgow.nsw.gov.au

(b) must be signed by an authorised representative of the sender; and

(c) will be taken to have been given or served:

(i) if delivered in person, the date of delivery;

(ii) if sent by ordinary post, four (4) Business Days after it was posted; and

(iii) if sent by email before 5pm on a Business Day, the date it was sent, and otherwise on the next Business day.

DRAFT

15. DISPUTES

15.1 In the event of any dispute or difference between the parties as to any matter or thing arising out of this Licence Agreement, and if after diligent efforts to resolve the dispute or difference it remains unresolved, the parties may submit the matter to an agreed independent third party for dispute resolution and both parties shall abide by the ensuing decision.

15.2 The parties must share equally the fees and out of pocket expenses of the independent third party for the decision, and bear their own expenses.

15.3 The parties agree to continue performing their obligations under this Licence Agreement while the dispute or difference is being dealt with in accordance with this clause 15.

16. TERMINATION

16.1 Termination due to acquisition or force majeure event

Notwithstanding any other provision of this Licence Agreement:

(a) if the Premises or any part thereof is acquired by compulsory process for any public purpose; or

(b) if the Premises is totally destroyed or damaged by fire, storm, tempest or other force majeure event; or

(c) if the Premises is partially destroyed or damaged by fire, storm, tempest or other force majeure event to the extent that the Premises cannot be used for the Purpose and the Licensor elects not to repair or rebuild the Premises after its damage,

then either party may terminate this Licence Agreement by giving the other thirty (30) days' notice in writing.

16.2 Termination for breach

If and whenever there is a breach by a party of any of the terms or conditions of this Licence Agreement:

(a) the non-defaulting party may provide the defaulting party with a notice in writing specifying the nature of the breach and requiring the defaulting party to rectify the breach within the period specified in the notice;

(b) the period specified in the notice must be reasonable having regard to the nature of the breach;

(c) if the defaulting party has not rectified the breach by the expiration of the period specified in the notice, the non-defaulting party may terminate this Licence Agreement by giving thirty (30) days' notice in writing to the defaulting party, but without prejudice to any claim which the non-defaulting party may have against the defaulting party in respect of any breach under this Licence Agreement.

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17. GENERAL COVENANTS – THE LICENSEE

17.1 Compliance with laws

(a) The Licensee must comply with all Laws applicable to the Licensee's business and the Purpose for which it licences the Premises.

(b) The Licensee will hold harmless and indemnify the Licensor in relation to any Claim against the Licensor by the Licensee or any third party arising out of the Licensee's use of the Premises or a breach by the Licensee of any Laws.

17.2 **Waiver, Variation**

None of the provisions of this Licence Agreement shall be taken either at law or in equity to have been varied, waived, discharged or released by the Licensor or the Licensee except by express agreement in writing signed by both parties.

17.3 **Floor Overloading**

The Licensee must not, and must not allow, anything to be done that may overload the walls or floors of the Premises that might cause strain or sag to the walls or floors or otherwise cause damage.

17.4 **Sanitary facilities**

The Licensee must not use, or allow to be used, the toilets, sinks and drainage and other plumbing facilities in the Premises for any purpose other than the purpose for which they were constructed.

17.5 **Pest Control**

The Licensee must take all reasonable steps to keep the Premises free from rodents, vermin, insects, pests, birds and animals and if required by the Licensor engage, from time to time, pest exterminators approved by the Licensor.

17.6 **Notice of Defects**

The Licensee must give the Licensor prompt notice in writing of any accident or defect in any services or fixtures, fittings, plant or equipment in the Premises and of any circumstances likely to be or to cause any danger, risk or hazard to the Premises or any person at the Premises.

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18. MISCELLANEOUS

18.1 **No Tenancy**

The parties acknowledge and agree that this Licence Agreement is not, and not to be construed as, a demise or be deemed to create any lease or tenancy in favour of the Licensee.

18.2 **No Partnership**

Nothing contained in this Licence Agreement shall be deemed to constitute a partnership between the parties.

18.3 **Governing Law**

This Licence Agreement is governed by the laws of New South Wales.

18.4 **Severability**

If any part of this Licence Agreement is void or voidable then that part is severed from this Licence Agreement but without affecting the continued operation of the remainder of the Licence Agreement.

18.5 **No assignment, novation or sub-licence**

This Licence is personal to the Licensee and Licensor and neither party shall assign this License nor grant any sub-License without the prior written consent of the other party.

18.6 **Rights Cumulative**

The rights and remedies under this Licence Agreement are cumulative and not exclusive of any rights or remedies provided by law or any other right or remedy.

EXECUTED by the parties as an agreement

EXECUTED by **LITHGOW CITY COUNCIL (ABN 59 986 092 492)** by its General Manager pursuant to section 377 of the Local Government Act 1993, in the presence of:)

DRAFT

.....
Witness signature

.....
Graeme James Faulkner
General Manager

.....
Witness name

.....
Witness address

EXECUTED by **ANGLICAN PARISH OF LITHGOW (ABN 72 310 605 329)** by its duly Authorised Officer in the presence of:)))

.....
Witness signature

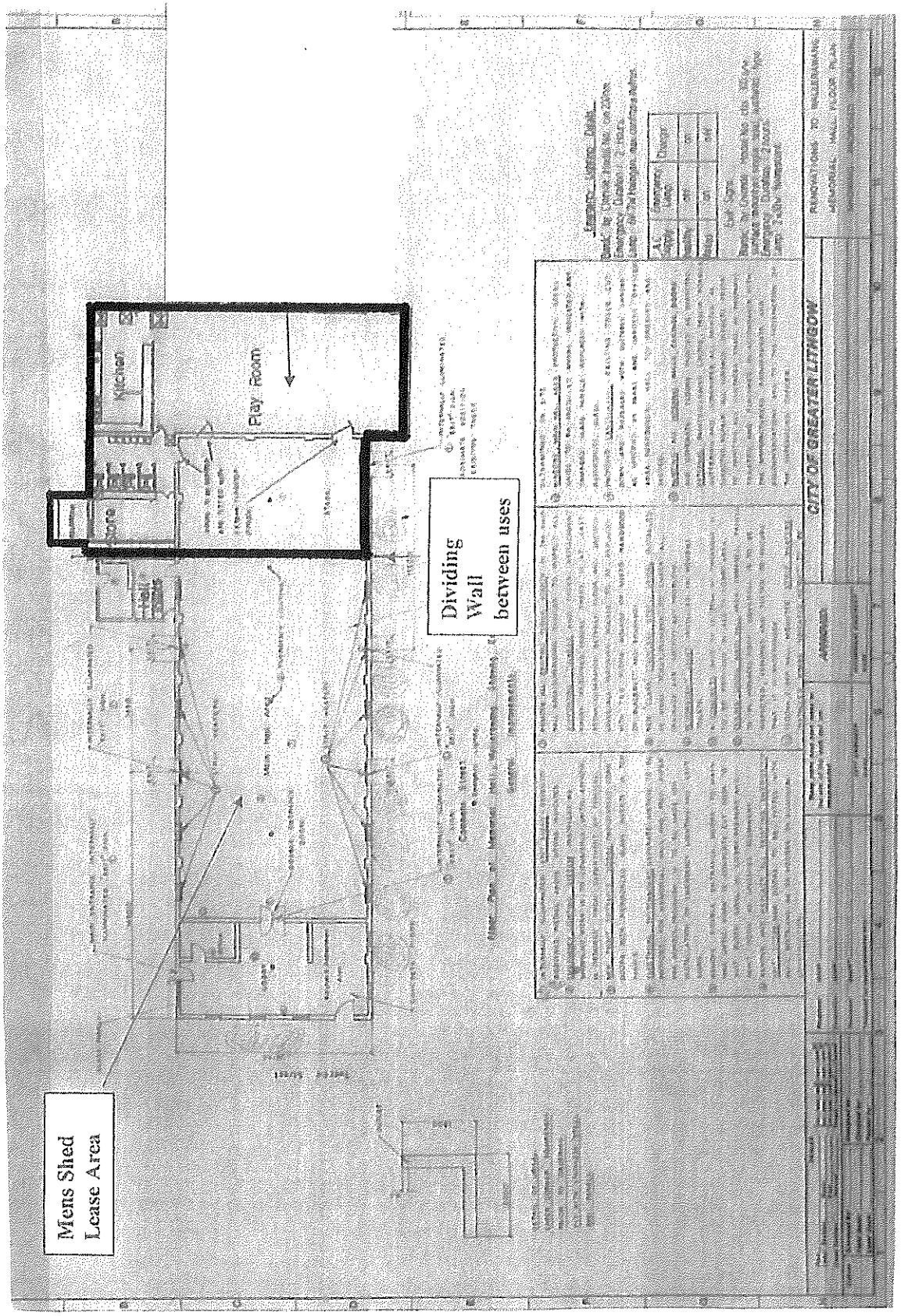
.....
Authorised Officer signature

.....
Witness name

.....
Authorised Officer name

.....
Witness address

DRAFT


Mens Shed
Lease Area
Kitchen
Play Room
Dividing
Wall
between uses
CITY OF GREATER LITHGOW

NSW Container Deposit Scheme Refund Sharing Agreement

Lithgow City Council
PO Box 19
180 Mort Street
Lithgow NSW 279

and

Polytrade Pty Ltd
126-134 Thomas Murrell Crescent
Dandenong South
Vic 3175

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CDS Refund Sharing Agreement

Dated ___/___/2018

Parties

Name	Lithgow City Council, ABN 59 986 092 492
Address	PO Box 19, 180 Mort Street, Lithgow NSW 2790
Email	council@lithgow.nsw.gov.au
Contact	Andrew Muir
Short name	**Council**

Name	Polytrade Pty Ltd, ABN 26 068 669 349
Address	126-134 Thomas Murrell Crescent, Dandenong South, Vic 3175
Email	rydalmere@polytrade.com.au
Contact	Nathan Ung
Short name	**MRF Operator**

Background

A. Council Material may from time to time be delivered to the MRF under the Processing Agreement.

B. Council and the MRF Operator wish to share the refund amounts paid to the MRF Operator in respect of Council Material by the Scheme Coordinator under the Scheme, in accordance with the terms of this document.

C. Council and the MRF Operator intend that this document be a refund sharing agreement for the purposes of clause 18 of the CDS Regulation.

D. The parties acknowledge that the terms of this document are fair and reasonable.

This Deed witnesses

---

1. Definitions

In this document:

Annual Recycling Statement has the same meaning as in the Protocol;

Annual Throughput Reconciliation has the same meaning as in the Protocol;

Applicable Method means the method specified in Item 6;

Business Day means a day other than a Saturday, Sunday or public holiday in New South Wales;

CDS Regulation means the *Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017* (NSW);

Claim Assessment means an assessment made by the Scheme Coordinator under the Protocol in respect of a claim for a Processing Refund made by the MRF Operator under clause 6;

Collection Point Operator has the same meaning as in the WARR Act;

Commencement Date means the date specified in Item 2;

Council Material means material that:

(a) is collected by or on behalf of Council from Council's local government area during the course of domestic waste management services;

(b) is delivered to the MRF; and

(c) the MRF Operator accepts at the MRF under the Processing Agreement or any other arrangement with either the Council or another party;

Council's Refund Share means in any period, Council's portion of the Processing Refund paid to the MRF Operator during that period under the Scheme, calculated under clause 4.3.1;

Dispute means any dispute or difference between Council and the MRF Operator arising out of or in connection with this document;

Eligible Material means material received at the MRF that is not Excluded Material;

EPA means the Environment Protection Authority constituted under section 5 of the *Protection of the Environment Administration Act 1991* (NSW);

Excluded Material means:

(a) Scheme Material, including material the MRF Operator receives as a Collection Point Operator if at any time during the Term it becomes a Collection Point Operator;

(b) material that is received at the MRF within a load of material that contains no 'containers', as that term is defined under Part 5 of the WARR Act; and

(c) material that is received at the MRF from a source that is located outside of New South Wales;

Existing Refund Share means either:

(a) the amount of money (if any) specified in Item 5; or

(b) if no amount of money is specified in Item 5, the amount of money calculated in accordance with clause 4.1.2;

Expiry Date means the date specified in Item 3;

Independent Assurance Report has the same meaning as in the Protocol;

Item means an Item in the Reference Schedule;

Method 1 – Weighing has the meaning given to that term in section 6.4 of the Protocol;

MRF means the material recovery facility described in Item 1, or should the parties to this document and/or the Processing Agreement agree on a new material recovery facility, that facility;

MRF Operator's Refund Share means in any period, the portion of the Processing Refund paid to the MRF Operator during that period under the Scheme calculated under clause 4.3.2, that is retained by the MRF Operator;

Notification Date means the date specified in Item 4, being the date by which a notice under clause 3 must be issued to the EPA;

Payment Date means the date specified in Item 8;

Payment Method means the method of payment specified in Item 9;

Processing Agreement means any agreement or arrangement, between the MRF Operator and JR Richards Pty Limited, or the MRF Operator and the contractor that collects Council's Material from time to time, under which the MRF Operator has agreed to accept Council Material at the MRF;

Processing Refund means a processing refund from the Scheme Coordinator under the Scheme in respect of Eligible Material;

Protocol means the processing refund protocol published by the EPA under section 28(2) of the WARR Act from time to time;

Quarter has the same meaning as in the CDS Regulation;

Quarterly Statement means a statement prepared in accordance with clause 4.4.1(b);

Reconciliation Amount means the amount described as such in, and determined in accordance with, clause 4.6.1;

Reconciliation Statement means a reconciliation statement prepared in accordance with clause 4.5;

Reference Schedule means Schedule 1 to this document;

Refund % means the percentage specified in Item 7;

Refund Period means each of the following periods during the Term:

(a) initially, the period commencing on the Commencement Date and ending on the immediately next 30 June;

(b) the one-year period commencing on 1 July immediately following the end of the initial period; and

(c) each subsequent one-year period commencing on the day immediately following the end of the preceding one-year period;

Refund Share means each of the MRF Operator's Refund Share and Council's Refund Share;

Relevant Proportion means, for any period of time, the proportion by weight that the Council Material received at the MRF in that period bears to the total Eligible Material received at the MRF in that period, expressed as a percentage;

Scheme has the meaning given to that term in Part 5 of the WARR Act;

Scheme Material has the meaning given to that term in the Protocol;

Third Party Material means each of:

(a) Excluded Material; and

(b) any other material that the MRF Operator receives at the MRF that is not Council Material;

Term means the term during which this document has effect, being the period commencing on the Commencement Date and terminating on the Expiry Date or earlier termination of this document;

WARR Act means the *Waste Avoidance and Resource Recovery Act 2001* (NSW); and

WARR Legislation means the WARR Act, CDS Regulation and the Protocol,

and words and expressions that are not defined in this document, but which have a defined meaning in the WARR Legislation, have the same meaning as in the WARR Legislation.

2. Term and application of this document

2.1 This document commences on the Commencement Date and, subject to clause 15 continues for the Term.

2.2 This document has effect despite any clause of the Processing Agreement that relates to the ownership of Council Material and, as between the parties, this document prevails over the Processing Agreement to the extent of any inconsistency.

3. Council to notify EPA

Council must, by no later than the Notification Date, notify the EPA under clause 18(2)(b) of the CDS Regulation that Council considers:

3.1.1 this document to be a refund sharing agreement; and

3.1.2 the terms of this document to be fair and reasonable.

4. Council's Refund Share

4.1 Existing Refund Share

4.1.1 The MRF Operator must pay Council the Existing Refund Share within 10 Business Days after the Commencement Date.

4.1.2 The Existing Refund Share is to be calculated as a monetary amount using the following formula:

Existing Refund Share = (RP x PR) x (1 – R%)

Where:

(a) **RP** is the Relevant Proportion for the period from 1 December 2017 until the Commencement Date;

(b) **PR** is the Processing Refund the MRF Operator received from the Scheme Coordinator in the period from 1 December 2017 until the Commencement Date; and

(c) **R%** is the Refund %.

4.2 Council's Refund Share

In each Quarter during the Term, the MRF Operator must account to and pay to Council the Council's Refund Share by the Payment Date, using the Payment Method.

4.3 Calculating Council's Refund Share and MRF Operator's Refund Share

4.3.1 For each Processing Refund relating to a Quarter during the Term, Council's Refund Share is to be calculated as a monetary amount using the following formula:

Council's Refund Share = RP x PR x (1 – R%)

Where:

(a) **RP** is the Relevant Proportion for that Quarter;

(b) **PR** is the Processing Refund the MRF Operator received from the Scheme Coordinator for that Quarter; and

(c) **R%** is the Refund %.

4.3.2 For each Processing Refund relating to a Quarter during the Term, the MRF Operator's Refund Share is to be calculated as a monetary amount using the following formula:

MRF Operator's Refund Share = RP x PR x R%

Where:

(a) **RP** is the Relevant Proportion for that Quarter;

(b) **PR** is the Processing Refund the MRF Operator received from the Scheme Coordinator for that Quarter; and

(c) **R%** is the Refund %.

4.4 Quarterly Statement

4.4.1 Within 10 Business Days after receiving a Processing Refund from the Scheme Coordinator in respect of a Quarter during the Term, the MRF Operator must provide to Council:

(a) a copy of the Claim Assessment provided by the Scheme Coordinator in relation to the Processing Refund received for that Quarter; and

(b) a statement to Council that:

(i) sets out the total amount of the Processing Refund received for that Quarter;

(ii) specifies the total amount of material received at the MRF in that Quarter;

(iii) specifies the total amount of Council Material received at the MRF in that Quarter;

(iv) specifies the total amount of Excluded Material received at the MRF in that Quarter;

(v) sets out the calculation of Council's Refund Share in that Quarter;

(vi) sets out the calculation of the MRF Operator's Refund Share in that Quarter; and

(vii) is verified by a statutory declaration made by a proper officer of the MRF Operator in respect of paragraphs (ii) and (iv),

with sufficient information to enable Council to verify the calculations.

4.4.2 Council may at any time request the MRF Operator to provide additional information, calculations, estimations and documentation to enable the Council to understand, audit and verify any aspect of any Quarterly Statement and the MRF Operator must promptly comply with each such request.

4.4.3 Council may by written notice to the MRF Operator notify the MRF Operator that:

(a) Council accepts the Quarterly Statement, in which case it may issue an invoice for the Council's Refund Share in accordance with that Quarterly Statement; or

(b) Council does not accept the Quarterly Statement, in which case:

(i) the notice must identify the extent to which the Quarterly Statement is agreed or is not agreed; and

(ii) following the issue of that notice either party may refer the matter for dispute resolution under clause 12.

4.4.4 Neither the issue of a Quarterly Statement nor the payment or acceptance of moneys will be evidence or an admission as to the correctness of a Quarterly Statement nor an admission that any obligation under this document has been carried out satisfactorily.

4.5 Reconciliation Statement

4.5.1 Within 20 Business Days after the end of each Refund Period in which Council Material was received or processed at the MRF, the MRF Operator must provide to Council a written reconciliation statement to Council that specifies the total:

(a) amount of the Processing Refund received for that Refund Period;

(b) amount of material received at the MRF in that Refund Period;

(c) amount of Council Material received at the MRF in that Refund Period;

(d) amount of Excluded Material received at the MRF in that Refund Period;

(e) Contractor's Refund Share retained by the Contractor in respect of that Refund Period; and

(f) Council's Refund Share paid to Council in respect of that Refund Period,

and sets out the Reconciliation Amount (if any) for that Refund Period and identifies to whom it must be paid in accordance with clause 4.6.2.

4.5.2 The MRF Operator must provide such additional or supplementary information as Council may require for the purpose of enabling Council to understand and assess the correctness and validity of the Reconciliation Statement.

4.5.3 Council may by written notice to the MRF Operator notify the MRF Operator that Council:

(a) accepts the value of the Reconciliation Amount, and the correctness and validity of the Reconciliation Statement; or

(b) does not accept the Reconciliation Amount, and the correctness and validity of the Reconciliation Statement, in which case the notice must identify the extent to which the Reconciliation Statement is agreed or is not agreed.

4.5.4 If Council issues a written notice to the MRF Operator under clause 4.5.3(b) then either party may refer the matter for dispute resolution under clause 12.

4.6 Reconciliation Amount

4.6.1 For each Refund Period during the Term, the Reconciliation Amount is to be calculated as a monetary amount using the following formula:

$$\textbf{Reconciliation Amount} = (RP_{RP} \times PR_{RP} \times (1 - R\%)) - CRS_{RP}$$

Where:

(a) $\mathbf{RP_{RP}}$ is the Relevant Proportion for that Refund Period;

(b) $\mathbf{PR_{RP}}$ is the Processing Refund the MRF Operator received from the Scheme Coordinator for that Refund Period;

(c) **R%** is the Refund %; and

(d) **CRS_{RP}** is the total amount of Council's Refund Share that has been paid to Council in respect of that Refund Period.

4.6.2 If the Reconciliation Amount is:

(a) greater than zero, that amount must be paid by the MRF Operator to Council; and

(b) less than zero, that amount must be paid by Council to the MRF Operator,

as a lump sum amount within 20 Business Days of its determination under clause 4.5.3(a) or 4.5.4.

4.7 Contractor's costs are fixed

The parties agree that, except as provided for in clauses 4.5 and 4.6, the Refund Share of each party and the Refund % is fixed for the Term and will not be varied for any reason, including for changes in the MRF Operator's costs that it incurs over the Term, other than in accordance with clause 16.2 of this document.

5. Council Material

5.1 Use of Council Material

The MRF Operator must ensure that:

5.1.1 all Council Material that is processed at the MRF in a Quarter during the Term, is included in a claim under clause 6.1.1; and

5.1.2 no Council Material received at the MRF is diverted to be processed at a Collection Point or another material recovery facility.

5.2 Obligation to receive and weigh Council Material separately

The MRF Operator must ensure that at all times Council Material is received and weighed at the MRF separately from Third Party Material.

5.3 Operate lawfully and efficiently

In each Quarter in which Council Material is received or processed at the MRF the MRF Operator must operate the MRF in a proper, lawful and efficient manner.

6. Application for Processing Refund

6.1 Application for Processing Refund

6.1.1 Within 28 days after the end of each Quarter occurring during the Term (or such other time period consistent with the WARR Legislation) in which in that Quarter:

(a) Council Material was received at the MRF; and

(b) the MRF Operator is able to make a claim for the payment of a Processing Refund from the Scheme Coordinator in respect of material received at the MRF,

the MRF Operator must make a claim in accordance with clause 19 of the CDS Regulation for the payment of a Processing Refund from the Scheme Coordinator that includes all Eligible Material in respect of which a claim is able to be made.

6.1.2 In making a claim under clause 6.1.1, the MRF Operator must apply the Applicable Method, unless Council gives its prior written consent to the MRF Operator applying an alternative method.

6.2 Compliance with WARR Legislation

In performing its obligations under this document, the MRF Operator must comply with law, including the WARR Legislation.

7. Claim Assessment

7.1 The MRF Operator must provide Council with at least 10 Business Days' written notice before submitting a request to the Scheme Coordinator to reconsider a Claim Assessment and must have regard to any comments by Council on the proposed request prior to submitting it.

7.2 Council may direct the MRF Operator to submit a request to the Scheme Coordinator to reconsider a Claim Assessment, and the MRF Operator must comply with each such direction.

7.3 If the MRF Operator submits a request to reconsider a Claim Assessment to the Scheme Coordinator, the MRF Operator must provide to Council:

7.3.1 a copy of the request at the same time as it is submitted to the Scheme Coordinator; and

7.3.2 any subsequent correspondence regarding the outcome of that request within 5 Business Days of issuing or receiving the correspondence.

7.4 The MRF Operator must notify Council within 5 Business Days after receiving notice from the Scheme Coordinator that a claimed Processing Refund amount in a Claim Assessment has been amended.

7.5 If a Claim Assessment is amended by the Scheme Coordinator, then the Refund Share of each party must be recalculated accordingly, and any shortfall or overpayment accounted for.

8. Records, administration and information

8.1 Record keeping

The MRF Operator must keep and maintain until 7 years after the expiry of the Term, and provide to Council on request, all necessary records, accounts and documents to properly and efficiently manage the MRF Operator's participation in the Scheme, so far as its participation relates to Council Material.

8.2 Administration

The MRF Operator must promptly perform all administrative tasks necessary to enable Processing Refunds to be paid in respect of Council Material under this document.

8.3 Provision of information

Without limiting any other clause of this document, the MRF Operator must provide Council with:

8.3.1 all applications, claims and supporting documentation submitted to the Scheme Coordinator under clause 6.1.1, at the same time it submits the claim to the Scheme Coordinator including the *Polytrade Rydalmere quarterly claim form to CDS Portal*;

8.3.2 if amendments are made to claims or supporting documentation submitted under clause 6.1.1, copies of the amended claim and supporting documentation, at the same time it submits the amended claim to the Scheme Coordinator;

8.3.3 all reports it gives to the Scheme Coordinator or the EPA under the WARR Legislation relating to a Quarter during the Term, including:

(a) the monthly report required under sections 6.2 and 6.4 or 6.5 (as applicable) of the Protocol;

(b) the Polytrade 'Recovery Percentage and Tonnes' report;

(c) the Annual Throughput Reconciliation;

(d) the Annual Recycling Statement; and

(e) the Independent Assurance Report,

at the same time it gives that report to the Scheme Coordinator or the EPA;

8.3.4 all correspondence from the MRF Operator to the Scheme Coordinator or the EPA that relates to this document at the same time it gives that correspondence to the Scheme Coordinator or the EPA;

8.3.5 all correspondence from the Scheme Coordinator or the EPA that relates to this document, including the *RCTI from Exchange for Change for quarterly refund*, promptly upon receipt of that correspondence, and in any case within 5 Business Days of receiving the correspondence; and

9. Consequence if services are suspended

If the MRF Operator validly and lawfully suspends the processing of Council Material under the Processing Agreement, then:

9.1.1 for any Council Material that is delivered to the MRF during the period of suspension and is not processed at the MRF during the period of suspension, the MRF Operator is not required during the period of suspension to account to or pay to Council the Council's Refund Share in respect of that material; and

9.1.2 once the suspension ends, the MRF Operator must account to and pay to Council the Council's Refund Share in respect of any Council Material that was delivered to the MRF during the period of suspension.

10. Release

10.1 In this clause 10, **Claim** means any action, claim, demand or proceeding however it arises and whether it is present or future, fixed or unascertained, actual or contingent, and includes an action, claim, demand or proceeding:

10.1.1 based in law or equity, or under statute or otherwise;

10.1.2 arising under an indemnity;

10.1.3 arising under the Processing Agreement;

10.1.4 whether or not the facts, matters, circumstances or law giving rise to it are known to any party or any other person at the date of this document; or

whether or not it is within the contemplation of any party or any other person at the date of this document.

10.2 The parties acknowledge and agree that:

10.2.1 this document sets out the entirety of the parties' arrangements in relation to the Scheme and the impacts of the Scheme on each party; and

10.2.2 except to the extent that a Claim in relation to the Scheme, or any impact in connection to the Scheme, is permitted under this document, neither party may make such a Claim against the other party,

and each party releases the other accordingly.

10.3 Either party may plead this clause as a bar to any Claim to which the release applies under clause 10.2.

11. No processing agreement

11.1 The parties acknowledge and agree that this document is not a processing agreement (as that term is defined under clause 18 of the CDS Regulation).

11.2 Nothing in this document creates any obligation:

11.2.1 on Council to deliver Council Material to the MRF; or

11.2.2 on the MRF Operator to receive or accept Council Material at the MRF.

11.3 Without affecting any obligation, right or warranty under the Processing Agreement:

11.3.1 Council makes no warranty or representation:

(a) as to whether any Council Material will be delivered to the MRF; or

(b) as to the type, classification, character, nature, content, quality, consistency or any other characteristic of any Council Material that is delivered to the MRF; and

11.3.2 except as expressly set out in this document, the MRF Operator makes no warranty or representation about the recovery outcomes that it may achieve at the MRF in relation to the processing of Council Material.

12. Dispute resolution

12.1 Disputes

Any Dispute must be resolved under this clause 12 except where this document states otherwise.

12.2 Notice of Dispute

If a party wishes to have a Dispute resolved or determined, it must give a written notice (**Notice of Dispute**) to the other party. A Notice of Dispute must state that it is a notice under this clause 12.2 and must specify in reasonable detail:

12.2.1 the legal basis for and detailed particulars of the Dispute;

12.2.2 the facts relied on; and

12.2.3 the relief or outcome sought.

12.3 Negotiation

Within 10 Business Days after a Notice of Dispute is given (or a longer period agreed by the parties in writing), the parties must ensure that representatives of each party with authority to resolve the Dispute meet, undertake good faith negotiations and use their reasonable endeavours to resolve the Dispute.

12.4 Submission to expert determination

If a Dispute is not resolved within 20 Business Days after a Notice of Dispute is given, either party may give a written notice to the other party requiring that the Dispute be referred for expert determination in accordance with this clause 12 (**Notice of Referral**).

12.5 Appointment of expert

12.5.1 Only an Expert (as defined in clause 12.5.2) may conduct an expert determination under clause 12.

12.5.2 An Expert is a person:

(a) agreed between the parties as having the relevant expertise, skills and experience to make determinations in relation to the matters in dispute; or

(b) where the parties are unable to reach agreement within 10 Business Days of a Notice of Referral, a person appointed by the Resolution Institute (or an office holder or appointee of the Resolution Institute) at the request of a party. The parties must comply with the requirements of the Resolution Institute in making this determination.

12.5.3 The parties must promptly enter into an engagement agreement with the Expert on terms reasonably required by the Expert.

12.6 Not an arbitration

An agreement for expert determination under this document is not an arbitration agreement under the *Commercial Arbitration Act 2010* (NSW).

12.7 Procedure for determination

The procedure before the Expert shall be in accordance with procedures required by the Expert, and the Expert must:

12.7.1 invite and receive, if made, submissions from Council and the MRF Operator;

12.7.2 act fairly, impartially and independently of each party;

12.7.3 apply the Expert's own knowledge and expertise;

12.7.4 determine and notify the parties of the procedure for conducting the expert determination as the Expert thinks fit, and is not bound by the rules of evidence;

12.7.5 make any directions for conducting the expert determination;

12.7.6 not accept verbal submissions unless both parties are present;

12.7.7 on receipt of a written submission from one party, ensure that a copy of such submission is given promptly to the other party;

12.7.8 take into consideration all documents, information and other material which the parties give the Expert and which the Expert, in its reasonable opinion, considers relevant;

12.7.9 not be expected or required to obtain or refer to any other documents, information or materials (but may do so if the Expert so wishes);

12.7.10 determine the Dispute as expeditiously as possible;

12.7.11 give the parties a written determination within 30 Business Days after the date of the engagement agreement referred to in clause 12.5.3, or any later date the parties may agree in writing. The expert shall not be required to give reasons unless a party requires that the expert do so; and

12.7.12 in making the determination act bona fide to give effect to this document.

12.8 Legal representation

Each party is entitled to legal representation during the expert determination.

12.9 Disclosure of conflict

12.9.1 The Expert must use all reasonable endeavours to avoid any actual or potential:

(a) conflict of interest; or

(b) circumstance that may reasonably be considered to adversely affect the Expert's impartiality or independence.

12.9.2 The Expert must immediately give the parties written notice if the Expert becomes aware of the existence of anything described in clause 12.9.1.

12.10 Expert's determination

To the extent permitted by law, the Expert's determination is final and binding on the parties unless:

12.10.1 there is any fraud;

12.10.2 there is a material miscalculation of figures or a material mistake in the description of any person, thing or matter; or

12.10.3 a party considers that the determination has not been made in accordance with or does not give effect to this document and the parties' respective rights and obligations under it and both conditions below apply:

(a) the value of the claim exceeds $100,000; and

(b) within 60 Business Days after the Expert gives the parties the determination, a party gives written notice to the other party referring the matter to a Court.

12.11 Correction

Any party may make a written request to the Expert to correct the determination for:

12.11.1 a minor mistake arising from a slip or omission; or

12.11.2 a defect in form.

12.12 Cooperation

Each party must:

12.12.1 cooperate in good faith with the Expert and the other party in the conduct of the expert determination; and

12.12.2 use reasonable endeavours to comply with all requests and directions reasonably given by the Expert.

12.13 Costs

The parties must:

12.13.1 comply with any reasonable direction of the Expert to provide security deposits for the Expert's fees and disbursements;

12.13.2 each pay half of the Expert's fees and disbursements in connection with the expert determination; and

12.13.3 bear their own costs in connection with the expert determination, unless the Expert awards reasonable costs of the determination to a particular party.

12.14 Urgent relief

Nothing in this clause 12 prejudices the right of a party to seek urgent injunctive or declaratory relief for any matter in connection with this document.

12.15 Confidentiality

12.15.1 Subject to clause 12.15.2, the parties must, and must ensure that the Expert must, keep confidential, and not disclose to any other person:

(a) all proceedings and submissions relating to an expert determination under clause, including the fact that any step in the expert determination is occurring; and

(b) all documents and any other information (in any form) relating to the expert determination, including the Expert's determination.

12.15.2 A party may disclose confidential information referred to in clause 12.15.1:

(a) if that party obtains the prior written consent of the other party;

(b) as required by law; or

(c) to the extent necessary to give effect to or to enforce a determination.

12.16 Continuing obligations

Despite the existence of a Dispute or its referral to expert determination, each party must continue to perform their obligations under this document.

12.17 Subsequent proceedings

A party must not appoint the Expert as arbitrator, advocate or adviser in any arbitral, judicial or adjudication proceedings relating to the Dispute or any part of it, except with the other party's written consent.

12.18 No Arbitration

The parties acknowledge and agree that this document is not an arbitration agreement. The Expert acts as an expert not as an arbitrator.

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13. Notices

13.1 Delivery of notice

13.1.1 A notice or other communication required or permitted to be given to a party under this document must be in writing and may be delivered:

(a) personally to the party;

(b) by leaving it at the party's address;

(c) by posting it by regular prepaid post, priority prepaid post, registered post, priority registered post or express post addressed to the party at the party's address; or

(d) by electronic mail to the party's email address,

in each case, as specified in the notice details of that party.

13.1.2 If the person to be served is a company, the notice or other communication may be served on it at the company's registered office.

13.2 Particulars for delivery

13.2.1 The notice details of each party are set out on page 1 of this document under the heading 'Parties' (or as notified by a party to the other parties in accordance with this clause).

13.2.2 Any party may change its notice details by giving notice to the other parties.

13.3 Time of service

A notice or other communication is deemed delivered:

13.3.1 if delivered personally or left at the person's address, upon delivery;

13.3.2 if posted within Australia to an Australian address:

(a) using regular prepaid post or registered post, 6 Business Days after posting;

(b) using priority prepaid post or priority registered post, 4 Business Days after posting; and

(c) using express post, 2 Business Days after posting;

13.3.3 if posted from a place to an address in a different country, 10 Business Days after posting;

13.3.4 if delivered by electronic mail, subject to clause 13.3.5, at the time the email containing the notice left the sender's email system, unless the sender receives notification that the email containing the notice was not received by the recipient; and

13.3.5 if received after 5.00pm in the place it is received, or on a day which is not a business day in the place it is received, at 9.00am on the next business day.

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14. GST

14.1 Definitions

In this clause:

14.1.1 words and expressions that are not defined in this document but which have a defined meaning in the GST Law have the same meaning as in the GST Law;

14.1.2 **GST Law** has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

14.2 GST exclusive

Except as otherwise provided in this document, all consideration payable under this document in relation to any supply is exclusive of GST.

14.3 Increase in consideration

If GST is payable in respect of any supply made by a supplier under this document (**GST Amount**), the recipient must pay to the supplier an amount equal to the GST payable on the supply. Subject to clause 14.4, the recipient must pay the GST Amount at the same time and in the same manner as the consideration for the supply is to be provided under this document in full and without deduction, set off, withholding or counterclaim (unless otherwise provided in this document).

14.4 Tax invoice

The supplier must provide a tax invoice to the recipient before the supplier will be entitled to payment of the GST Amount under clause 14.3.

14.5 Reimbursements

If this document requires a party to pay, reimburse or contribute to any expense, loss or outgoing suffered or incurred by another party, the amount which the first party must pay, reimburse or contribute is the sum of:

14.5.1 the amount of the payment, reimbursement or contribution, less any input tax credit in respect of the payment, reimbursement or contribution to which the other party is entitled; and

14.5.2 if the payment, reimbursement or contribution is subject to GST, an amount equal to that GST.

14.6 Adjustment events

If an adjustment event occurs in relation to a taxable supply under this document:

14.6.1 the supplier must issue an adjustment note to the recipient within 7 days after becoming aware of the adjustment; and

14.6.2 any payment necessary to give effect to that adjustment must be made within 7 days after the date of receipt of the adjustment note.

15. Obligations to continue

15.1 Except as provided in clause 16, this document cannot be terminated unless the Processing Agreement is terminated or expires, in which case the termination of this document can be effected by Council serving a termination notice on the MRF Operator.

15.2 If this document is terminated or expires, despite the termination and until otherwise agreed in writing between the parties, the obligations of the parties under it will continue to apply and the MRF Operator must continue to pay any Council's Refund Share for any Quarter in which Council Material is received or processed at the MRF until such time as there is no further Council Material received or processed at the MRF.

16. Change to WARR Legislation

16.1 If the WARR Legislation is repealed, then once:

16.1.1 no further refunds are payable in respect of Council Material; and

16.1.2 Council serves notice to the MRF Operator confirming that this document will terminate,

this document will terminate and no longer have effect.

16.2 If the WARR Legislation is amended:

16.2.1 to reduce the refund amount;

16.2.2 to increase the refund amount; or

16.2.3 in a manner that materially affects the obligations or costs under the Scheme,

then the parties agree to negotiate in good faith amendments to this document:

16.2.4 to adjust their respective Refund Shares in order to agree a fair and reasonable allocation of the available refund having regard to the Relevant Proportion of the likely operating and administrative costs to be incurred by the MRF Operator that are properly and reasonably incurred as a direct and natural consequence of the implementation of the Scheme in relation to Eligible Material and deducting the Relevant Proportion of any savings or reductions in costs as a consequence of or relating to the implementation of the Scheme in relation to Eligible Material; and

16.2.5 to ensure that reporting and other obligations are in compliance with the Scheme as amended.

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17. Interpretation

17.1 Words and headings

In this document, unless expressed to the contrary:

17.1.1 words denoting the singular include the plural and vice versa;

17.1.2 the word 'includes' in any form is not a word of limitation;

17.1.3 where a word or phrase is defined, another part of speech or grammatical form of that word or phrase has a corresponding meaning;

17.1.4 headings and sub-headings are for ease of reference only and do not affect the interpretation of this document; and

17.1.5 no rule of construction applies to the disadvantage of the party preparing this document on the basis that it prepared or put forward this document or any part of it.

17.2 Specific references

In this document, unless expressed to the contrary, a reference to:

17.2.1 a gender includes all other genders;

17.2.2 any legislation (including subordinate legislation) is to that legislation as amended, re-enacted or replaced and includes any subordinate legislation issued under it;

17.2.3 any document (such as a deed, agreement or other document) is to that document (or, if required by the context, to a part of it) as amended, novated, substituted or supplemented at any time;

17.2.4 writing includes writing in digital form;

17.2.5 'this document' is to this document as amended from time to time;

17.2.6 'A$', '$', 'AUD' or 'dollars' is a reference to Australian dollars;

17.2.7 a clause, schedule or attachment is a reference to a clause, schedule or attachment in or to this document;

17.2.8 any property or assets of a person includes the legal and beneficial interest of that person of those assets or property, whether as owner, lessee or lessor, licensee or licensor, trustee or beneficiary or otherwise;

17.2.9 a person includes a firm, partnership, joint venture, association, corporation or other body corporate;

17.2.10 a person includes the legal personal representatives, successors and permitted assigns of that person, and in the case of a trustee, includes any substituted or additional trustee; and

17.2.11 any body (**Original Body**) which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the Original Body.

18. General

18.1 Variation

This document may only be varied by a written document executed by the parties.

18.2 Document Review

This document is to be reviewed annually by the parties, however no variation to this document including purportedly made pursuant to this clause 18.2 will be effective unless varied in accordance with clause 18.1.

18.3 Counterparts

This document may be executed in counterparts, all of which taken together constitute one document.

18.4 Governing law

This document is governed by the law applying in New South Wales and the parties submit to the exclusive jurisdiction of the courts of New South Wales.

18.5 Entire agreement and no reliance

18.5.1 This document:

(a) constitutes the entire agreement between the parties in relation to its subject matter; and

(b) supersedes and cancels any contract, deed, arrangement, related condition, collateral arrangement, condition, warranty, indemnity or representation imposed, given or made by a party (or an agent of a party) prior to entering into this document, in relation to the subject matter of this document.

18.5.2 The parties acknowledge that in entering into this document each party has not relied on any representations made by the other party (or its agents or employees) other than matters expressly set out in this document.

18.6 Liability

If a party consists of 2 or more people or entities, an obligation of that party binds each of them jointly and severally.

18.7 Costs

A party which has an obligation to do anything under this document must perform that obligation at its cost unless expressly stated otherwise.

18.8 Severability

18.8.1 Any provision of this document that is held to be illegal, invalid, void, voidable or unenforceable must be read down to the extent necessary to ensure that it is not illegal, invalid, void, voidable or unenforceable.

18.8.2 If it is not possible to read down a provision as required by this clause, part or all of the clause of this document that is unlawful or unenforceable will be severed from this document and the remaining provisions continue in force.

18.9 Waiver

The failure of a party at any time to insist on performance of any provision of this document is not a waiver of the party's right at any later time to insist on performance of that or any other provision of this document.

18.10 Further assurance

Each party must promptly execute and deliver all documents and take all other action necessary or desirable to effect, perfect or complete the transactions contemplated by this document.

18.11 No merger

The warranties, undertakings, agreements and continuing obligations in this document do not merge on completion of the transactions contemplated by this document.

18.12 Business Day

If a payment or other act is required by this document to be made or done on a day which is not a Business Day, the payment or act must be made or done on the next following Business Day.

Schedule 1 Reference Schedule

Item 1.	**MRF**	Polytrade's Rydalmere MRF, 32 South Street, Rydalmere, NSW 2116
Item 2.	**Commencement Date**	1 December 2018
Item 3.	**Expiry Date**	The later of 3 November 2023, and the date that the Processing Agreement expires or is terminated.
Item 4.	**Notification Date**	30 November 2018
Item 5.	**Existing Refund Share**	Calculated in accordance with clause 4.1.2
Item 6.	**Applicable Method**	Method 1 - Weighing
Item 7.	**Refund %**	50%
Item 8.	**Payment Date**	The date that is the earlier of: (a) 10 Business Days after the Quarterly Statement is issued to Council and Council issues an invoice; and (b) 25 Business Days after the MRF Operator receives the Processing Refund to which the Council's Refund Share relates.
Item 9.	**Payment Method**	By electronic bank transfer into Council's nominated bank account

Signing Page

Executed by the parties as a deed

Executed for and on behalf of **Lithgow City Council** by:

.....	.....
Signature of authorised person	Signature of witness
.....	.....
Office held	Name of witness (print)
.....	
Name of authorised person (print)	

Executed by **Polytrade Pty Ltd ACN 068 669 349** in accordance with s 127(1) of the *Corporations Act 2001*:)

.....	.....
Signature of Director	Signature of Director/Company Secretary
.....	.....
Print full name	Print full name

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

2. CEMETERIES

Policy 2.1

CEMETERY OPERATIONS

Version 3

2. CEMETERIES

2.1 CEMETERY OPERATIONS

OBJECTIVES

1. To provide appropriate standards for the services provided at Council operated cemeteries.

2. Provide a consistent approach to the operation of cemeteries owned, managed and maintained by Council.

POLICY

1. GENERAL

1.1 Council owned cemeteries include Lithgow, Hartley, Pipers Flat (Wallerawang), Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal, Bowenfels, Lowther and Glen Alice.

1.2 This policy applies to all cemeteries that are under Council's control.

1.3 This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Council's control.

1.4 Cemetery fees for services provided are set out within Council's Annual Operational Plan fees and charges document.

1.5 Council's Cemetery Application form must be completed for every new application and submitted to Council's Cemetery Administration Officer. The form can be found on Council's website and it details requests for various services offered by Council.

1.6 Council's Monumental Application form must be completed for all new monuments and headstones.

1.7 Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen, Capertee, Hartley and Glen Alice.

1.8 Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.

2. STANDARD CONDITIONS

2.1 Two working days notice must be given at all times to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will only be considered if achievable.

2.2 A Notice of Interment form needs to be completed by Council's Cemetery Administration staff and then forwarded to the Cemetery Officer.

2.3 All burials etc. shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by the Director Infrastructure Services.

2.4 Grave Allotment Sizes –

- Lithgow Lawn Section - 2.4m x 1.0m
- Lithgow Lawn 2 – 2.4m x 1.2m
- Lithgow Monumental Section – 2.4m x 900m
- Rural Lawn Section – 2.4 x 1200m

2.5 Depth –

- Single – 1.22m
- Double – 1.8m

2.6 "Probing" will be conducted by Council staff to determine the feasibility of a double interment prior to approval. It should be noted that this process is limited to the condition of the casket from the first interment and is often unreliable.

2.7 Council's Cemetery Staff (or those contracted to Council) will prepare graves. The preparation includes –

- Digging
- Laying boards, mats, bars and imitation grass
- Plastic lining if supplied by Funeral Directors
- Placement of grave cover on the grave awaiting arrival of Funeral Directors

2.8 Council will supply boards, mats, bars, imitation grass and a grave cover for all Funeral Directors as a standard procedure for all interments.

2.9 On request by a Funeral Director, Council will supply chairs for graveside services.

2.10 Funeral Directors are required to supply lowering tapes and a marquee if required.

2.11 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. Once the grave cover is removed, the site becomes the responsibility of the Funeral Director as their "Place of Work". The responsibility of the site concludes when the last of the Funeral Directors employees leave the site having covered the grave for safety reasons, with an approved grave cover, supplied by Council.

2.12 Council will backfill a grave within one hour of the removal of the Funeral Directors equipment. It is recommended that the Funeral Directors advise the family of the deceased not to be present during the filling of a grave as some families find this process distressing.

2.13 In the event of a reopening, Council will remove any masonry at a set fee approved by Council. If the masonry work is required to be dismantled and has been constructed in a professional manner and Council damages it in the process of removal, Council accept full responsibility to the repairs to the masonry. If however the masonry appears to be constructed in an unworkmanlike manner or shows signs of significant disrepair, Council will hold the owners of the headstone responsible for the repairs. An assessment will be carried out by Council's Cemetery Officer and the Undertaker will be given sufficient notification before work takes place.

2.14 Participation by Council staff in the actual interment process is not permitted. This specifically precludes Council staff carrying the casket from the funeral car.

2.15 All activities undertaken within the Cemetery Grounds shall comply with relevant Council, WorkCover and Occupational Health and Safety requirements.

2.16 If an "Owner of Right of Burial" or "Grantee" can not be identified, the ownership becomes the responsibility of the executor of the will and/or person with power of attorney.

3. RURAL LAWN CEMETERIES

3.1 The lawn cemeteries have no religious denomination sections.

3.2 Council is responsible for the maintenance of the lawn area and all plantings.

3.3 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.

3.4 Flowers, plastic flowers and ornaments shall be retained by placing at the head of the site on the concrete strip. Such flowers will be removed as they deteriorate. No glass jars or solar lights are permitted.

3.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.

3.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

4. LITHGOW CEMETERY LAWN 1 SECTION

4.1 The lawn cemetery has no religious denomination sections.

4.2 Council will maintain the lawn area.

4.3 All shrubs, plants etc within the cemeteries are planted and maintained by Council.

4.4 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.

4.5 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.

4.6 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

5. LITHGOW CEMETERY LAWN 2 SECTION

5.1 Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.

5.2 Headstones must comply with specifications as outlined in the Memorials section of the policy.

5.3 The lawn cemetery has no religious denomination sections.

5.4 Council will maintain the lawn area.

5.5 All shrubs, plants etc. within the cemeteries are planted and maintained by Council.

5.6 Flowers, plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate. No glass jars or solar lights are permitted.

5.7 Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Council upon application and full costs of purchase and installation shall be met by the applicant.

5.8 Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

6. MEMORIAL SECTIONS

6.1 Headstones must comply with specifications as outlined in the Memorials section of the policy.

6.2 Headstones can be removed by Council, at the cost of the applicant in line with current adopted Fees and Charges.

7. INTERMENT OF CREMATED REMAINS

7.1 Approval must be granted to inter ashes on receipt of payment.

7.2 Cremated remains shall be interred by Council's cemetery staff.

7.3 Approval will only be given to the "Owner of Right of Burial" or the "Grantee" (The original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person(s) currently entered in the Cemetery's register or executor of the will, or person with power of attorney.)

7.4 Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.

8. MEMORIALS

8.1 No person shall erect a memorial headstone or any other structure on any allotment in Council's Cemeteries unless a Monumental Permit has first been issued.

8.2 The fee for a Monumental Permit is designated in the current Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the Monumental Mason.

8.3 Monumental Permit will only be issued to the "Owner of Right of Burial" or "Grantee". (The original owner/purchaser of the right of burial.) The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.

8.4 All memorials and headstones must comply with the Australian Standards. AS 4204-1994 Headstones and cemetery monuments. Failure to comply can result in removal.

9. RESERVATIONS

9.1 Reservation of vacant plots and niches is permissible. Council's Cemetery Application form will need to be completed and approved by Council's Cemetery Administration Officer.

9.2 All such reservation plots, niche positions and garden positions are to be paid for, as per current fees and charges, at the time the reservation is being made unless the applicant has an existing account arrangement with Council. Only then shall a Right of Burial or reserve permit be issued.

Maintained by Department:	Infrastructure Services	**Approved by:**	Council		
Reference:	Policy Register	**Council Policy No:**	2.1	**Effective Date:**	4/2/13
Min No:	V1 – 13-432 V2 – 16-188 V3 -	**Version No:**	3	**Reviewed Date:**	Nov 2018
Attachments:	Monumental Application Form Cemetery Application Form				

10. PROPERTY MANAGEMENT

Policy 10.4

BUS SHELTERS / STREET SEATING

Version 4

10. PROPERTY MANAGEMENT

10.4 BUS SHELTERS/STREET SEATING

OBJECTIVE

To ensure the application of uniform criteria regarding the location and design of transport stops, shelter and seating as well as the appropriate placement and content of advertising on shelters.

POLICY

1. Design and Construction of Stops, Shelters and Seating

   The location, design and construction of transport stops should comply with the following legislation and standards:

   - Disability Discrimination Act 1992
   - Environmental Planning and Assessment Act 1979 (NSW)
   - Roads Act 1993 (NSW)
   - Disability Standards for Accessible Public Transport (Commonwealth of Australia, 2002) (SAPT)
   - AS1428 Design for Access and Mobility

   It is the responsibility of the proponent to ensure compliance with the relevant legislation and guidelines.

   Nothing in this policy abrogates any requirement for development consent or any other regulatory approval if necessary.

2. Installation, relocation, removal and maintenance

   a. Installation

      The installation of any new transport stops must comply with Part 1 of this Policy. Prior to the installation of any new shelters or seating, the Checklist included within Appendix A must be completed to determine local impacts.

      Should the transport stops meet the criteria noted in Part 1 of this Policy, Council will prioritise the installation of shelters and seating in accordance with a ranking system that includes consideration of:

      - adjacent land usage
      - proposed level of patronage
      - number of bus/taxi services stopping per day
      - requests for provision of a shelter
      - local distribution of existing shelters and seating.

      The installation of any new transport stops must be approved by the Lithgow Traffic Advisory Local Committee prior to installation.

      Following nomination by Council of a location for a shelter or seat, Council will notify relevant property owners of the proposed

installation. Those notified will be allowed a 14 day period from the receipt of their notification for comment prior to installation.

b. Relocation or removal

Relocation or removal of shelters and seating can be very costly and generally will only be considered under the following circumstances.

- the existing asset presents a safety hazard
- the existing asset is poorly located and relocation would improve use
- there is evidence of significant detrimental effect on local trade or business resulting from the presence of the shelter
- wider urban design or public objectives support the relocation where there is a satisfactory alternative
- the existing asset is outdated and is to be replaced by an improved design or standard
- repair of vandalism is an ongoing significant expense, disproportionate to expected average maintenance costs
- the existing asset cannot be made compliant with Part 1 of this Policy
- funding is available for the removal / relocation
- the existing asset conflicts with driveway construction due to property development, in which case the costs are to be met by the proponent

The relocation or removal of any new transport stops must be approved by the Lithgow Traffic Advisory Local Committee prior to any works being undertaken.

c. Maintenance

Transport stops, shelters and seating which are part of the asset base of Lithgow City Council will be maintained in accordance with Council's standard maintenance procedures according to their priority.

3. Advertising

a. Agreement and placement

Council may enter into an agreement with another party for advertising on transport shelters.

This agreement is subject conditional based on any restrictions made by a State Environmental Planning Policy, Local Environmental Plan or Development Control Plan and agreement on fees and locations under the delegated authority of the General Manager.

Advertising on shelters or seating will only be considered where it can be demonstrated that it will not adversely affect function or the amenity of the area. In consideration of amenity, Council will have regard to:

- the surrounding land uses
- the classification of the road in Council's road hierarchy

- the streetscape of the area

b. Panel design

Advertising panels will not be considered by Council unless:

- they are designed to be an integral part of the shelter and seating and do not detract from the aesthetics of the structure
- they do not physically impede on the functionality of the shelter or seating
- they are confined to the end walls of the shelters only.

c. Type and content

The following types of advertising are not permitted:

- audio advertising
- tobacco and alcohol advertising
- advertising where the content conflicts with public health objectives, is racist, or sexually explicit
- advertising which is false or misleading, which promotes unlawful or illegal goods, services or activities or which is otherwise unlawful, offensive or obscene
- advertising which is attempting to deliberately copy road signs (including in respect of colour, shape and size)
- other advertising which may be considered prejudicial to the travelling public

Preference for advertising will be given to local tourism related features/activities in the first instance, however, Council will make the ultimate decision based on good business practice.

d. Design and appearance

Advertising must be designed in such a way that:

- all lettering, drawing, colouring and other art work is of a high standard
- all letter and total sign size must be suffieicntly large so as to be readily able to be seen having regard to its location and vehicle speed
- the format, design and presentation provide for a clear and unambiguous message.

e. Illumination

The following is generally not permitted:

- signs which vary in the intensity of illumination
- highly reflective signs which have the capacity to impair a driver's vision.

The maximum luminance permitted for advertising signs should not exceed the following levels:

Illuminated Area (m^2)	Illumination (cd)
Up to 0.5	1000
0.5 – 2	800
2 - 10	600
Over 10	400

Maintained by Department:	Infrastructure Services	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	10.4	**Effective Date:**	12/05/2014
Min No:	V1 - 06-349 V2 – 09-189 V3 - 14-211 V4 - ##-###	**Version No:**	4	**Review Date:**	Mar 2009 October 2013 May 2014 Nov 2018
Attachments:					

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

10. PROPERTY MANAGEMENT

Policy 10.5

FOOTPATH RESERVATIONS – WORKS REQUIREMENTS

Version 4

10. PROPERTY MANAGEMENT

10.5 FOOTPATH RESERVATIONS – WORKS REQUIREMENTS

OBJECTIVE

To outline permissible works that may be undertaken on footpaths by adjacent landowners.

POLICY

Prior to any works being conducted within the footpath reservation area, the following must be considered.

Guidelines

1. That where applicable, practical and reasonable, Council's standard footpath levels will be maintained. Those levels are as follows:

    a. In areas where the footpath reservation is to be totally paved from the top of kerb to the adjacent boundary - cross fall to be 1 in 50 towards the kerb;
    b. In areas where the footpath is unpaved or partially paved, cross fall from kerb to the adjacent boundaries is 1 in 35 towards the kerb.

    Property owners carrying out works within the footpath reservation area are to ensure these levels are maintained. If development is such that levels and cross falls cannot be maintained, any deviation from the engineering standards listed in Clause 2 must be clearly identified through design and approved by Council in writing.

2. In conjunction with the requirements of Clause 1, new and reconstructed footpaths will be designed and constructed to a minimum standard that complies with the provisions of:
    a. AS 1428 Part 1- *Design for Access and Mobility - General requirements for access – New building work*;
    b. AS 1428 *Part 4 – Design for Access and Mobility: Means to assist the orientation of people with vision impairment: Tactile ground surface indicators*;
    c. AS 1379 – *Australian Specification and Standard Supply of Concrete*
    d. AS/NZS 4455.2 – *Masonry Units, Pavers, Flags and Segmental Retaining Wall Units – Part 2 Pavers and Flags*;
    e. AS/NZS 4456 - *Masonry Units, Pavers, Flags and Segmental Retaining Wall Units – Methods of Test*;
    f. Austroads Guide to Road Design, *Part 6A: Pedestrian and Cyclist Paths*
    g. The technical requirements of the Concrete Masonry Association of Australia technical publications MA 57: Guide to Specifying, T45: Design Guide for Residential Accessways and Roads, and T46: Detailing Guide;
    h. Lithgow City Council Guidelines for Civil Engineering Design and Construction for Development
    i. Policy 10.18 – Specification for the Construction of Driveways, Footpath / Gutter Crossings and Footpaving Policy

3. Where approval is sought by an adjacent land occupier for embellishments to the adjacent footpaths, modifications will be considered for approval subject to compliance

with a reasonable standard of aesthetics, public safety and must be approved by Council, in writing.

4. Planting of street trees or other landscaping works requires approval from Council in all instances to verify the suitability of species, proposed location and compliance with engineering guidelines. Species chosen must be of low impact with regard to motorist sight distance and nearby asset disturbance and for Council's standard footpath width of 3.5 metres, the correct alignment for tree planting is one (1) metre behind face of kerb.

5. Where approved additional features/works are carried out on Council owned or controlled verges, the adjacent landowner must assume ongoing responsibility for their maintenance to a level of Council's satisfaction.

6. Should a resident install unapproved landscaping, street trees, footpaths or conduct any other work within the footpath reservation without written approval from Council, Council reserves the right to request remedial work be undertaken. Failure to comply with this direction gives Council the option to carry out the work and recover the cost from the property owner.

7. Where it is identified that a private access driveway has a grade that makes access difficult, addressing the issue is the responsibility of the property owner. Approval is required prior to conducting any improvements. An exception may be granted where the road crossfall is greater than 5% at the point of access to the driveway. In such cases, Council may install an 'asphalt wedge' or similar to improve accessibility.

8. Where it is identified that the sight distance of an existing property access does not meet applicable standards, property owners may wish to install a mirror or other sight distance improvement device. Council does not supply, install or maintain such devices. Application must be made to Council prior to a property owner installing any such devices in the road corridor or footpath reservation and each application must demonstrate the device will not negatively impact on road safety to be eligible for approval.

Permits

1. A *Road Opening Permit* must be submitted prior to undertaking the following works within a footpath reservation:

    - Driveway construction
    - Works on nature strips
    - Service and utility works
    - Waste and shipping containers
    - Trenching and excavation
    - Works affecting pedestrian traffic
    - Works affecting vehicular traffic
    - Kerb alterations

2. All costs are to be borne by the applicant in line with Council's adopted Fees and Charges.

3. The permit format provides the applicant with the relevant minimum requirements for permit approval including traffic management, insurance details, contractor details, costs and other general requirements.

4. A permit is not required where the users of a road or the condition of a road are not affected. Such general uses include mowing a nature strip or cleaning a footpath.

5. The purposes of each permit are to

    - Ensure Council's assets are protected
    - Ensure the impact on the public is managed
    - Avoid conflict with other projects, events and activities.

Maintained by Department:	Infrastructure Services	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	10.5	**Effective Date:**	
Min No:	V1 - 06-349 V2 – 09-189 V3 - 14-211 V4 -	**Version No:**	4	**Reviewed Date:**	Apr 2009 Jul 2013 May 2014 Nov 2018
Attachments:					

Administration Building: 180 Mort Street Lithgow
Postal Address: PO Box 19 Lithgow NSW 2790
Phone: (02) 63549999
Fax: (02) 63514259
Email: council@lithgow.nsw.gov.au
Web: www.lithgow.nsw.gov.au
ABN: 59 986 092 492

Lithgow CITY COUNCIL

APPLICATION FOR APPROVAL FOR FOOTPATH/GUTTER CROSSING

LOCAL GOVERNMENT ACT 1993

Applicant Details

Name of Applicant: ……...

Postal Address:……Postcode:…..……..

Contact No. (Telephone):…… (Fax):…….. (Email):……..

Company Name: ……

Department of Fair Trading License Number: …….....

Insurance Details (Public Liability Insurance – endorsed to cover Council for a minimum of $10,000,000 including a waiver of subrogation against Council)

Insurance Company: ……...

Policy No:……Date of Expiry:……Amount Insured: $.....……...

Copy of policy MUST be attached

Subject Land Details

Address:……..

Lot No/DP/Portion, etc.:……..……

Copy of policy MUST be attached

I acknowledge that I have read and understood the attached policy, and hereby agree to abide by its terms.

……. **……../……/……..**

SIGNATURE OF APPLICANT **DATE**

Site Sketch showing location of proposed footpath crossing, in relation to the property and kerbside.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE.

By completion of this form you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. We will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.

10. PROPERTY MANAGEMENT

Policy 10.18

SPECIFICATION FOR THE CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING

Version 2

10. PROPERTY MANAGEMENT

10. 18 SPECIFICATION FOR THE CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING

OBJECTIVE

This Policy is designed to inform end users of the standard procedures and specifications for constructing driveways, footpath/gutter crossings and footpaving.

POLICY

Section 138 of the Roads Act 1993 requires that consent from Council be obtained for works within the road reservation.

This policy includes works such as driveways and footpaths. This is necessary to ensure the work complies with Australian Standards and Council policies and that the safety of all road users including pedestrians and cyclists is protected both during and after construction. Driveways and other works in the road reservation without Council approval may need to be removed if deemed to be a public liability or safety risk

GENERAL NOTES THAT MUST BE OBSERVED

1. Please read all pages carefully, and ensure this specification is on site at all times.
2. Please contact "Dial Before You Dig" on 1100 for information on service locations in the footpath area.
3. Ensure no concrete is poured until a Council Officer carries out a formwork inspection.
4. For further information and inspection bookings please contact Council on (02) 6354 9999
5. The footpath is to be clear of rubbish and suitably barricaded at all times. Following completion, all formwork and waste shall be removed from the footpath area.

CONDITIONS OF CARRYING OUT WORK

1. An Application for Approval for Footpath/Gutter Crossing' is to be lodged with Council for each crossing/property to Council prior to the commencement of any works.
2. All contractors/owners who carry out works on Council property, i.e. footpath and roads, must have a, current Certificate of Currency of their Public Liability Insurance Policy with an indemnity limit of not less than $20,000,000.00 (twenty million dollars).
3. All contractors must provide their Department of Fair Trading License Number, as well as a photocopy of their public liability Insurance Policy confirming the level of cover.
4. The works shall be carried out within the hours of 7:00am to 5:00pm Mondays to Saturdays. No work shall be undertaken on Sundays or public holidays.

5. The applicant/owner is responsible for all costs. Any alteration or damage to utilities is subject to negotiation with the relevant authority.
6. No tree is to be lopped, cut down and/or removed without the prior written consent of Council.
7. For the protection of the public, WorkCover approved barriers must be erected and maintained at any worksite on Council owned or managed property.
8. If the existing gutter crossing is damaged or cracked, it shall be completely removed and reconstructed to Council standards and specification in order to prevent infiltration of water into pavement which could cause future pavement deterioration.
9. If the road pavement is damaged during construction, it must be restored in accordance with Councils Specification at the applicant/owners cost.
10. Council may direct work in the road reserve to be removed and/or reinstated at the applicant/owners cost if work is carried out without approval or supervision.
11. Council will not be held responsible for any Public Risk Claims or otherwise, arising from an incorrectly installed or unapproved footpath crossing or associated works.
12. Telstra approval is required to adjust/relocate any pits located within or adjacent to the proposed crossing.
13. RMS approval is required when working on classified roads. Please contact the RMS on 13 22 13 or on their website (secure.rms.gov.au/contact-us/)
14. Applications for additional crossings are to be submitted to Council for approval.

SPECIFICATIONS

General

1. Materials acceptable for crossover construction are plain, coloured, patterned or moulded concrete, paving and asphalt. All finished surfaces are to be non-slip as per AS 4586 & AS 3661.1 and maintain an even surface.
2. Concrete shall have a minimum compressive strength of 25Mpa at 28 Days. This minimum applies to all crossovers and associated works.
3. All soft, yielding and unsuitable materials shall be removed from the crossing and replaced with a material such as crushed rock or similar.
4. Layback and kerb and gutter must be constructed of plain concrete.
5. Formwork shall be braced in a substantial and unyielding manner, and where the crossing is skewed, all dimensions and levels are to be measured square to kerb. All formwork must remain in place for 72 hours after the final concrete pour. No traffic shall pass over the crossing for 7 days after pouring.
6. Formwork shall be completely filled by continuous tamping, spading or slicing of the concrete. Coarse aggregate shall be worked away from exposed surfaces which are to be finished with a wooden float or broom, corners and edges shall be neatly rounded.
7. Reinforcement shall have a minimum cover of 40mm, be clean and free of loose rust, and supported on bar chairs with a minimum 200mm overlap between sheets, and suitably tied.
8. Control joints shall be provided:
    - At minimum intervals of 6m;
    - Where new work abuts old, with dowels for medium & heavy duty crossings;
    - Where the layback meets the footpath crossing slab; and

- A saw cut of 40mm minimum depth can be used on boundary lines, however a gap of 80mm minimum must be provided between reinforcing sheets.

9. All extensions to footpath crossings & laybacks are to be dowelled into the existing footpath crossing slab and layback using R12 bars, 500mm long at 300mm centres.
10. Direction shall be sought from Council's Inspector regarding any skew angles.
11. Where pedestrian footpaths within the proposed location of a new crossing are not 125mm thick and reinforced, they are to be removed. The owner/contractor must ensure that the existing footpath is transitioned into the new driveway slab so that there is no trip hazard.
12. Following the completion of the footpath/gutter crossing and/or pedestrian footpaving construction, the surrounding edges shall be backfilled to ensure the new crossing is flush with the surrounding footpath levels. The site must be safe for pedestrian traffic.
13. Crossings shall be 500mm clear of any drainage pit lintels.
14. Only one access point per dwelling is permitted. Additional access points require specific Council approval.

Standard Duty Footpath & **Gutter Crossings (Residential)**

For single and dual occupancy dwellings

1. Minimum concrete depth is 125mm with one layer of F62 Mesh. Maximum width of gutter crossing is 5.4m, minimum width is 3m.
2. The maximum splay between back of kerb and boundary line is 1m, as per drawing SD.14.
3. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

Medium Duty Footpath & **Gutter Crossings**

For Light Commercial and Medium Density Housing

1. Prior to the driveway construction the applicant must contact INTEGRAL ENERGY for advice as to whether additional electrical ducts are required.
2. Minimum concrete depth is 150mm with one layer of F72 Mesh. The maximum width of gutter crossing to be as per development consent, minimum width is 4m.
3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side.
4. The driveway slab is to be dowelled into the layback using R12 bars, 500mm long at 300mm centres unless constructed in one continuous pour.
5. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

Heavy Duty Footpath & **Gutter Crossings**

For Commercial, Industrial & High Density Housing

1. Prior to the driveway construction the applicant must contact INTEGRAL ENERGY for advice as to whether additional electrical ducts are required to be provided.
2. Minimum concrete depth is 200mm with one layer of F82 Mesh. The maximum

width of gutter crossing to be as per development consent, minimum width is 4m.

3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side. Any skew angle of the crossing is to be as per the development consent.

4. The driveway slab is to be dowelled into the layback using R12 bars, 500mm long at 300mm centres unless constructed in one continuous pour.

5. For gutter crossings in existing kerb & gutter, both the kerb & gutter are to be removed. Where the pavement is damaged, the road is to be saw-cut 300mm from the edge of the gutter and repaired at the property owners/contractors expense.

Rural Footpath & **Gutter Crossings**

1. Rural gutter crossing shall be a minimum of 4m wide. Footpath crossings shall be as per specification for, Residential, Medium Duty and Heavy Duty Footpath Crossings.

2. Pipe crossings may be used where necessary, however a site inspection and approval from Council's Inspector is required prior to any work commencing. The pipe shall be a minimum of 375mm diameter RC with concrete head walls. An all-weather surface crossing is to be constructed, details of which are to be provided for approval by Council.

3. The owner/contractor must provide a minimum 150mm deep approved pavement with 2 coat seal or asphalt between the gutter crossing and the existing edge of pavement. The gutter crossing is to be a standard distance of 2m from the road pavement or positioned in line with, and at the existing level of the table drain.

Paved or Tiled Crossings

1. Pavers/tiles must be laid on 30mm bedding sand on the appropriate reinforced concrete footpath crossing- Residential, Medium Duty or Heavy Duty. Pavers/tiles are to be slip resistant as per AS 4586 & AS 3661.1

2. Concrete edge restraints shall be used to restrain the pavers/tiles and sand.

3. Pavers/tiles must be laid within 14 days from the completion of the slab with approved barriers to remain until all works are completed.

Asphalt (Hot-Mix) Finish

1. The AC finish is to be applied over the appropriate reinforced concrete footpath crossing - Residential, Medium Duty or Heavy Duty, laid at an appropriate level to allow for the depth of asphalt.

2. The minimum depth of asphalt is 25mm compacted thickness.

Other Finishes

1. All other finishes are to be submitted to Council for approval prior to use.

Footpaving

1. Footpaving shall be constructed of 75mm deep 25 MPa concrete, on a 50mm approved sub-base. The crossfall of the footpath shall be 2-4% and longitudinal grade shall not exceed 1:8 (12.5%).

2. Footpaths should be 600mm from the property boundary and shall be 1.5m wide, unless specified otherwise by Council. Expansion joints shall be provided every 6m with dummy joints every 1.5m.

INSPECTIONS

Formwork & Reinforcement Inspection

1. All work must be inspected by a Council Officer prior to pouring concrete. Inspections must be booked 24 hours prior to the requested time of inspection, and are only carried out Monday to Friday. Please quote the application number when booking an inspection.
2. Before requesting a crossing inspection:
   - The crossing must be excavated or filled to the design level.
   - Formwork must be in place, reinforcement cut, tied and supported on bar chairs and expansion joints are on site.
3. <u>No concrete shall be poured prior to written approval from Council.</u>

Final Inspection

1. The applicant/owner is to request a final inspection following the completion of all works. If a private contractor carries out the work, you are advised to withhold final payment until you have received written notification that all work has been carried out to the satisfaction of Council.
2. Before requesting a final inspection:
   - The edges of the new footpath crossing must be backfilled and graded at a maximum slope of 1:8 (12.5%).
   - Any excess spoil is to be removed from the road reserve area and the area left in a tidy condition.

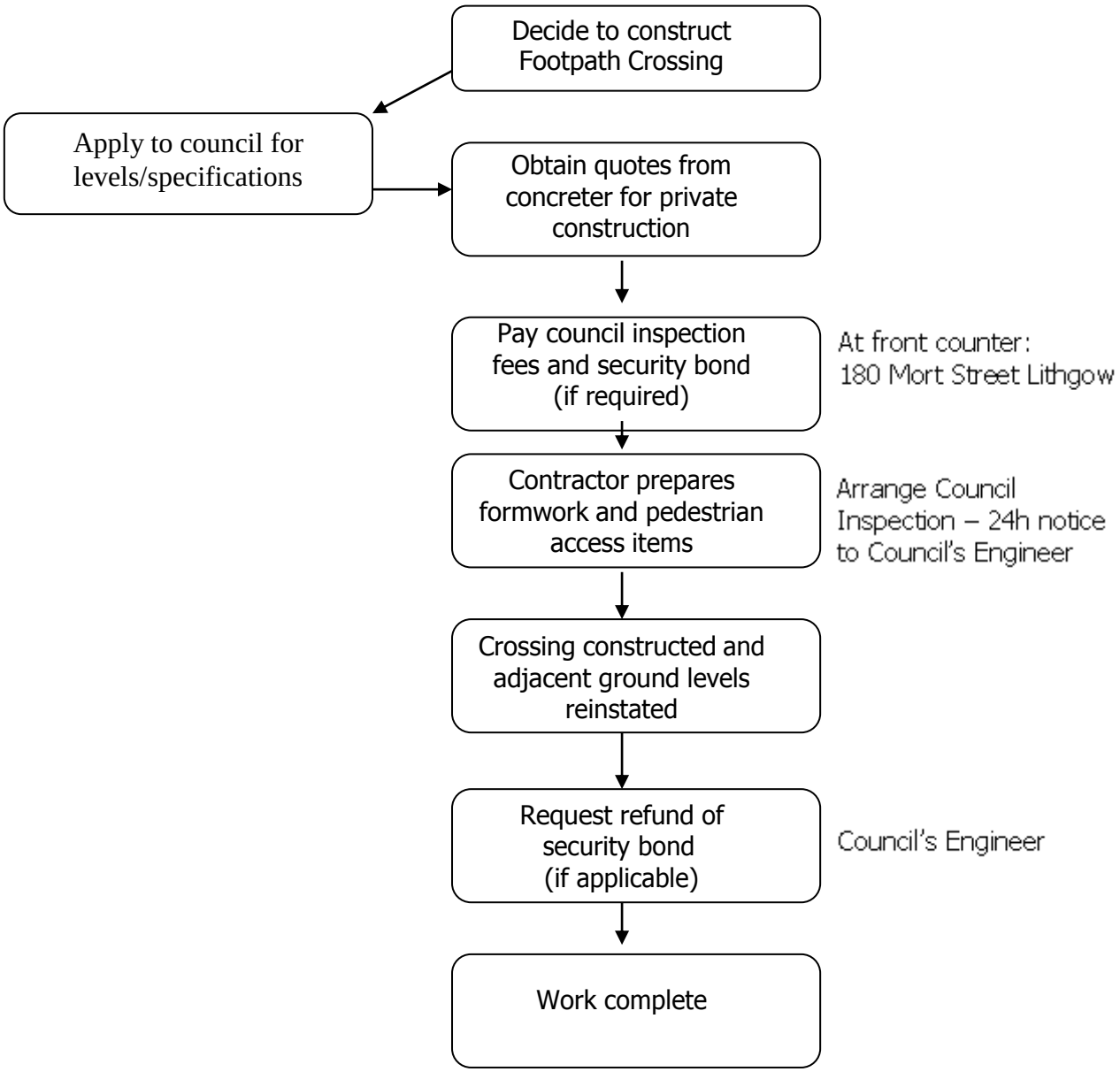
Standard Drawings

The following drawings can be downloaded from Council's website:

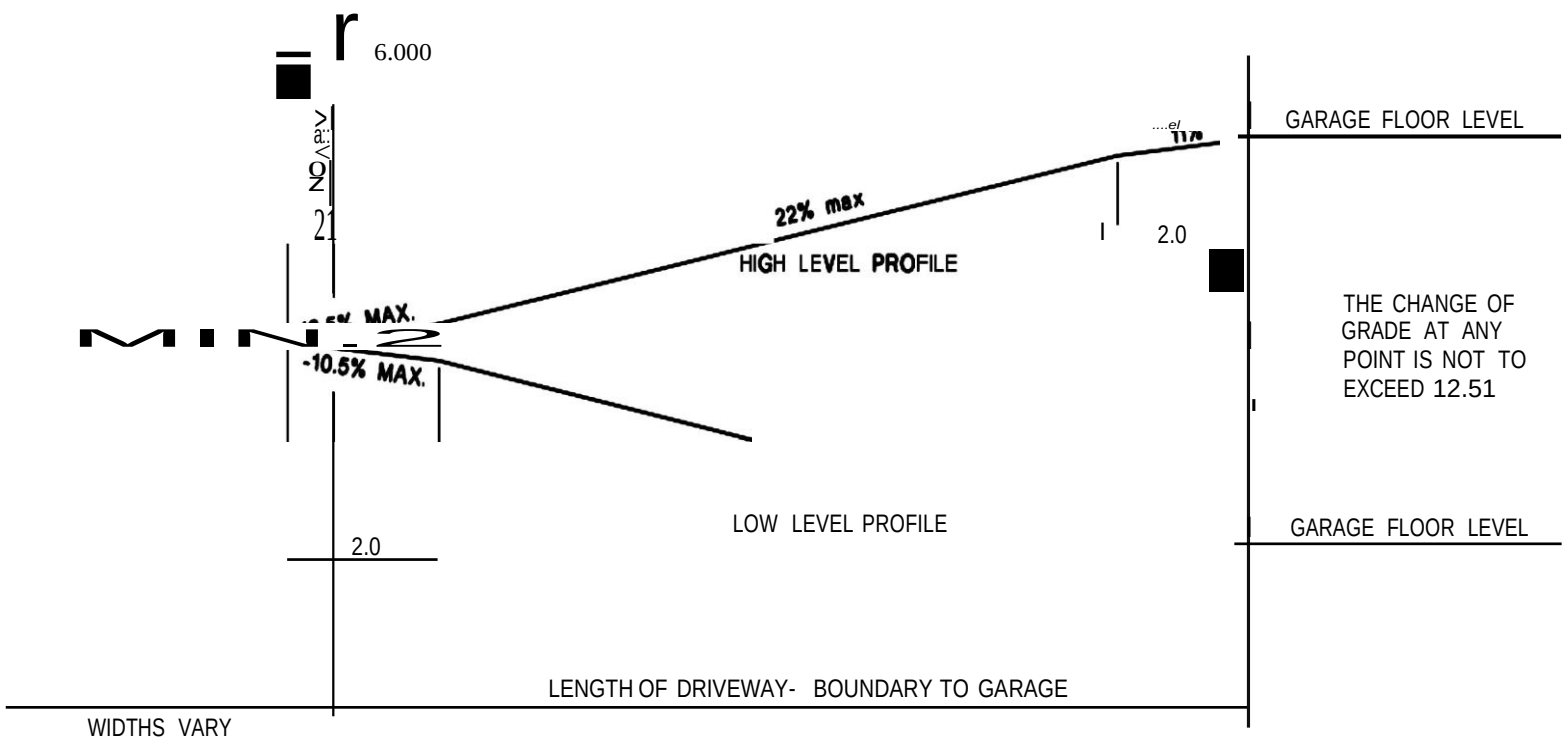
EN 1001	Footpath Crossing Grades & Suggested Maximum Internal Driveway Grades for Single Residential Lots
EN 1002	Rural Gutter Crossing
EN 1003	Gutter & Footpath Crossing
EN 1004	Footpath Paving and Jointing Detail

FLOW CHART:

CONSTRUCTION OF DRIVEWAYS, FOOTPATH/GUTTER CROSSINGS AND FOOTPAVING



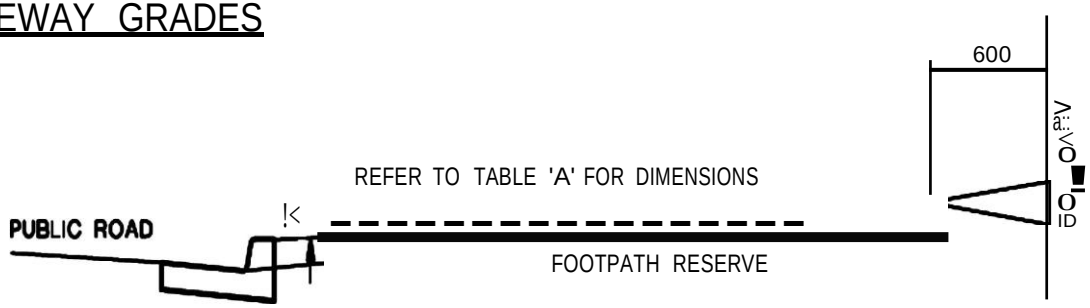
Maintained by Department:	Infrastructure Services	**Approved by:**	Council	**Exhibition Date:**	N/A
Reference:	Policy Register	**Council Policy No:**	10.18	**Effective Date:**	24/01/11 - V1 27/10/14 - V2
Min No:	V1 - 11-22 V2 - 14-422 V3 -	**Version No:**	3	**Reviewed Date:**	October 2014 Nov 2018
Attachments:	10.21.1 – EN1001: Standard Details – Footpath Crossing Grades and Suggested Maximum Internal Driveway Grades for Single Residential Lots. 10.21.2 – EN1002: Standard Details – Rural Gutter Crossing 10.21.3 – EN1003: Standard Details – Gutter & Footpath Crossing 10.21.4 – EN1004: Standard Details – Footpath Paving and Jointing Details				



FOOTPATH RESERVE WIDTH	HEIGHT ABOVE TOP OF KERB 600mm FROM BOUNDARY {'X'}
3.5m	58MM - 116MM
4.0m	68MM - 136MM
4.5m	78MM - 156MM
S.Om	88MM - 176MM
5.5m	98MM - 196MM
6.0m	108MM - 216MM

TABLE A

SUGGESTED MAXIMUM INTERNAL DRIVEWAY GRADES



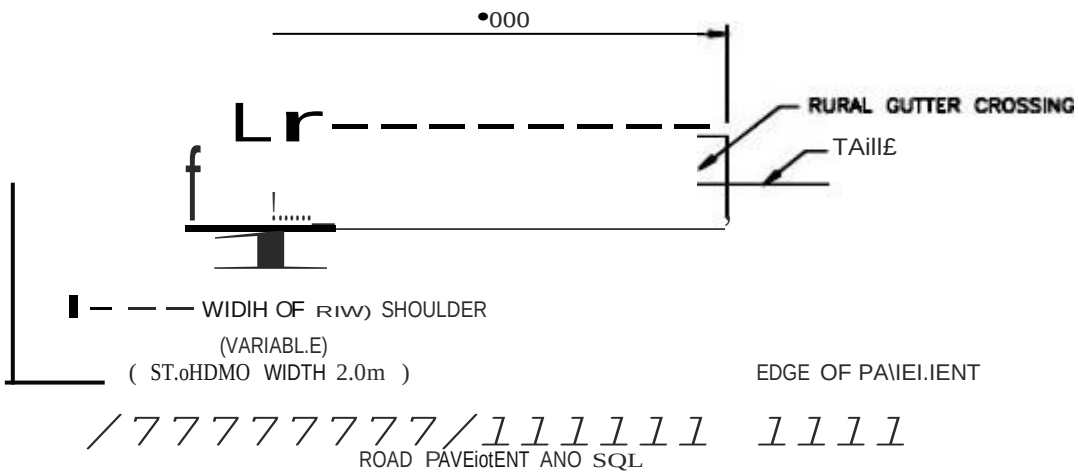
MINIMUM AND MAXIMUM HEIGHT FROM TOP OF KERB

NOTES

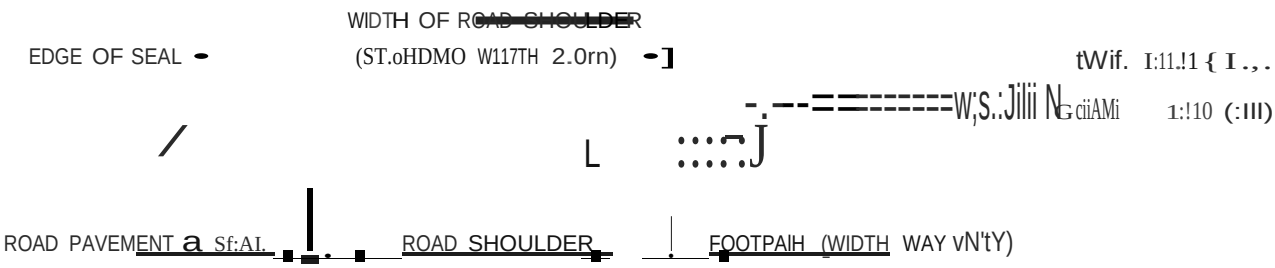
1. SUGGESTED PROFILES SUIT MOST COMMON UNMODIFIED VEHICLES (WITHOUT TOWBARS, STANDARD SUSPENSION ETC.)
2. PROFILE IS TO APPLY TO CRITICAL SIDE OF THE DRIVEWAY, THAT IS THE SHORTER OF THE SIDES AND/OR THE SIDE WITH THE GREATER DIFFERENCE IN LEVEL BETWEEN FLOOR AND PROPERTY BOUM>ARY.

DATE 2010	LITHGOW CITY COUNCIL
DATUM AHD	
GROUP MANAGER OPERATIONS	

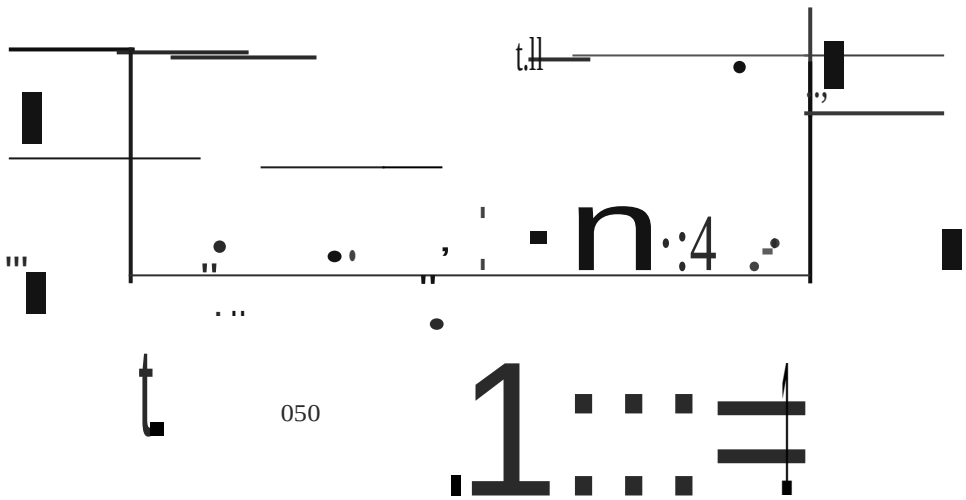
PROJECT STANDARD DETAILS			
DESCRIPTION FOOTPATH CROSSING GRADES AND SUGGESTED MAXIMUM INTERNAL DRIVEWAY GRADES FOR SINGLE RESIDENTIAL LOTS			
JOB No	DWG No EN 1001	SHEET No	REV



PLAN



SECTION



RURAL CROSSING DETAILS

NOTES

1. ALL DIMENSIONS ARE IN MILLIMETRES
2. RURAL GUTTER CROSSINGS TO BE CONSTRUCTED SO THAT THE INVERT ALIGNS WITH EXISTING TABLE DRAIN LEVELS
3. COMPRESSIVE STRENGTH OF CONCRETE 25MPA

DATE: 2010

DATUM:

PROJECT
STANDARD DETAILS

AHD

APPROVED BY:

LITHGOW CITY COUNCIL

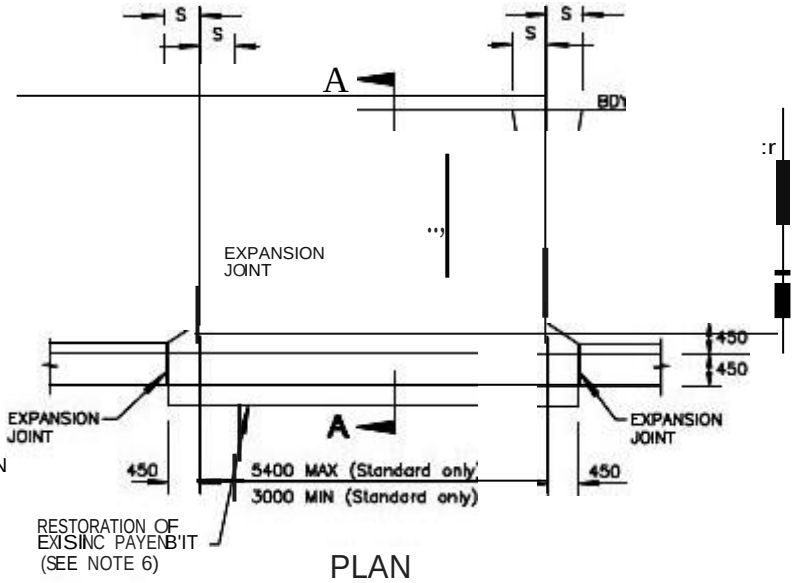
t-D---ES--CRJPTI 0I-1 ----------1

RURALGUTTERCROSSING

JOB llo	DWG llo	SHEET llo	REV
	EN1002		

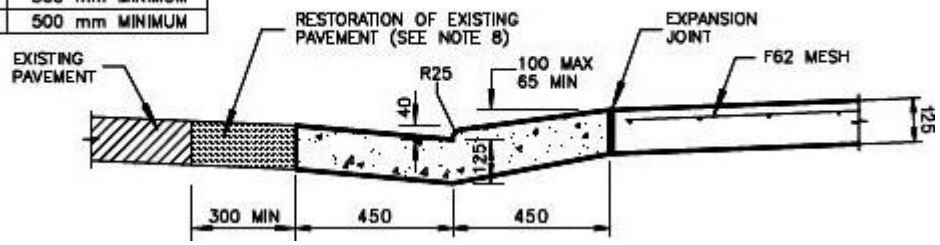
IIOTES:

1. AIDIMENSIONS ARE IN MILLIMETRE$
2. STEEL FABRIC TO BE PLACEO AMINIMUM OF 40mm AND AMAXIMUM OF 60mm BELOW THE CONCRETE SURFACE LEVEL
3. CONCRETE USEO IN THE WORK SHALL DEvELOP AMINIMUM CRUSHING STRENGTH OF 25MPa AFTER 28 DAYS
4. GUTTER CROSSING TO BE POUREO BEFORE ANO SEPERATLY FROM FOOTPATH CROSSING
5. B<POSEO LENGTH OF DOWEL FROM GUTIER CROSSING POUR TO BE COATEO WITH "BRUSHOALE OURASEAI:' OR EQUIVALENT PRIOR TO POURING FOOTPATH SLAB
6. REFER TO ELECRICITY SUPPLIER FOR LOCATION OF CABLE OUCTS
7. TELECOtuMUNICATIONS SUPPLIER REQUIRES THAT CONDUITS BE PROV10EO UNOER FOOTPATH CROSSING.THREE WORKING OAYS NOTICE REQUIRED TO ARRANGE INSTALLATION
8. PROVOE A SAW CUTTO EOGE OF OI'MAGEO PAWAENT PRIOR TO RESTORATION WITH FULL OEPTH ASPHALTIC CONCRETE(AC 10)

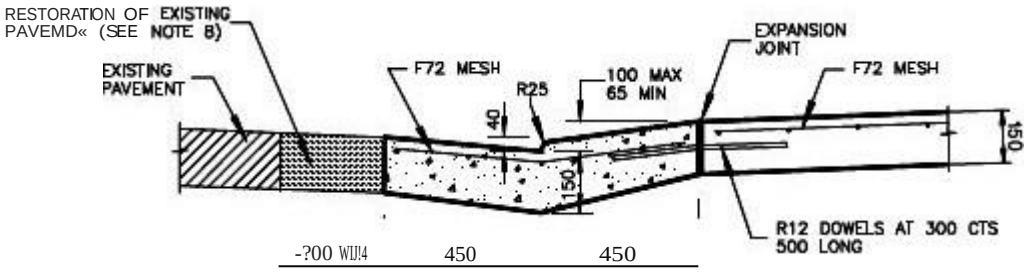


PLAN

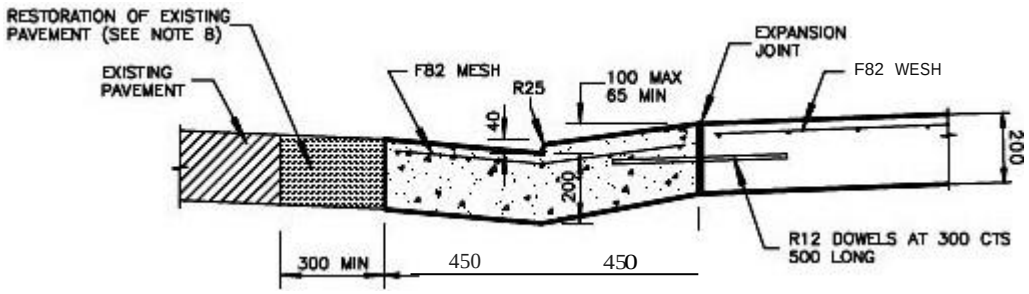
CROSSING TYPE	S
STANDARD DUTY	1000 mm MAXIMUM
MEDIUM DUTY	500 mm MINIMUM
HEAVY DUTY	500 mm MINIMUM



SECTION A–A
STANDARD DUIY

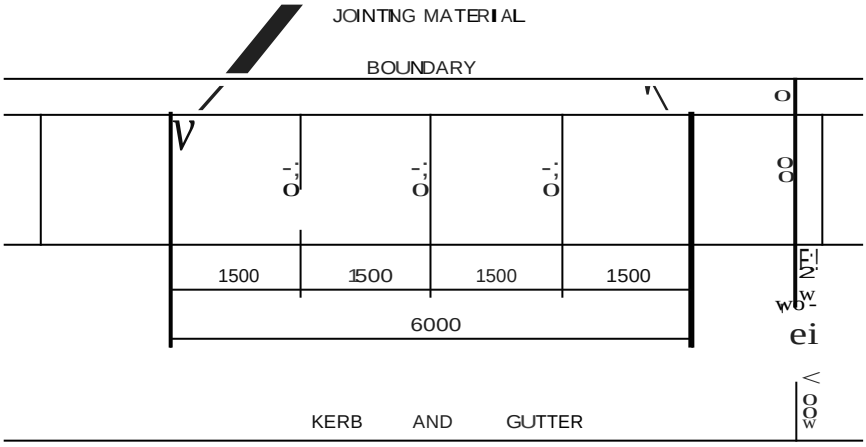


SECTION A-A
MEDIUM DUIY



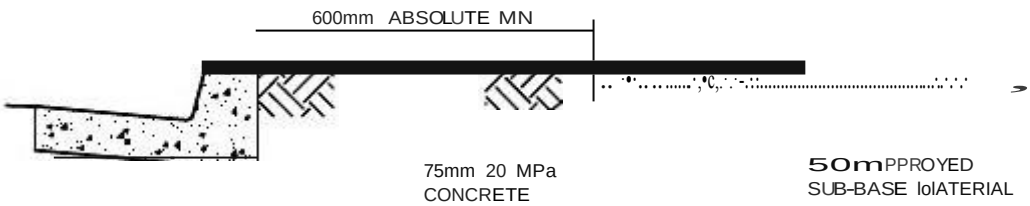
SECTION A–A
HEAVY DUIY

DATE: 2010	LITHGOW CITY COUNCIL	PROJECT STANDARD DETAILS
DATUM: AHD		-D-.ES-CRJPTI OI-1 — 1
APPROVED BY:		GUTTER & FOOTPATH CROSSING
		JOB llo / DWGIIo Ell1003 / SHEET llo / REV

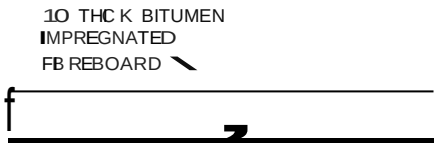


EJ. – EXPANSION JOINT!FULL DEPTH OF CONCRETE
C.J. – CONTRACTION JOINT.

PLAN

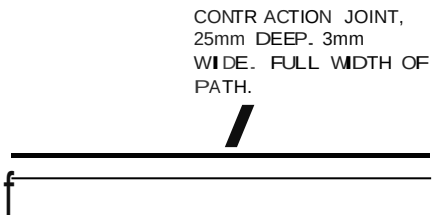


TYPICAL SECTION



EXPANSION JOINT

AT 12000 MAX. INrERVALS



TRANSVERSE CONTRACTION JOINT

AT 3000 MAX. SPACING

IIOTES:

1. AIDIMENSIONS ARE IN MILLIMETRE$
2. R'''''P TO BE PROVIDED WITH NON·SLIP (BROOM) FINISH
3. PREFERRED CROSSFALL SHALL BE 2.5'4
   WHERE CONSTRUCTED ADJACENT TO VACANT LAND.INCREASE
   CONCRETE DEPTH TO 125mm WITH F62 MESH
4. AIB<POSED CONCRETE EDGES TO BE ROUNDED TO A5mm RADIUS

DATE: 2010	LITHGOW CITY COUNCIL	PROJECT STANDARD DETAILS
DATUM: AHD		-D---ES--CRJPTI_OI-1
APPROVED BY:		FOOTPATH PAVING AND JOINTING DETAILS
		JOB IIo DWG IIo EN1004 SHEET IIo REV

LITHGOW CITY COUNCIL
OPERATIONS (WORKS) COMMITTEE
Terms of Reference

Committee name

Operations (Works) 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 12-353 Ordinary Meeting of Council held 15 October 2012

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 operate for the term of the Council.

The Council reserves the right to dissolve the Committee at any time by a resolution of the Council.

Committee's responsibilities

The principal responsibilities of the Committee are to:

- Review the progress of the execution of the operations works programe including roads, drainage, water and sewerage capital projects and cemeteries.
- Recommend works priorities for operational capital projects.
- Assist in the identification and development of future works projects.
- Meet with interested parties regarding maintenance and capital works in their specific geographic area.
- Periodically inspect selected Council assets to review condition and purpose.
- Review the annual performance data for the water and sewerage activities published by the NSW Government.

Councillor membership

In September each year, the Council shall nominate ~~3~~ 4 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.

Committee membership

The Committee will be comprised of the following representation:

- ~~3~~ 4 Councillors;
- Lithgow City Council General Manager or his nominee

Other community representatives may be called upon as and when required to assist or address the Committee

Committee member responsibilities

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

Appointment

All members of the Committee will be appointed by a resolution of the Council.

Executive Officer

The ~~GROUP Manager Operations~~ Director Infrastructure Services shall be the Executive O~~o~~fficer to the Committee.

The Executive Officer shall:

- 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 of the Committee shall be a Councillor.

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

Frequency of meetings

Meetings shall be held at least every two months on a day and a time to be determined by the committee.

Meeting protocaol

- 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 50% plus one of all voting members.

Minutes and Reports to Council

- Minutes of meetings will be kept of all meetings and will be reported to the Council.
- The Minutes of the meeting will be submitted to the next ordinary meeting of Council.

8. FINANCE

Policy 8.10

EXEMPTION FROM WATER SUPPLY AND SEWERAGE SPECIAL RATES

DRAFT

8. FINANCE

8.10 EXEMPTION FROM WATER SUPPLY AND SEWERAGE SPECIAL RATES

OBJECTIVES

This policy outlines Councils position in relation to exemption to water supply and sewerage special rates which may be applied under *Section 558* of the *Local Government Act 1993* to public hospitals and public charities.

POLICY

Under *Section 558 (1) (b)* and *(c)* of the *Local Government Act 1993* Council may apply exemptions from payment of water supply special rates and sewerage special rates to public hospitals and public charities.

Council does not apply the provisions of *558 (1) (b)* and *(c)* of the *Local Government Act 1993* in relation to public hospitals and public charities therefore no exemptions from water supply special rates and sewerage special rates will apply to these bodies / organisations.

REVIEW

The Chief Financial and Information Officer will review the policy every 4 years.

Maintained by Department:	Finance	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	8.10	**Effective Date:**	
Min No:		**Version No:**	V1	**Reviewed Date:**	
Attachments:	wnm				

2018-2019 quarterly report

July - September 2018

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

Executive Summary

The Quarterly Performance Report provides a budget review statement with a revised estimate of income and expenditure for the year. This is a requirement of the Local Government Act 1993 and Local Government (General) Regulation 2005. This Quarterly Performance Report for the period of 1 July 2018 to 30 September 2018 achieves these requirements.

From the General Manager,
Graeme Faulkner

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2018

It is my opinion that the Quarterly Budget review Statement for Lithgow City Council for the quarter ended 30/9/18 indicates that Council's projected position at 30 June 2019 will be unsatisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

My opinion above, that Council's projected financial position at 30 June 2019 will be unsatisfactory has been based on the following factors:

1. Necessary operational carryovers of $302K have added to Council's original expenditure budget.

Recommended remedial action to deal with the unsatisfactory position includes:

a. Identification of net $240K of budget savings in Quarter One 2018/19 which have brought the projected year end deficit to only ($63K) higher than the original budget deficit of ($301K).
b. An operating efficiencies and cost savings program will continue for the remainder of the 2018/19 year.

Ross Gurney

Responsible Accounting Officer

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Summary of Financial Position

This report provides the Quarterly Performance Report on the 2018-2019 Operational Plan for the period of 1 July to 30 September 2018 with a recommendation that variations to income and expenditure estimates are voted.

2018/19 Quarterly Budget Comparison			
Budget	**Income $'000**	**Expenditure $'000**	**Result $'000**
Original	50,384	43,337	7,048
September Quarter	49,967	43,678	6,019

2018/19 Quarterly Budget Comparison Fund – Proposed September Review			
Budget	**Income $'000**	**Expenditure $'000**	**Result $'000**
General	31,411	28,733	2,678
Water	7,779	7,517	262
Wastewater	10,506	7,427	3,078

Please note the above tables will not balance due to rounding within income and expense types.

Consolidated - Income and Expense Budget Review Statement

2018/19 September Quarterly Budget Review Statement											
Projected Income and Expenditure Statement	**Original Budget**	**Carry Forwards**	**Other than by QBRS**	**Sept Review**	**Dec Review**	**Mar Review**	**Revised Budget**	**Variations for this Sept Quarter**	**Notes**	**Projected Year End Result**	**Actual YTD Figures**
Rates and Annual Charges	25,913	-					25,913	-		25,913	26,126
User Fees and Charges	7,477	-					7,477	-		7,477	1,040
Interest and Investment Revenue	898	-					898	-		898	219
Other Revenue	1,290	-					1,290	-		1,290	332
Operating Grants and Contributions	7,122	-					7,122	279	**1**	7,401	1,873
Capital Grants and Contributions	7,349	-					7,349	(966)	**2**	6,383	882
Gain Sale of Assets	335	-					335	-		335	-
Total Revenue	**50,384**	**-**					**50,384**	**(687)**		**49,697**	**30,472**
Employee Costs	14,657	-					14,657	-		14,657	4,115
Borrowing Costs	1,076	-					1,076	-		1,076	160
Material and Contracts	10,266	302					10,568	214	**3**	10,783	1,855
Depreciation Expense	11,834	-					11,834	-		11,834	3,067
Other Expenses	5,503	-					5,503	(175)	**4**	5,328	1,215
Loss on Sale of Assets	-	-					-	-		-	
Total Expenses	**43,337**	**302**					**43,639**	**39**		**43,678**	**10,412**
Operating Result Surplus/(Deficit)	**7,048**	**(302)**					**6,745**	**(726)**		**6,019**	**20,060**

2018/19 September Quarterly Budget Review Statement											
Projected Income and Expenditure Statement	**Original Budget**	**Carry Forwards**	**Other than by QBRS**	**Sept Review**	**Dec Review**	**Mar Review**	**Revised Budget**	**Variations for this Sept Quarter**	**Notes**	**Projected Year End Result**	**Actual YTD Figures**
Operating Result before Capital Grants	**(301)**	**(302)**					**(604)**	**240**		**(364)**	**19,178**

Income and Expense Budget Variation Notes

Notes	Details
1	• Increase in estimated 2018/19 Financial Assistance Grant
2	• Lithgow Resource Recovery grant no longer expected $1,000,000 • Receipt of Blackspot grant, partially accrued.
3	• Farmers creek operational plan unexpended specific purpose grant funded from reserve $125,000 • De-sludge Lagoons funded form water reserve $65,744 • Due Diligence investigation and other potential land acquisitions funded from Strategic planning reserve $15,000 • Rural Lands Project completion, funded from strategic planning reserve $9,159
4	• Savings on insurance expense $189,000 • Marrangaroo grant application process funded from the land bank reserve $14,000

Please note where there is a variation in the review table but no corresponding note, the variation is due to rounding within the asset class.

General Fund - Income and Expenditure Review Statement

2018/19 September Quarterly Budget Review Statement Income and Expenditure Review Statement							
Projected Income and Expenditure Statement	**Original Budget**	**Carry Forwards**	**Proposed Sept Review**	**Dec Review**	**March Review**	**Proposed Sept Revised Budget**	**Actual YTD Figures**
Rates and Annual Charges	16,679					16,679	17,374
User Fees and Charges	1,560					1,560	442
Interest and Investment Revenue	838					838	211
Other Revenue	1,290					1,290	324
Operating Grants and Contributions	6,931		279			7,210	1,565
Capital Grants and Contributions	4,465		(966)			3,499	834
Gain Sale of Assets	335					335	-
Total Revenue	**32,099**		**(687)**			**31,411**	**20,750**
Employee Costs	11,286					11,286	3,176
Borrowing Costs	194					194	39
Material and Contracts	4,112	253	149			4,513	837
Depreciation Expense	8,364					8,364	2,194
Other Expenses	4,551		(175)			4,376	1,100
Loss on Sale of Assets	-					-	
Total Expenses	**28,507**	**253**	**(26)**			**28,733**	**7,346**
Operating Result (Surplus)/Deficit	**3,592**	**(253)**	**(713)**			**2,678**	**13,404**
Operating Result before Capital Grants	**(874)**	**(253)**	**253**			**(821)**	**12,570**

Water Fund - Income and Expenditure Review Statement

2018/19 September Quarterly Budget Review Statement Income and Expenditure Review Statement							
Projected Income and Expenditure Statement	**Original Budget**	**Carry Forwards**	**Proposed Sept Review**	**Dec Review**	**March Review**	**Proposed Sept Revised Budget**	**Actual YTD Figures**
Rates and Annual Charges	1,741					1,741	1,770
User Fees and Charges	5,759					5,759	573
Interest and Investment Revenue	60					60	8
Other Revenue	-					-	2
Operating Grants and Contributions	98					98	159
Capital Grants and Contributions	120					120	21
Gain Sale of Assets	-					-	-
Total Revenue	**7,779**					**7,779**	**2,533**
Employee Costs	1,670					1,670	467
Borrowing Costs	121					121	6
Material and Contracts	3,745	50	66			3,861	638
Depreciation Expense	1,598					1,598	397
Other Expenses	267					267	40
Loss on Sale of Assets	-					-	
Total Expenses	**7,402**	**50**	**66**			**7,517**	**1,548**
Operating Result Surplus/(Deficit)	**377**	**(50)**	**(66)**			**262**	**985**
Operating Result before Capital Grants	**257**	**(50)**	**(66)**			**142**	**964**

Sewer Fund - Income and Expenditure Review Statement

2018/19 September Quarterly Budget Review Statement Income and Expenditure Review Statement							
Projected Income and Expenditure Statement	**Original Budget**	**Carry Forwards**	**Proposed Sept Review**	**Dec Review**	**March Review**	**Proposed Sept Revised Budget**	**Actual YTD Figures**
Rates and Annual Charges	7,492					7,492	6,983
User Fees and Charges	157					157	25
Interest and Investment Revenue	-					-	-
Other Revenue	-					-	2
Operating Grants and Contributions	93					93	150
Capital Grants and Contributions	2,764					2,764	27
Gain Sale of Assets	-					-	-
Total Revenue	**10,506**					**10,506**	**7,187**
Employee Costs	1,700					1,700	472
Borrowing Costs	761					761	114
Material and Contracts	2,409					2,409	380
Depreciation Expense	1,872					1,872	477
Other Expenses	685					685	75
Loss on Sale of Assets	-					-	
Total Expenses	**7,427**					**7,427**	**1,518**
Operating Result (Surplus)/Deficit	**3,079**					**3,079**	**5,669**
Operating Result before Capital Grants	**315**					**315**	**5,642**

Capital Budget Review Statement

2018/19 September Quarterly Budget Review Statement Capital Funding Review Statement								
			Approved Changes					
	Original Budget	Carry Forwards	Sept Review	Dec Review	Mar Review	Revised Budget	Variations for this Sept Qtr	Projected Year End Result
Rates & other untied funding	25,219	-					-	25,219
Capital Grants & Contributions	7,349	-					(966)	6,383
Internal Restrictions	838	1,590					264	2,692
External Restrictions	371	8,060					645	9,077
Other Capital Funding Sources e.g.	-	-					-	-
• Loans								
Income from sale of assets	335	-					-	335
Total Capital Funding	**34,112**	**9,560**					**(57)**	**43,706**

2018/19 September Quarterly Budget Review Statement

Capital Expenditure Review Statement

	Original Budget	Carry Forwards	Approved Changes			Revised Budget	Variations for this Sept Qtr.	Projected Year End Result	Notes	Actual YTD Figures
			Sept Review	Dec Review	Mar Review					
• Plant & Equipment	1,200	-				1,200	-	1,200		4
• Land & Buildings	2,271	219				2,490	(243)	2,247	**1**	40
• Water Network	2,568	2,965				5,533	55	5,588	**2**	588
• Sewer Network	13,578	4,266				17,844	-	17,844		216
• Office Equipment	442	78				520	100	620	**3**	46
• Furniture & Fittings	9	-				9	-	9		4
• Other Structures	3,150	808				3,958	749	4,707	**4**	601
• Swimming Pools	48	112				160	31	191	**5**	29
• Stormwater Drainage	452	-				452	(21)	431	**6**	62
• Tip Assets	1,780	166				1,946	(750)	1,196	**7**	3
• Roads, Bridges & Footpaths	6,794	1,036				7,830	22	7,852	**8**	502
Loan Repayments (principal)	1,820	-				1,820	-	1,820		272
Total Capital Expenditure	**34,112**	**9,650**				**43,357**	**(57)**	**43,705**		**2,367**

Capital Budget Review Statement -Budget Variation Notes

Notes	Details
1	• Lithgow Basketball Stadium $254,698 budget moved from Land and Buildings project to Community project to reflect the department overseeing this project. • Urgent and unforeseen building maintenance of $2,300 required at the store; funded through land and building reserve. • Council's tenanted property requires new carpet $9000; funded through land and building reserve.
2	• Increase expenditure for Water Loss project to cover standpipe commitment. Funded from water reserve
3	• Various software upgrade projects implemented to improve system efficiency, funded through efficiency reserve.
4	• Lithgow Basketball Stadium $254,698 budget moved from Land and Buildings project to Community project to reflect the department overseeing this project. • Transfer of operating salaries to capital project $308,521
5	• Implementation of the Centaman System and new Kiosk PC, funded from Unexpended Aquatic Centre Loan.
6	• Funds transferred to Roads, Bridges & Footpaths to complete required work for Timber Bridge Improvements 18/19.
7	• Lithgow Resource Recovery grant of $1,000,000 no longer expected. $250,000 shortfall funded from waste reserve
8	• Funds transferred from Roads, Bridges & Footpaths to complete required work for Timber Bridge Improvements 18/19.

Please note where there is a variation in the review table but no corresponding note, the variation is due to rounding within the asset class.

Cash and Investment Budget Review Statement

2018/19 September Quarterly Budget Review Statement Income and Expenditure Review Statement			
Externally Restricted	**30 June 2018 Position**	**30 June 2019 Forecast**	**YTD Actuals to 30 September 2018**
Developer Contributions	2,007	1,780	2,060
Special Purpose Grants	3,666	2,654	1,418
RMS Grants	-	-	34
Water Supplies	3,756	4,032	5,834
Sewerage Services	4,839	4,959	4,273
Domestic Waste	2,872	3,209	4,150
Unexpended Loans	3,912	3,163	3,842
Total External Restriction	**21,052**	**19,799**	**21,610**
Internally Restricted			
Land & Buildings	7,731	7,231	7,700
Plant & Equipment	680	680	680
Bonds, Deposits & Retentions	808	809	807
Works in Progress	1,546	1,106	1,320
Carry Over Works	1,372	-	1,332
ELE	747	747	747
Election	35	70	35
Total External Restriction	**12,919**	**10,643**	**12,621**
Unrestricted	**-**	**-**	**14**
Total Cash & Investments	**33,971**	**30,442**	**34,245**

Cash and Investment Review Statement

Investments

Investments have been made in accordance with Council's Investment Policy.

Cash

The cash at Bank figure included in the Cash & Investment Statement totals $41,620.64.

The Cash at Bank amount has been reconciled to Council's physical Bank Statements.

The date of completion of this bank reconciliation was 3/10/18.

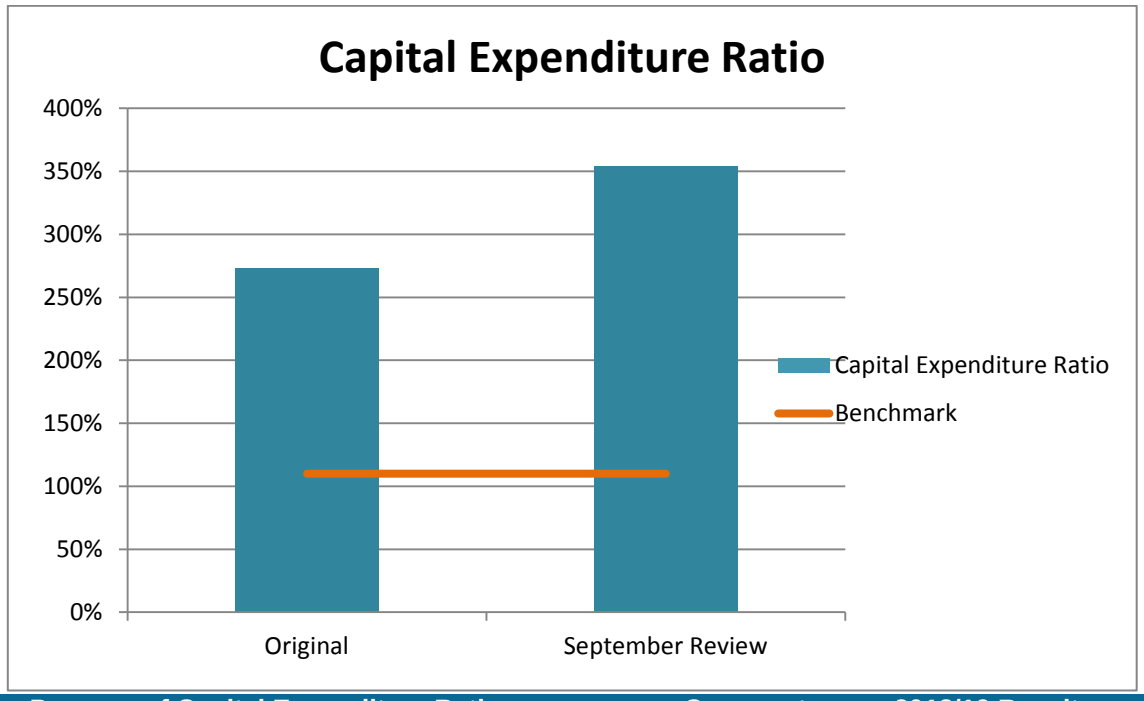
Reconciliation Status

The YTS Cash and Investment figures reconciles to the actual balances held as follows:

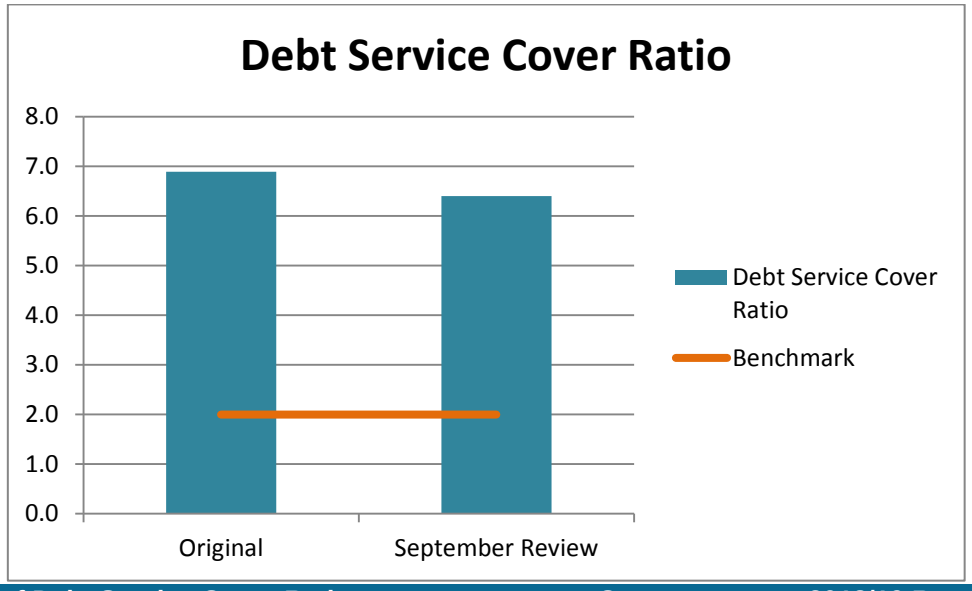
	$'000's
Cash at Bank	42
Investments on Hand	34,270
Less: Unpresented Cheques	(11)
Add: Undeposited Funds	-
Less: Identified Deposits	(27)
Add: Identified Outflows	-
Less: Unidentified Deposits	(25)
Ad: Unidentified Outflows	-
Reconciled Cash at Bank & Investments	**34,245***
Balance as per Review Statement	**34,245**
Difference	-

*Total does not balance to above figures due to rounding in each line item.

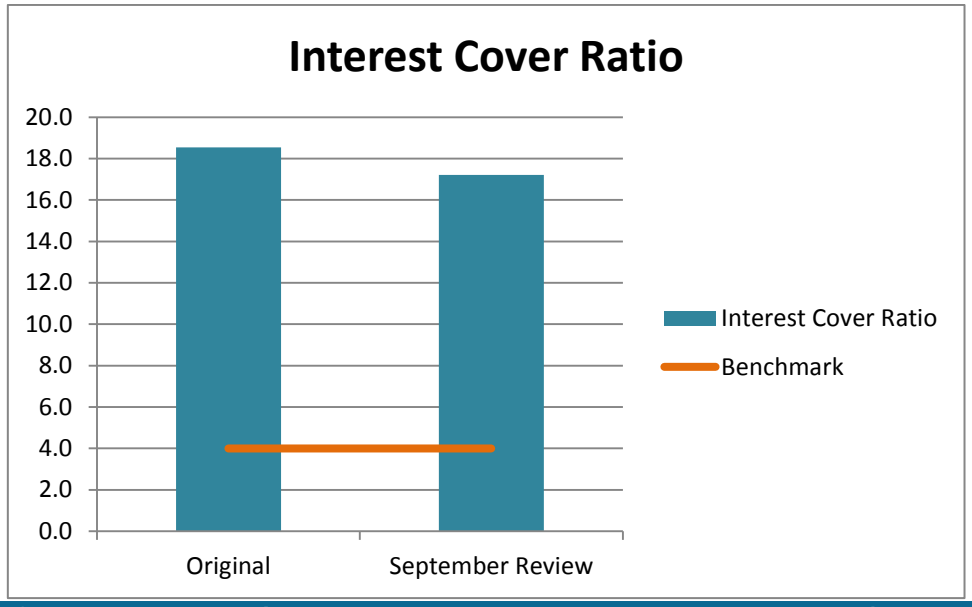
Key Performance Indicators



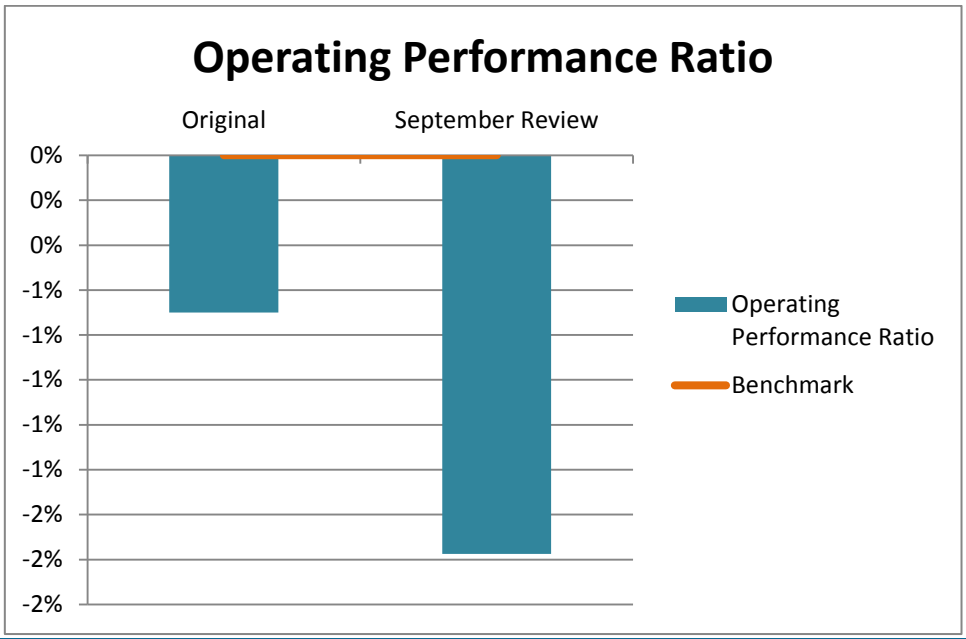
Purpose of Capital Expenditure Ratio	Commentary on 2018/19 Result
	September 2018/19 Ratio 354%
To assess the extent to which Council is expanding its asset base through capital expenditure	A capital expenditure ratio of 3.54 time suggests that Council has a solid and expansive capital works program.



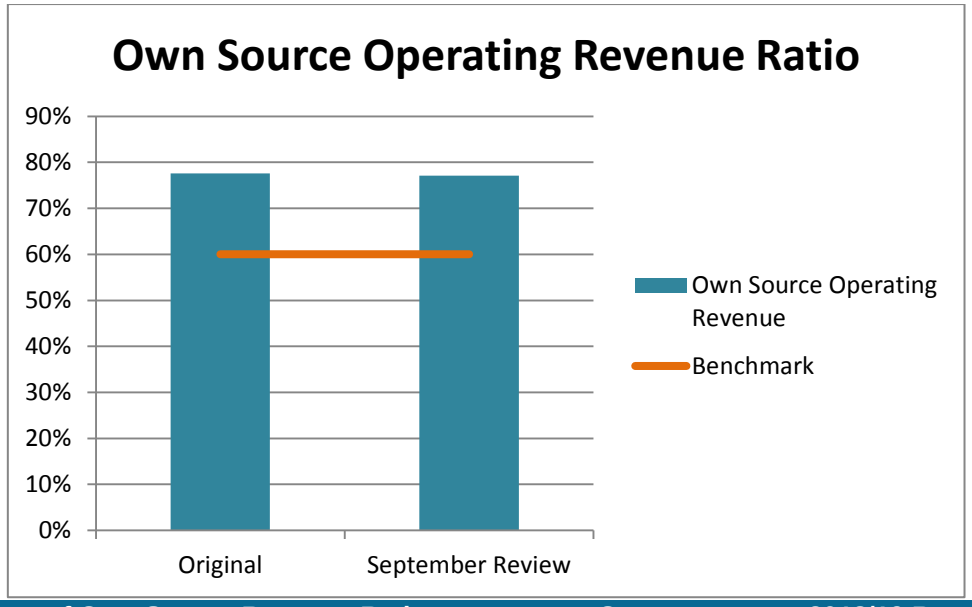
Purpose of Debt Service Cover Ratio	Commentary on 2018/19 Result
	September 2018/19 Ratio 6.4x
This ratio measures the availability of operating cash to service debt including principal, interest and lease payments	A debt service ratio of 6.4 times means Council has capacity to borrow more funds if required.



Purpose of Interest Cover Ratio	Commentary on 2018/19 Result
	September 2018/19 Ratio 17.2x
This ratio measures the availability of operating cash to service interest payments.	An Interest Cover ratio of 17 times means Council has more than adequate cash to cover interest repayments on its debt. This suggests Council has the capacity to borrow more funds if required.



Purpose of Operating Performance Ratio	Commentary on 2018/19 Result
	September 2018/19 Ratio -1.8%
This ratio measures Councils achievement if containing operating expenses within operating revenue.	Council's current consolidated budget will meet the benchmark.



Purpose of Own Source Revenue Ratio	Commentary on 2018/19 Result
	September 2018/19 Ratio 77%
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as grants and contributions.	This ratio shows that Council means the benchmark and is not overly reliant on external grant funding.

Part A: Contracts Review Statement

2018/19 September Quarterly Budget Review Statement

Contracts Review Statement

For the period 01July 2018 to 30 September 2019

Contractor	Contract Detail and Purpose	Contract Value (GST Inc.)	Date	Minute No.	Length of Contract	Budgeted (Y/N)
Note: Contracts listed are those entered into during the quarter, under review and have not been fully performed or completed of $50,000 or greater. Contracts for employment are not required to be included.						
Tobco Pty Ltd	Watermains Replacement Tender – Bridge Street	$256,470.50	23/07/2018	18-211	6 Months	Y
All Pavements Solution Pty Ltd	Bitumen Sealing Services – Councils approved operation plan 18/19	$118,183.76	24/09/18	18-273	7 Months	Y
Sewer Vent Supplies & Repairs Pty Ltd	Sewer Vent Replacement	$61,528.50	26/07/2018	N/A	1 Year Annual	Y

Part B: Consultancy and Legal Expenses Review Statement

2017/18 September Quarterly Budget Review Statement Contracts Review Statement		
	Actual expenditure 1 July 2018 to 30 September 2018	
Expense	**Year to Date**	**Legal Budget Allocation (Y/N)**
Consultancies	118,553	Y
Legal Fees	47,050	Y

Note: A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

A YEAR IN REVIEW

Lithgow CITY COUNCIL

Surrounded by Nature. Steeped in History

2017-2018 annual report

OUR PLACE, OUR FUTURE

Message from the Mayor

Councillor Ray Thompson

It gives me great pleasure to present the 2017/18 Annual Report. This report shows the commitment of the Council and its employees to ensuring the long-term sustainability of the Lithgow LGA.

At the end of 2016, we were pronounced 'not fit for the future'. Since then, Council has adopted a strategy for ensuring the future of Lithgow Council and 25 of the 37 Fit for the Future Actions have been implemented. This is a significant achievement and shows the dedication of Council's Management Team to ensuring that Lithgow Council is a viable and safe place for its employees and the community it represents.

Having been a Councillor for 10 years now, I know that plans developed by Council for progressing the future of Lithgow often take a number of years to come to fruition and it can appear as if Council is stalling or getting nowhere.

So, its exciting to see major projects such as the Portland Sewerage Treatment Plant completed. This plant not only meets environmental standards but allows for the future growth of Portland; a town which is changing its image and becoming the cultural and arts centre of the Lithgow area.

Expressions of Interest have been called for the detailed design of the Cullen Bullen Sewerage Scheme. This project will see significant environmental and health benefits for the community of Cullen Bullen where a high proportion of the on-site wastewater systems are failing. In addition, once complete, the scheme will allow for in-fill growth within the village boundaries.

In 2014, following extensive community consultation, Council resolved to allocate funding for the development of a concept design for an Adventure Playground at Endeavour Park, Lithgow. This exciting project, is now coming to fruition with construction scheduled for completion in December 2018. The Playground incorporates design features which highlight Lithgow's proud mining heritage and the beauty of the local environment. Universal design principles have been incorporated to ensure that people of all ages and abilities are able to enjoy this innovative play space and parkland.

This annual report is not just a progress report on Council's annual works program. It shows the diversity of projects and programs Council provides to ensure the health and wellbeing of its community and future growth of the local government area.

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Annual Financial Statements 2017/18 are available under separate cover on www.council.lithgow.com/ipr

LITHGOW
AT A GLANCE

AREA: 4,567KM^2
POPULATION: 21,524 ERP 2016
POPULATION DENSITY:
0.5 PERSONS PER HECTARE

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

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

Mining is our largest industry

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**

YOUR council

Employs **185.2** FTE which equals **8.5** FTE per 1,000 residents. Total employee costs per 1,000 residents is **A$749k**

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

Who are we?

The Lithgow local government area is located on the western ramparts of the Blue Mountains, 140 kilometres from Sydney. The Lithgow Local Government area totals 4,567 square kilometres from the Capertee and Wolgan Valleys in the north, Little Hartley in the east, Tarana in the south and Meadow Flat in the west.

The major urban centre of Lithgow nestles in a valley of that name, overlooked by the sandstone escarpments of the Blue Mountains.

In addition to the major urban centre of Lithgow, the Lithgow local government area has 12 villages/ hamlets with mining or farming backgrounds. These smaller centres have proven to be attractive rural residential areas, along with the broader rural areas.

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

Lithgow was previously perceived to be an inland mining and industrial centre, however, recent developments have seen Lithgow recognised as an important tourism destination, heritage centre and a desirable residential area as well.

The Lithgow local government area includes World Heritage listed National Parks and State Forests, making Lithgow an important leisure destination for Sydney residents.

Lithgow has unlimited opportunities for outdoor activities such as bushwalking, mountaineering, camping, orienteering, hang gliding, horse riding, off road 4wd, fishing, sailing and water skiing.

Recognising Aboriginal Custodians

Lithgow City Council recognises that the Indigenous people and communities have a special connection with the land in ways that are often not fully appreciated nor fully understood by the wider community.

Lithgow City Council will use consultative and participatory processes that are appropriate and relevant to Indigenous people in order that the views of Indigenous people are heard in relation to matters that may have an impact on their culture and heritage.

Lithgow City Council recognises the contribution that Indigenous people may make and of the damage that may be caused to Indigenous culture and heritage from planning decisions and resultant actions.

The objectives of Policy 4.8 - Consultation with Indigenous People aim to:

- Establish a policy for Council's consultation process in relation to matters that affect the Indigenous communities and groups, Indigenous heritage values and places of Indigenous significance.
- Have documented policies and procedures for managing strategic planning and development assessment processes and other community engagement processes in relation to Indigenous cultural heritage values.
- Improve the protection and management of identified Indigenous sites and cultural values within Lithgow LGA so that the relationship between the Indigenous people and those values is maintained.
- Improve the recording of Indigenous cultural heritage values within Lithgow LGA.
- Engage Indigenous people in relation to Council planning processes that have an impact on Indigenous cultural heritage values.
- Ensure communication and coordination between the Indigenous community, Council and others involved in matters that affect the Indigenous community and Indigenous cultural values.
- Improve awareness within Council of the Indigenous community and their cultural heritage and to improve awareness within the Indigenous community of Council processes and the planning process in general.
- High standards of Indigenous cultural heritage assessment are established within Council.

Introduction

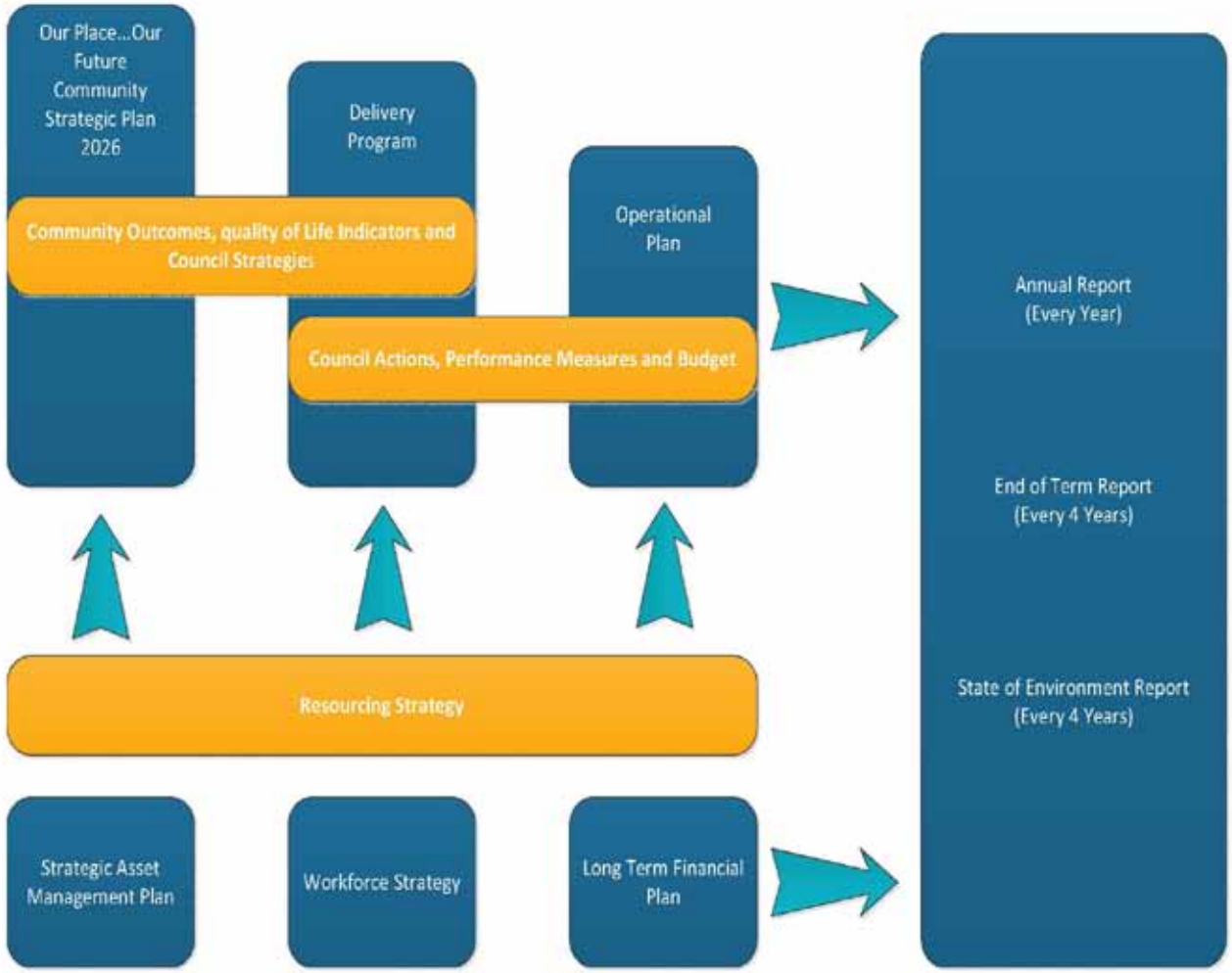
Lithgow City Council is pleased to present its Annual Report for 2017-18. This report has been developed for our community, to share our progress over the past financial year. It provides a summary of the achievements we have made in working towards the Community Strategic Plan.

This report summarises our activities under each of our key themes:

- Caring for our Community
- Strengthening our Economy
- Developing our Built Environment
- Enhancing our Natural Environment
- Responsible Governance and Civic Leadership.

It provides an overview of Council's financial position, operations and progress, and is prepared in accordance with the *Local Government Act, 1993*.

Audited financial statements are provided under separate cover and available for downloading from Council's website www.council.lithgow.com/ipr.



Strategic Direction

The Community Strategic Plan identifies the following shared community vision statement that the Lithgow local government area is

"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

- To plan and provide quality community and recreational facilities and services for a healthy, vibrant and harmonious community.
- Working together to support, celebrate and expand the social and cultural diversity of our community, whilst promoting healthy, active lifestyles in a safe environment.

STRENGTHENING OUR ECONOMY

- Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities.
- Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities.

DEVELOPING OUR BUILT ENVIRONMENT

- Planning for suitable infrastructure development to promote sustainable and planned growth, while enhancing the existing identity of the towns, villages and rural areas of the LGA.
- Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community.

ENHANCING OUR NATURAL ENVIRONMENT

- To conserve and preserve the natural environment whilst balancing the impact of development to ensure a sustainable and healthy community.

RESPONSIBLE GOVERNANCE AND CIVIC LEADERSHIP

- A Council that focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future.

Engaging our Community

Council meetings

During the reporting period, Lithgow Council resolved to meet on the fourth Monday of each month. Min117-235 (14/8/17), in the Council Chambers, 180 Mort Street, Lithgow to consider matters requiring a decision by Council.
Council meetings were open to the public except on occasion when there was a discussion of confidential items such as sensitive legal or commercial matters.
Business Papers were made available on the Friday before each Council meeting at Council's Customer Service Centre and on the website at www.council.lithgow.com.

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.
In addition to this Council appoints or convenes temporary working parties or task forces that assist in the development of short term projects, providing professional advice and community input. During the reporting period Council had two Taskforces, the Mining Taskforce and the Mayors Mental Health Taskforce.

Community Engagement

During 2017/18, Council changed the way we engaged with the community. We implemented the Have Your Say website; www.haveyoursay.lithgow.com. This website was developed as a portal to drive community input into the development of Council plans and strategies.

2018/19 Draft Operational Plan

Utilising the Have Your Say website and social media platforms enabled Council to reach a larger section of the community during the exhibition period for the 2018/19 Draft Operational Plan. Videos of the Mayor and Divisional Managers providing information on the proposed Capital Works Programs, projects and initiatives to be undertaken in 2018/19, along with information on Council's proposal to apply for a Special Rate Variation to commence in 2019/20 were published on the website. Fact sheets were developed on key works programs and Council was also able to develop fact sheets during the exhibition period in response to community interest.

In previous years Council had undertaken a 'village roadshow approach' to consultation and held community meetings in villages throughout the LGA. In 2017/18, in conjunction with a concerted online campaign, media campaign and radio advertising Council conducted one 'drop in' session in Cook Street Plaza for members of the community to talk to Senior staff and Councillors about the Draft Operational Plan and other matters of interest or concern.

This format proved highly successful with Council reaching a broader audience and receiving informed submissions against the Draft Operational Plan for consideration.

Volunteer Working Parties

Council convened three (short-term) Volunteer Working Parties to assist the Economic Development Committee in researching and developing policy and strategies on a range of economic development initiatives including:

- Tourism and Events - investigating issues for exploration including the identification of a relevant and effective model for a Lithgow tourism entity and the research and development of an events framework to complement existing events in the Lithgow tourism Calendar; And
- Decline in Retail – National, International & Local - investigating the global trend in the decline of the Retail Sector. The Lithgow Local Government Area has not been immune to this. In order to implement strategies to assist retail businesses, Council needs to understand why the retail sector at International, National and Regional levels has been subject to change over the last few years. the working party assisted Council in identifying the causes through research and reporting back in the context of a large amount of commentary already existing on this subject.

Council's role

To clarify the role and relationship with government and other bodies in providing infrastructure, facilities and services, the following descriptors apply:

Leader	Providing direction through planning policy.
Provider	Providing services and infrastructure.
Regulator	Of development, community health and safety and the environment.
Partner	With the community, government and private organisations.
Facilitator	To Bring together Local, State and Federal Governments, private and community objectives to achieve the best outcomes.
Advocator	on behalf of the local community.
Purchaser	or buyer of services or products.
Broker	Sourcing public or private funds to provide services or infrastructure.

Community Financial Report

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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). Following community consultation of the draft Integrated Planning and Reporting Framework suite of documents process during the exhibition period of all document in May/June 2016, documents were reported to Council and the Office of Local Government within the required timeframe of 30 June 2016.

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:

1. A robust financial plan with improvement options for longer term sustainability.
2. An opportunity for Council to provide improved services to the community.
3. Good practice financial management governance, procedures and process.
4. It satisfies the additional Integrated Planning and Reporting requirement for the Asset Management Plan and asset service levels.
5. Building confidence in the community that Council is financially sustainable to deliver on the Community Strategic Plan outcomes, key programs and projects.
6. Meeting all statutory obligations and being in a position to maintain stewardship of the community's resources.
7. Ensuring transparent annual planning and quarterly reporting processes through the IPR Framework which shows the implementation of the Performance Improvement Plan.

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 met weekly to review the Business Improvement processes identified. Progress was reported monthly to the Office of Local Government.

During 2017/18, Council undertook asset renewal expenditure across all asset classes as part of the Financial Management Improvement plan and Financial Management Maturity Assessment. Implementation of the Financial Improvement plan is ongoing, with Council completing 25 of the 37 actions.

INFRASTRUCTURE IMPROVEMENTS

Year	Project	Grants $
2016/17	Portland Sewerage Treatment Plant Upgrade	7,147,259
	Landfill Consolidation Grant - NSW Environmental Trust (EPA)	6,493
	Community Recycling Centre (CRC) - NSW Environmental Trust	133,706
	Community Building Partnership - All Abilities Round About	16,000
	Roads to Recovery Program	1,585,252
	NSW War Memorial Grant Program	8,595
2017/18	CBD Revitalisation	652,275
	BlackSpot - Hartley Valley Road	362,643
	CCTV Tony Luchetti Showground	10,000
	Blast Furnace	1,298,050
	Adventure Playground	343,962
	Lithgow Tennis Courts	36,006
	Lithgow Basketball Courts	74,315
	Portland Sewerage Treatment Plant	652,714

Rates and charges written off

During the year, in accordance with Section 428 of the Local Government Act 1993 & Clause 132 of (General) Regulation 2005 Council abandoned $3,235.92 in rates and charges.

- Pensioner rebate $863,743.85
- Postponed rates - Nil
- Other rates & charges $73,164.65

Financial ratios

Council's financial position can be measured by the results of the Industry Key Financial Ratios. The Key Ratios concerning Council's financial position are listed below.

Operating Performance Ratio	Benchmark	2014/15	2015/16	2016/17	2017/18
Measures Council's achievement of containing operating expenditure within operating revenue.	0%	-3.73%	-7.75%	4.18%	-1.99%

Unrestricted Current Ratio	Benchmark	2014/15	2015/16	2016/17	2017/18
Measures the adequacy of working capital and its ability to satisfy obligations in the short term as they fall due	1.5%	3.01	4.08	2.72	1.81

Own Source Operating Revenue Ratio	Benchmark	2014/15	2015/16	2016/17	2017/18
Measures Council's degree of reliance on external funding sources such as operating grants and contributions.	60%	55.84%	67.23%	64.90%	73.97%

Debt Service Ratio	Benchmark	2014/15	2015/16	2016/17	2017/18
Measures availability of operating cash to service debt including interest, principal and lease payments.	2	3.53	2.91	5.45	4.49

Note: Ratios for 2017/18 are preliminary ratios and not audited ratios.

25 of 37 Fit for the Future Improvement Actions completed.

CARING FOR OUR COMMUNITY

Community Vision

- **To plan and provide quality community and recreational facilities and services for a healthy, vibrant and harmonious community.**
- **Working together to support, celebrate and expand the social and cultural diversity of our community, whilst promoting healthy, active lifestyles in a safe environment.**

Community Strategic Plan and Delivery Program Actions

CC1 We feel connected and supported

- CC1.1 - Local indigenous and Cultural and Linguistically Diverse (CALD) communities are supported
- CC1.2 - We are responsive to the needs of an ageing population
- CC1.3 - We are a family friendly community
- CC1.4 - Assistance is provided to community groups and organisations.
- CC1.5 - Celebrate and grow volunteering
- CC1.6 - Improved quality of life for our youth

CC2 There are services and facilities that suit our needs

- CC2.1 - Increased awareness of local services and facilities
- CC2.2 - We provide a range of health services which meet the needs of the community
- CC2.3 - We provide learning opportunities which meet the needs of the community.

CC3 - We feel safe

- CC3.1 - Community safety and compliance is monitored
- CC3.2 - Crime prevention and safety strategies are actively promoted.

CC1.1 Local Indigenous and Cultural and Lingiustically Diverse communities are supported

Lithgow Declared Refugee Welcome Zone

On 23 October 2017, Council resolved to declare the Lithgow LGA a Refugee Welcome Zone. In his speech at the signing of the declaration, Mayor Lesslie said *"The declaration reflects a recognition that there are many people across the world, including in our own neighborhood, who through no fault of their own, are in desperate need of asylum and new opportunities for themselves and their families"*

The Refugee Welcome Zone Declaration is a commitment to:

- Welcoming refugees into our community,
- Upholding the Human Rights of refugees,
- Demonstrating Compassion for refugees and
- Enhancing cultural and religious Diversity in our community.

As per Council's Community Strategic Plan (CSP) CC1 – "We feel connected and supported", Council supports refugees and new arrivals in the following ways:

- Council hosts multiple citizenship ceremonies throughout the year, including on Australia Day.
- Council organises events and festivals to celebrate Harmony Day, Refugee Week and Social Inclusion each year.
- Council provides funding to community organisations through its Financial Assistance Scheme to support refugees and emerging communities.
- Works in partnership with community organisations to deliver local services that support the multicultural community in Lithgow.

Refugee Week @ Lithgow Library

Refugee Week 2018 from 17-23 June is a time when Australia celebrates the contribution of those who have come to Australia as refugees and people seeking asylum.

Throughout Refugee Week, in the community space at Lithgow Library, the following activities were held:

- A screening of a series of rolling film clips from the Red Cross and Amnesty International highlighting issues refugees face. This film was played on a loop throughout the week so that it could be viewed at anytime.
- An information session presented by the Red Cross called "What's the real situation faced by people seeking asylum?" was held on World Refugee Day. Topics covered included: who are people seeking asylum; what situations do they face; and what does Australia have to do with it? Come, join the conversation and participate in an engaging workshop.
- An art exhibition, organised by the Lithgow Ayslum Seeker and Refugee Support Group was held throughout June.

Know your community organisations – Ahmadiyya Muslim Community

In June 2018, the Library promoted a display to provide residents with more information on the Ahmadiyya Muslim Community and the work that they do. As part of the exhibition a model of the Baitul Huda Mosque (House of Guidance) in Sydney was displayed in the foyer cabinet.

The Ahmadiyya Muslim Community is a dynamic, fast growing international revival movement within Islam. Founded in 1889, it spans over 200 countries with membership exceeding tens of millions.

Ahmadi Muslims all over the world are engaged in efforts to distribute millions of 'Peace' leaflets to Muslims and non-Muslims alike, host interfaith dialogue and peace symposiums, and present exhibitions of The Holy Qur'an, to present its true and noble message. These campaigns have received worldwide media coverage and demonstrate that Islam advocates peace, loyalty to one's country of residence and service to

CC1.1.1 Assistance provided to support the activities of local aboriginal and Cultural and Linguistically Diverse Organisations			
Performance Measure	Target	Achieved	Comment
NAIDOC Day held each year with participation of Council and other organisations.	100% complete	100%	See pages 15 and 26
Community Development Officer to provide assistance to Mingaan Aboriginal Corporation as required.	100% complete	100%	The Community Development Officer attended Mingaan Aboriginal Corporation meetings as required.
Harmony Day held each year with participation of council and other organisations.	100% complete	100%	See below Members of the CALD community also participate in the Lithgow-leles - a ukulele group hosted at the Libraries (see pages 26, 33-34)
CC1.1.2 Conduct and celebrate Naturalisation Ceremonies as required			
Naturalisation Ceremonies conducted	100% complete	100%	2 Naturalisation Ceremonies were held during 2017/18 at Eskbank House Museum; 16 August and 26 January.

Harmony Day 2018

Celebrating and supporting our cultural diversity

The Focus

To support the growing cultural diversity, Lithgow City Council works closely with the Multicultural community to organise a special event for Harmony Day each year.

The Response

This year, Harmony Day was celebrated on 19 March 2018 at the Lithgow Library and Learning Centre. The day included cultural performances, such as Chinese fan dancing and songs, speeches by Amnesty Australia and the Lithgow Asylum Seekers and Refugee Group, performances by the local Ukulele group, as well as French and Russian classical pieces played on the piano by students from the Mitchell Conservatorium of music.

The Impact

The English Second Language students from Lithgow Tafe attended the event, which provided them with the opportunity to get involved in the festivities and forge new friendships. Approximately 80 people attended the event. The shared lunch that everybody enjoyed at the end of the celebrations was provided by the local Vietnamese restaurant, Pho 68, which included an array of curries and rice paper rolls, as well as fruit platters, cheeses and sweet treats from Italy. This is as successful event, bringing people together and supporting the local business network.

Learnings

Harmony day provides an opportunity to raise awareness about Lithgow's growing cultural diversity and to connect multicultural groups with the broader community. The event also provides an opportunity for the multicultural groups at the neighbourhood centre and Tafe to take part in the planning as well as the delivery of Harmony Day celebrations. Participants at this year's event indicated that they would like to organise a festival for Harmony Day in 2019 and launch it in the newly revitalised Cook Street Plaza to engage a broader range of the community.

Key Facts:

- Harmony Day is celebrated annually in March, which coincides with the UN's International Day for the Elimination of Racial Discrimination.
- Approximately 80 people attended the event, which included the English Second Language students from Lithgow Tafe.
- The local multicultural group help organise the event and some members also took part in the performances.

NAIDOC Week 2017

Supporting the activities of our local Aboriginal and Torres Strait Islander People

The Focus

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 City Council is committed to supporting the activities of the local Aboriginal and Torres Strait Islander people.

The Response

Lithgow City Council supported the Mingaan Wiradjuri Aboriginal Corporation to provide an exciting program for NAIDOC Week 2017 – a cultural exchange and camp-over. The theme for the 2017 NAIDOC Week celebration was, 'Our Language Matters'. The Lithgow NAIDOC Week event officially opened on 21 October 2017 with a Welcome to Country by Dianne Riley, followed by a Smoking Ceremony by Sharon Riley and a performance by the traditional Wiradjuri dancers – 'Yalmambirra Boogijoon Doolin'. The event was based 'on country' in the scenic Capertee National Park and included a range of cultural activities, such as Wiradjuri language workshops, basket weaving, bush tucker lunch, Taronga reptile show, stone tool-making, ochre painting, discovery spot light tour and live entertainment. The evening session included a bush dinner, camp fire yarn up, as well as an outdoor cinema screening of The Sapphires and Tent Boxers. Camping facilities were also available on site.

The Impact

The cultural exchange camp-over brought Aboriginal culture into the mainstream and bridged the gap between Aboriginal and non-Aboriginal people on a cultural knowledge level. As a result, this instilled a greater sense of belonging and empowerment in the local Aboriginal people and forged stronger connections with the broader community. There were approximately 130 people in attendance. Council awarded the Mingaan Wiradjuri Aboriginal Corporation with $3,000 in funding from its Financial Assistance Scheme in support of NAIDOC Week 2017 celebrations.

Learnings

This event was open to all Indigenous and non-indigenous people in and outside the Lithgow area. This ensured that the event was well attended and provided a great platform to raise awareness about the local Aboriginal in the Lithgow region. The hands-on workshops provided on the day were most useful for teaching and sharing cultural knowledge, which were especially enjoyed by the younger generations present at the event.

Key Facts

- NAIDOC Week celebrations were held 'on country' in the scenic Capertee National Park on 21 October 2017.
- The theme for the 2017 NAIDOC Week celebrations was 'Our Language Matters'.
- Over 130 people attended the event, both Indigenous and non-Indigenous, and took part in various cultural activities.
- The event provided a platform for teaching and learning about the local Aboriginal culture in Lithgow – the Wiradjuri nation.

CC1.2 We are responsive to the needs of an ageing population

Supporting Positive Ageing

Lithgow City Council runs a number of programs to support positive ageing in the community including:

- Lithgow Leles - a Ukulele group at the Library which regularly performs at Library events and local nursing homes (see pages 33-34)
- Tech Savvy Seniors in collaboration with NSW State Libraries and Telstra is conducted annually at Lithgow, Wallerawang and Portland Branches to provide seniors with basic skills to navigate and explore the internet and electronic devices (see page 33).
- Wallerawang Library weekly sewing group (see page 34)
- The Home Library Service is provided to housebound residents and nursing homes (see page 36)
- Grandparents Day storytime at the Library (see pages 26-27)
- The JM Robson Aquatic Centre provides Gentle Aqua Aerobics Classes and reduced fees for Concession Card Holders and for Seniors over the age of 75.

CC1.2.1 Celebrate the contribution to the community by our senior residents

Performance Measure	Target	Achieved	Comment
Coordinate activities to celebrate Seniors Week.	100% complete	100%	See below
Gifts sourced and distributed to residents at the Nursing Homes.	100% complete	100%	Gifts were sourced from community donations and distributed by the Mayor to the Nursing Homes during December 2017.

Seniors Festival 2018

Celebrating and responding to the needs of seniors in our community

The Focus

To recognise the contributions of older people in our community, Lithgow City Council celebrates the Seniors Festival on an annual basis. The Seniors Festival is an opportunity to enhance community connections and intergenerational relationships.

The Response

This year, the Seniors Festival was celebrated on 5 April 2018 at the Lithgow Library Learning Centre. The day included a 'Lunch and a Show' with a special performance by dynamic duo, The Talespinners, followed by a light lunch in the community space of the library.

The Impact

The Talespinners took their audience back in time and featured a number of "I remember when" stories, songs and poems. After the performance, seniors completed a 'Lithgow Listens' survey to feedback ideas for next year's Seniors Festival and enjoyed a light lunch together in the community space of the library. Approximately 80 seniors attended the event, which also included residents from the Portland Tabulam Health Centre. The budget expenditure for the Seniors Festival was $800 during the 2017/18 financial year.

Learnings

With the theme 'Let's do more together', this year's Seniors Festival promoted inclusive communities and provided an opportunity for seniors to connect and remain active and engaged in their community. The Talespinners proved that story-telling, poetry, music and song is a powerful tool for bringing people together.

During the Seniors Festival a survey titled 'Lithgow Listens' was also distributed as a way to gain insight into future events and activities for seniors. The survey highlighted that seniors welcomed musical and creative endeavours with inter-generational links. As a result, a poetry slam and art exhibition is planned for the 2019 Seniors Festival.

CC1.3 We are a Family Friendly community

CC1.3.1 Implement the Family Friendly Strategy			
Performance Measure	Target	Achieved	Comment
Priority actions form the Family Friendly Strategy implemented as resources allow.	3 priority actions implemented	0%	The draft Family Friendly Strategy has not yet been endorsed by Council.
CC1.3.2 Regular attendance by the Community Development Officer at meetings of the Lithgow Cares Partnership and participation in community events.			
Assistance provided to conduct Community Fun Days.	100% complete	100%	The Community Development Officer regularly attends the meetings of the Lithgow Cares Partnership with a focus on child protection and domestic violence initiatives. 3 meetings were attended during 2017/18. Support was provided to the committee with ongoing information, advice and participation at events.
Community Development Officer to attend meetings of the Lithgow Cares Partnership.	100% of meetings attended.	100%	

CC1.4 Assistance is provided to community groups and organisations

CC1.4.1 Promote and administer the Financial Assistance Program to community organisations			
Performance Measure	Target	Achieved	Comment
Program advertised and submissions received in April and November.	100% processed	100%	Two rounds of the Non-Recurrent Financial Assistance program were approved during the year. Recurrent financial assistance and fee waivers were also approved during the year. Council undertook a review of financial assistance during the year. The result of the review was the deletion of the Recurrent Financial Assistance category with previous recipients now required to apply each year for Non-Recurrent Financial. Policies 4.3 Interest Free Loans and 4.4 Waiving of Fees were also deleted. A full list of donations to community organisations is on pages 129-130.
CC1.4.2 Provide support for Men's Shed organisations in the promotion and development of activities. .			
Community Development Officer to attend meetings of the Lithgow, Wallerawang and Portland Men's Sheds as required.	100% complete	100% of meetings attended.	The Community Development Officer met with the Lithgow, Portland and Wallerawang Men's Sheds during 2017/18. Support was also provided to the emerging Lithgow Area Women's Shed with regards to finding a dedicated space to set up a workshop.

CC1.5 Celebrate and grow volunteering

CC1.5.1 Assistance provided to support the activities of the Lithgow volunteering Network			
Performance Measure	Target	Achieved	Comment
Community Development Officer to attend meetings of the Lithgow Volunteering Network.	100% of meetings attended	0%	The Lithgow Volunteering Network has disbanded, however, the Community Development Officer continues to support local volunteers and organisations through celebrating National Volunteer Week on an annual basis and promoting volunteering opportunities in the local community.
CC1.5.2 Implement a recognition program for volunteering in association with National Volunteers Week (see below)			
CC1.5.3 Identify and promote volunteering opportunities to local youth.			
Recognition and promotion of volunteering undertaken through: • Youth Council • Youth Networks • Media • Social Media • Website.	100% complete	100%	Youth volunteering opportunities were identified for participation in Youth Council and Halloween. Recruitment for both is conducted via Council's website, school assemblies, and interagency meetings.

Recognising and celebrating the contribution of our local volunteers

The Focus

To recognise and thank the local volunteers for all the good that they do in our community, Lithgow City Council celebrates National Volunteer Week each year.

The Response

As part of National Volunteer Week 2018 Council organised a special event in the Tuscan Room of the Lithgow Workies Club. There were live performances by the students of the Mitchell Conservatorium as well as the local ukulele group, and the Mayor also delivered a 'thank you' speech to all the volunteers. Aunty Helen Riley, a known and hard-working volunteer in the community, said a Welcome to Country and also spoke about the highlights of volunteering in her community. The event was well attended and volunteers enjoyed a range of canapes and finger food after the entertainment.

The Impact

Approximately 80 people attended the National Volunteer Week celebration at Lithgow Workies on 25 May 2018. The event was well received by volunteers who reported they had a great night.

Learnings

The theme for this year's National Volunteer Week was 'Give a Little. Change a Lot', which rings true for the Lithgow community. The social value of volunteering cannot be denied. Volunteering is a form of civic participation that creates bridging networks and generates positive social practices that strengthen our community. There are approximately 3,500 volunteers in Lithgow, which, according to the ABS it is estimated that they save our local economy more than $8 million per year – and much more

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

CC1.6.2 Implement priority actions from the Youth Strategy

During 2017/18, the following actions were implemented from the Youth Strategy.

1. A Youth Opportunities grant has been rolled out under the program of Future Finders throughout 2018. Business and entrepreneur workshops have been conducted across multiple sites to 105 young people.
2. Youth Council has been restructured with an emphasis on youth led project work.
3. Youth recreation opportunities have been supported with the planning of the Wallerawang and Portland Skateparks. Council also supported a skate park competition run by YMCA.
4. Youth week, outdoor cinema was relocated to the Civic Ballroom. Approximately 160 people attended. Donations went to Youth Homelessness (Lithgow Community Projects).
5. Co-ordinated the delivery of Mental Health First Aid to 240 students at Lithgow High School.
6. Headspace service was attracted to Lithgow through the work of the Mental Health Task Force.
7. Secured funding for a Local Drug Action Team to deliver Alcohol and Other Drug education.
8. Youth Scholarships 2018
9. Young Adult Programs held at the Library (see page 35).

Future Finders

Supporting young people's leadership and career development

The Focus

Council recognises the importance of nurturing the development of our local young people through the provision of leadership and career development opportunities.

The Response

In late 2017 Council was successful in obtaining a Youth Opportunities grant provided by the Department of Families and Communities. The grant was awarded to rollout Council's proposed Future Finders program which recognised the changing landscape of education and employment for our young people. The Future Finders program aims to build skills that support, inspire and encourage young people to consider building a career in the Lithgow Local Government Area; through small business start-ups, existing industry and employment opportunities or local education and training.

Council has rolled out a number of entrepreneurship and business workshops for young people aged 14-25 years. The workshops have not only focused on traditional business skills but also freelancing and start-ups; to expose young people to the shifting nature of the global workforce; highlighting that there are opportunities to work anywhere, without having to leave town. More workshops are scheduled for the remainder of the year as well as a Youth Leadership Forum, leadership challenges, work experience, education and employment tasters.

The Impact

Future Finders was a project approved to deliver skills and knowledge regarding business, entrepreneurship and leadership.

- From February to June 2018 seven workshops have been delivered to 105 young people
- All participants have been awarded with a certificate outlining their learnings; and achievements have been highlighted through local media outlets
- Participants have reported a sense of increased employability skills and a new confidence to apply for jobs

Learnings

Through the implementation of the Future Finders program it has become evident that many young people have felt a lack of employability skills. This is where the program has been successful as it has provided skills such as customer service, business development, teamwork, and marketing – that can be implemented in the workplace; but also highlighted in a resume and portfolio. The funding for the program ends in December 2018, however Council hopes to continue aspects of the Future Finders program to support skills, leadership and career development opportunities for local young people.

Youth Strategy and Action Plan 2015-2020

Priority Area 1: Education and Employment

Priority Area 6: Participation and Engagement

Key Facts:

- February to June 2018 seven workshops have been delivered to 105 young people.
- Workshops have focused on business, entrepreneurship and leadership skills.
- Grant award of $48,000. Expenditure $9,945 with balance to be spent in 2018/19.

"creating tomorrows leaders! 7 workshops delivered to 105 young people for $9,945"

Photos left to right:

1. Participants awarded certificates highlighting what they learnt during the Young Entrepreneurs Business Skills day delivered by the Frank Team for Council's Future Finders program.
2. Participants of the Future Finders program developing a business idea during a Small Business workshop delivered by Creative+Business
3. Young people pitching their business idea during a Young Entrepreneur Business workshop delivered by the Frank Team FOR THE Future Finders program

CC1.6.3 My Tutor (Studiosity) maintained and available on the website

The issue

In previous years the library ran Homework Zone – a group for school aged children run by a qualified teacher to help students with any homework problems or just to provide a space to do some school work. Attendance dwindled over time, presumably due to family after school commitments. Families are time poor with multiple activities and commitments. With working parents we found that physical attendance at Homework Zone was increasingly difficult for most. The fact remained though that outside of school hours, many local children do not have access to any sort of homework help service.

The Solution

The Library subscribed to a service called Studiosity, a free, online study help service with the assistance of funding from Energy Australia. Students log in using their library card number and are connected with a tutor who specialises in the subject they need help with –be it Maths, English, Science, or any other subject. All the tutors are tertiary students, teachers or experts and are highly trained. Students are able to log in between 3-10pm Sunday –Friday and the average wait time to be connected to a tutor is under 5 minutes.

This provides immediate help to students at home, or at the library, when they need it. Studiosity also offers 24 hour, 7 day writing help for students. Students can submit their writing homework for appraisal any time and it will be returned with feedback within 24 hours. This service is provided free by the Library. We have conducted an extensive marketing campaign to make the community aware of this great service – we have disseminated flyers, media releases, social media posts as well as school visits to all the local schools and updates for their newsletters, we advertised a parent information evening and we have sent all media through our extensive contact networks.

The Impact

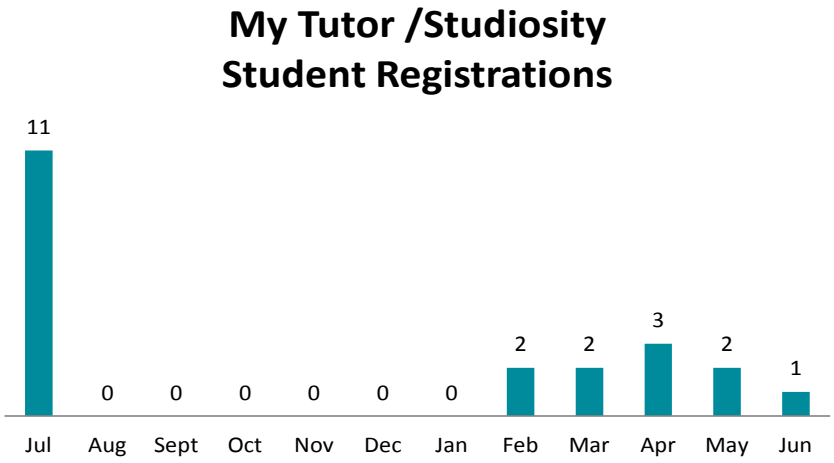
By ensuring free and equal access to educational resources we are creating a motivated, educated, literate and supportive community. Studiosity is offered by most major educational institutions in the state and by offering it ourselves we are on par with leading educational institutions, enabling members of our community to have access to the same opportunities as those in other communities.

We have conducted a strong, targeted marketing campaign. School visits were the cornerstone of our campaign; we visited every local primary and high school, some multiple times. We also secured a spokesperson from Studiosity early in 2018 to do extra visits with the local high schools. We have prepared posters, media releases and social media posts, we have disseminated all this information through our extensive networks and we have hosted a parent information evening.

Part of the Children's Library Officer role is to liaise with the local schools to promote library programs so the time spent visiting schools and communicating with them has been a valuable exercise.

Learnings

With any new service the take up is slow. We must be patient and continue to develop and present a solid media campaign. Utilising the resources provided by Studiosity has been very worthwhile. Building relationships with the local schools is important to ensure our information is being circulated. We are continually evaluating and assessing our programs and endeavouring to present as many quality options as we can within our limitations.



CC1.6.4 Provide Youth Scholarships (sports & cultural) for youth from low income/disadvantaged families			
Promote and administer Youth Scholarships.	20 Scholarships offered per annum.	1	The Youth Scholarship program was launched in early 2018 to provide further educational opportunities to youth from low income/ disadvantaged families. 1 young person has applied for the scholarship since it has been launched. The scholarship will be further promoted to encourage more young people to apply.

CC 2.1 Increased awareness of local services and facilities

CC2.1.1 Information placed on community noticeboards weekly.			
Performance Measure	Target	Achieved	Comment
Community noticeboards updated and maintained weekly at: • Council Administration Centre • Cook Street Plaza • All branch Libraries	100% complete	100%	The Community Development Officer has regularly been displaying information and events on the notice boards in the Library and Council Administration Centre to promote events and keep the community informed. As part of the CBD Revitalisation Project the notice board in Cook Street Plaza was removed during construction.
CC2.1.2 Maintain the online directory of Children's Services on Council's website			
Directory maintained on Council's website and updated annually.	100% complete	100%	Ownership of the Children's Services Directory has been transferred to the Lithgow Cares Partnership. The local group of early childhood workers and practitioners has recently updated the document and will launch it during Child Protection 2018 in September.

CC 2.2 We provide a range of health services which meet the needs of the community

CC2.2.1 Participate in the Community Services interagency.			
Performance Measure	Target	Achieved	Comment
Regular attendance by the Community Development Officer at Community Services Inter-agency meetings and participation in events.	100% of meetings attended.	100%	The Community Development Officer attended all the Community Services Interagency meetings during 2017/18.

CC2.2.2 Facilitate the Mayors Mental Health Taskforce

The Issue

The Mayor's Mental Health Taskforce was established by Council in early 2017 to develop practical and effective initiatives, both short and long term to improve mental health and well-being in Lithgow.

The Solution

The Mayor's Mental Health Taskforce which aims to bring together the expertise and experience of people in the mental health sphere, with the backing of Council, met regularly throughout the year. Taskforce activities have included:

- A Mental Health Forum at Notre Dame University on 12 February 2018
- The Meet Your Neighbour event held at Lithgow Workies on 31 May 2018
- The distribution of a community-wide mental health survey via Survey Monkey on 31 August 2017
- An 'Out of the Shadows and Into the Light' - suicide awareness walk on 10 September 2017
- The inaugural Mental Health Expo at Lithgow Library on 9 October 2017
- A submission to the Parliament of NSW, Committee on Children and Young People, looking into current approaches at preventing youth suicide in NSW on 25 August 2017
- Provided support to the Centre for Rural and Remote Mental Health in the development of a community mental health plan for Lithgow.

The Impact

The Mayor's Mental Health Taskforce has contributed to developing a better understanding of mental health and well-being in Lithgow and to building the capacity of the local service network to respond in a coordinated way. The taskforce has also successfully lobbied for the establishment of a Headspace Youth Mental Health Service in Lithgow.

Learnings

The Mayor's Mental Health Taskforce has served as a platform for positive change in the area of mental health. By leading and collaborating with the broader community, the Taskforce has been able to provide some clarity around the local service network, identify barriers to accessing services and improve resources.

Key Facts

- Meets bi-monthly
- Facilitated a Mental Health Forum at Notre Dame University on 12 February 2018
- Facilitated the Meet Your Neighbour event held at Lithgow Workies on 31 May 2018
- Provided support to the Centre for Rural and Remote Mental Health in the development of a community mental health plan for Lithgow.
- Successfully lobbied for a Headspace Youth Mental health Service in Lithgow

CC 2.3 there are services and facilities that suit our needs

CC2.3.1 Provide relevant and engaging Library services and resources that meet community need.

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.

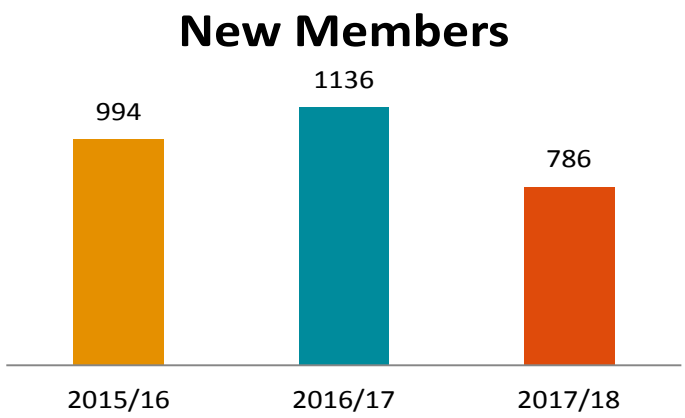
Recent changes have included a refurbishment of Lithgow library with the emphasis on ensuring the library spaces are welcoming, comfortable, accessible, and support community use. Portland and Wallerawang libraries have each received new 'spinners' to enhance the display of their lending resources.

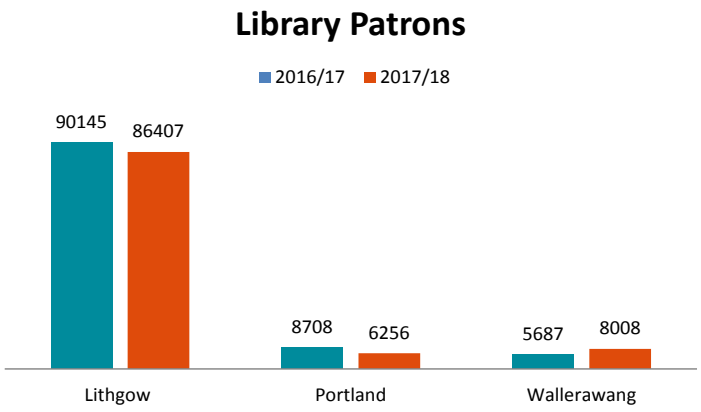
Through engagement with the community, new programs have been developed and popular programs have continued, such as the very successful Ukulele Groups (now meeting at both Lithgow and Portland Branches), the revamped Preschool Storytime, Tech Savvy Seniors, Big Bang Discovery Club, and the Thursday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

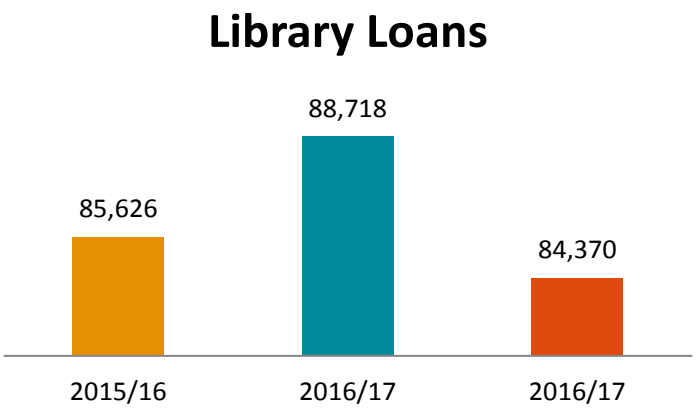
The Library's digital presence continues to grow, with our enhanced library catalogue, our collection of quality databases, and our e-book and e-audiobook collections, available through the library website.

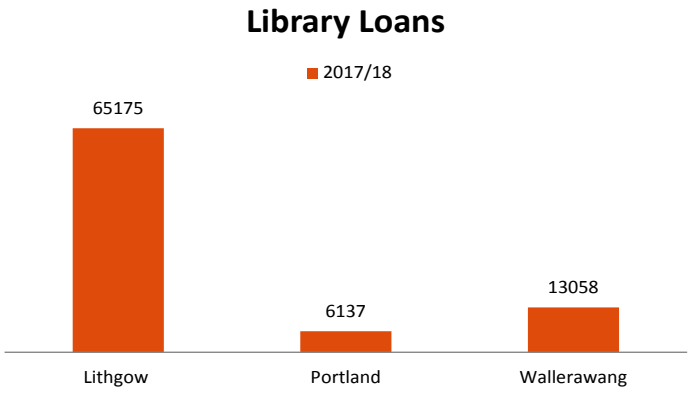
The library also shares a dedicated Facebook page with Eskbank House Museum https://www.facebook.com/LithgowLibraryandMuseum/ which is updated with news about events and activities at both the Libraries and the Museum.

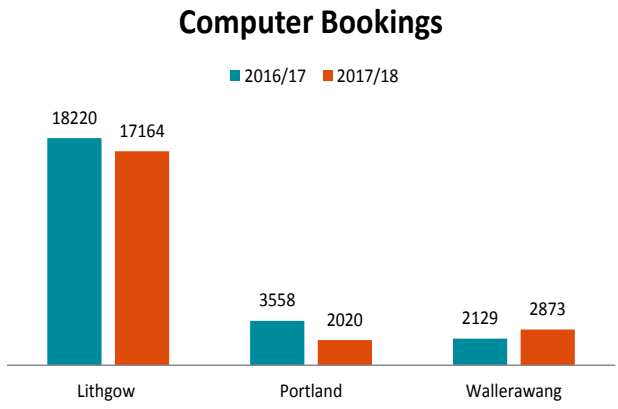
Embracing change, and adapting it to suit our local community, ensures Lithgow Library Learning Centre provides quality up-to-date resources and services.

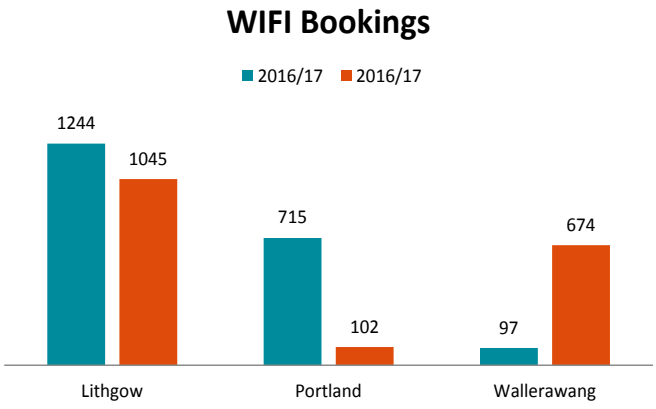


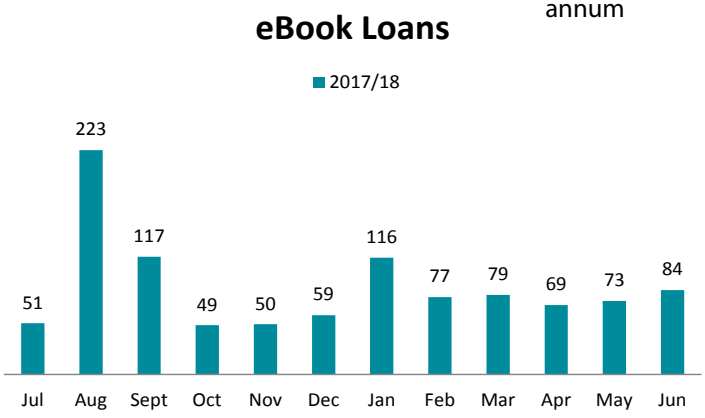










CC2.3.1 Provide relevant and engaging Library services and resources that meet community need			
Performance Measure	Target	Achieved	Comment
Number of eBook loans 	5% increase per annum	See graph	Lithgow Library's eBook service Axis 360 has a small number of regular users accessing a small collection of approximately 900 items. From 2018/19 the library is moving to a consortia to provide an extended service with more resources including magazines and a large collection of eAudio.
Children's storytime activities held twice weekly during school term.	20 sessions per term	100%	144 sessions were conducted during 2017/18.
Children's Vacation Activity Program held 2 days per week during school holidays	100% complete	100%	29 sessions were conducted during the school holiday periods for 2017/18.

Children's Storytime

The Focus

Early literacy development is vital for young children. Multiple studies have shown that children who are read to, who are engaged with reading from a young age and who are encouraged to interact with books are much more likely to be successful readers in later life. This can have an impact in all facets of adulthood – those who are better readers tend to do better at school and university, they tend to be more successful in their careers and they tend to have children who follow the same path.

The Response

Storytime is the Library's preschool literacy session. Each session is planned and designed to foster early literacy skills in 3-5 year olds, while being entertaining and fun. Children who love books are more engaged when it comes to learning to read. Each Storytime session is deliberately planned around a theme (examples include weather, counting, colours etc). We include 4 songs related to the theme, 3 books, puppets and a felt board story or game. Each session is followed by a craft centred around the theme. Each story is selected by design and is appropriate for the age group, as well as being interactive where possible. The songs all have actions which we encourage the children to do with us. The puppets or felt board encourage creative play, imagination and problem solving. Early literacy is not about teaching children to read, it's about encouraging literacy skills: skills which include knowing how to read a book (left to right, top to bottom); phonological awareness including recognising animal sounds and rhymes; letter knowledge; and widening their vocabulary. The craft activity which follows is always designed to develop fine motor skills such as holding a pencil, cutting with scissors and using different materials.

The Impact

Storytime attendance has been steadily increasing with approximately 20 children per session. The children are engaged with the session, sitting and listening intently for the stories and playing along with the music. The sessions are always interactive and the children love this element each week. By developing these skills early on we are doing our best to ensure the next generation has the skills necessary to become successful adults and contributing members of society. Our Storytime sessions are always free ensuring equal access for all in the community. All sessions are inclusive and we often have children from a diverse range of backgrounds, ethnicity and ability. Overwhelmingly the feedback we receive from Storytime is positive. A recent survey showed that over 90% of respondents found Storytime to be excellent with age appropriate materials used, and 100% found the presenters to be excellent. We ran 50 Storytime sessions in the year 2017-18 with a total of 911 children attending these sessions.

Learnings

The calibre of resources selected for our children's programs is vital to a successful program. The routine and familiarity of the sessions and the presenters is also important for building rapport with the toddlers and crucial to their feeling confident at the session. Developing their love of reading will contribute to their success as future readers, so ensuring they enjoy the sessions is important. We are not trying to teach them to read but to foster early literacy skills that will stay with them and help them to become great readers and learners in the future.

Children's programs at Lithgow Library

The Focus

Nationally recognised days highlight topical issues of our modern society. Harmony Day, IDAHOT, NAIDOC Week, International Day of People with a Disability (IDPWD) are just a few that we celebrate at the Library. Celebrating a multicultural society is vital, as is inclusive communities where people of all abilities are celebrated and welcomed. Celebrating national days also highlights the fact that we are a small community which is part of a wider, national community.

The Response

In 2018 Lithgow Library hosted a series of special event Storytimes to highlight national days of significance. National Simultaneous Storytime is a nationally recognised day celebrating early literacy where we read a specifically selected Australian picture book, simultaneously with other libraries and schools around Australia.

To celebrate IDAHOT (International day against homophobia, transphobia and biphobia) we invited a Drag Queen to read our story and perform a song. The children came dressed up in their favourite costumes, and staff dressed up too. The morning was a huge success.

Harmony Day is a great way to celebrate diversity and multiculturalism, and by hosting a Harmony Day Storytime we are celebrating the diversity in our own community and teaching our kids about other nationalities.

NAIDOC Week Storytime is always very popular and we are grateful for our local elders and musicians who read and play for the kids. We always host a morning tea and create a unique indigenous craft.

International Day of people with a disability, The Reading Hour, Book Week, Social Inclusion Week and Grandparent's Day are just a few more of the national days we celebrate with our young library patrons. We are able to showcase the diverse, inclusive, vibrant nature of our community in a fun and gentle way appropriate for the age group.

In 2018 Lithgow Library also hosted acclaimed author and illustrator Mark Wilson who was also part of an exhibition at Eskbank House. Mark visited two local schools (Cooerwull and Zig Zag), facilitated by the Library, and ran two sessions focusing on illustrating, and encouraging the children to experiment and practice drawing.

The Impact

Our special event Storytimes are always very popular and are a great way to encourage new participants to our regular program. They also provide an opportunity for the kids to get more involved by dressing up or singing, or participating in a themed craft activity. The parents are always supportive of the special Storytimes, and engage with the special guest readers where possible.

The extraordinary spirit or our local community is always showcased in these events and we are overwhelmed with the generosity of time freely given, and it is important for us to highlight this.

In 2017 the Children's and Young Adult Library Officer visited, or welcomed to the Library, over 500 local primary school children for Book Week which is an opportunity to reach out to children who do not often have the opportunity to visit the library or hear about the great programs we have on offer.

Our IDPWD and Grandparents Day Storytimes were attended by over 20 kids with their carers and our regular weekly Storytimes often have this number or more. In 2017-18 we offered 12 special event Storytimes, with great attendance at all.

Mark Wilson was very warmly welcomed by two of our local schools, with the visits engaging with over 200 local students.

By providing these special Storytime sessions we are increasing the learning opportunities within the community and increasing the awareness of local services and facilities. The cost savings to Council are provided by the generosity of the special guests who freely give their time and the events are open to all families and community members.

Learnings

By offering special events for kids that reflect and highlight nationally recognised days we are ensuring we create a community that is inclusive, diverse, accepting and multifaceted. Making these events fun and gentle ensure the content is age appropriate and effective in delivering the messages. Our community is always interested and eager to celebrate national days with their children which highlights just how welcoming and inclusive our community is. Given the location of the Library there are schools which find it hard to attend events held at the Library, getting large groups anywhere usually involves a bus which can be cost prohibitive. By hosting Mark Wilson, and taking him to the schools we are ensuring the resources and benefits of the library are reaching all members of the community, and are ensuring equal access for all.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1	**Building Liveable Communities**
Aim 1.7:	Increase access and inclusion to the library, Eskbank House & Museum.
Action:	Host events and develop programs that celebrate and recognise inclusion and diversity in our community at the library and/or Eskbank House and Museum.

Baby Bounce and Rhyme Time

The Focus

As our Storytime program is aimed at 3-5 year olds, we wanted to create a program that would capture younger children so that we can better meet their early literacy needs. Babies are developing early literacy skills from birth – so it is important that they be read to, spoken to, sang to and played with in order to develop the skills necessary to become great readers and learners. A Storytime session is specifically aimed at preschool aged children and so is not suitable for babies and younger toddlers, and their attention spans.

The Response

The Library created a new program specifically designed for babies and young toddlers. Incorporating elements to appeal to young children while also focusing on early literacy development, we sing, play instruments, read one age appropriate story and move as the music requires. Puppets and finger play encourage the carers to get involved and interact with their young charge, as well as continue the music, singing, reading and playing at home. Simple rhymes and finger play can greatly improve a young child's early literacy development. Using one story book we encourage the development of print awareness – the development of knowing how to read, left to right top to bottom etc. We also encourage phonological awareness with sounds and words that children can easily recognise and add to their vocabulary building.

The Impact

By striving to ensure young people in our community become the best they can be we are ensuring our community's future. As a library and in line with Council's Community Strategic Plan have a duty to make sure we are offering our young people the best opportunities to grow and learn and develop. Programs offered by the Library are free and inclusive ensuring equal access for all. In a recent survey more than 90% of respondents found Baby Bounce & Rhyme Time to be of an excellent quality, and enjoyed by the children. The numbers of attendees has been steadily growing and we now have a group of regular attendees. In the year 2017-18 we hosted 45 Baby Bounce & Rhyme Time sessions with 215 babies and toddlers attending these sessions.

Learnings

There was a distinct lack of literacy programs for babies and young toddlers available in the community before this one. Studies show the early literacy needs of babies and toddlers are important and we are now addressing these needs. The literacy needs of babies and young toddlers is very different to that of preschoolers hence the need for a separate program. As a community there is a need to ensure all of our young people are growing up with the right tools and preparation so that they become successful adult members of the community.

Key Facts

- Early literacy is key in childhood development
- By addressing the early literacy needs of our young people we are helping to create successful adults.
- Storytime is a great early literacy program
- Free and inclusive programs at the Library mean equal access for all
- Overwhelmingly children's programs are seen positively at the Library.
- Baby Bounce and Rhyme Time is positively regarded by attendees and has grown steadily over the last two years.
- These programs are fostering relationships with local schools and other services

CC2.3.2 Enhance the physical space of the Library to meet changing need			
Performance Measure	Target	Achieved	Comment
Replace furnishing, fittings and shelving at all branch Libraries as required.	100% complete	100%	New DVD and Music CD spinners were purchased for Portland and Wallerawang Libraries to enhance the collections for customer selection.
Purchase and replace chairs	100% complete	100%	See below
Provide new technology: • CD & DVD Disc Repair and Maintenance Machine • Photo Scanner • Home Theatre DVD	100% complete	100%	New technology has been purchased, providing the library with the opportunity to host movie sessions, repair scratched discs, and to reproduce local history photographs.

New meeting room chairs improve event set up

The library meeting room chairs, purchased in 2004 were showing their age after years of use. There were also not enough chairs for larger library events. After investigation and trial of a range of different types of chairs, the Library purchased 3 chair trollies and 60 stackable chairs in red and lime green to match the library décor.

The impact on library staff and users was immediate with reduced set up time and improved manual handling thereby reducing the potential for injury. The trollies allow the staff to move the chairs quickly into the event space and set up for large events in a few minutes. The chairs are comfortable to sit on, easy to clean and take up less space when not in use.

The eye catching colour scheme alerts visitors that an event is about to take place.

Key Facts

- Reduced potential for workplace injury
- Equipment more suited to task
- Easy to clean and maintain

CC2.3.3 Maintain membership of the Australian Learning Community Network			
Membership paid	100% complete	100%	Complete
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.	Number of books and other resources purchased by category.	Purchasing has continued to provide the community with quality, current reading materials in a range of accessible formats. Purchasing is guided by Best Seller Lists; quality Award nominees, both local and international; Book Review services; and engagement with the local community through purchase suggestion processes. 360 books were purchased for the Books for Babies Kits.	
CC2.3.5 Share Library resources with other communities			
The number of reciprocal borrowers	100% processed	100%	Lithgow Library is active in sharing library resources with other communities. Our reciprocal borrowers have increased compared to this time last year, and our inter-library loans provide our borrowers with access to resources from across Australia. During 2017/18, there were • 5,358 reciprocal borrowers • 305 inter-library loans.
The number of inter-library loans	100% processed	100%	

Provide the community with reading resources

"Books for all"

The Focus

Council strives to provide a quality and relevant library service to residents in three locations at Lithgow, Portland and Wallerawang as well as in online formats. Purchasing recently published resources in various formats, means that we can offer popular and requested fiction and non-fiction items that promote learning opportunities for the community.

Printed books are still the mainstay of the collection with a large collection of books on a wide range of subjects including many in accessible formats. The library also provides e-books and e-audio books via the Axis 360 platform, allowing us to enhance our readers' experience.

The Response

By liaising with publishers and industry suppliers, using various selection aids and by analysing borrowing patterns and statistics, we were able to purchase a wide-ranging selection of items for the library collection.

The Impact

The social benefits of providing the community with quality and current reading resources is immeasurable. We provide resources from birth to old age; we are inclusive and provide materials for our LGBTIQ community; our indigenous community; and our housebound residents. For our newer residents from overseas we offered language materials to help them learn English, enabling them to transition more easily into work, school and life in the Lithgow area.

The library chooses its resources carefully to ensure that we are getting value for money while still meeting the community's needs. Most items are sourced from our main supplier Australian Library Supplies who provide us with a 25% discount which further increases our purchasing ability.

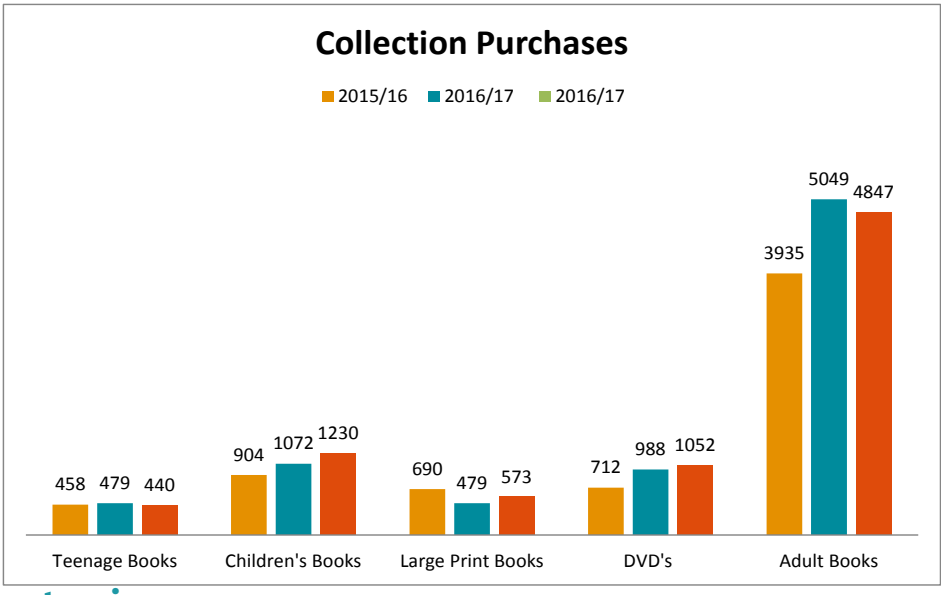
Learnings

Patron feedback assists us to better understand changing reader tastes. We learned that to achieve optimum borrowing statistics and patron satisfaction, we need to maintain a fresh, vibrant, quality and current collection of resources.

In the 2017/18 financial year, the library added a total of 6,404 new items to the catalogue, including 182 e-resources.

Allocated a total budget of $68,250, expenditure was broken down as follows:

- Adult resources $32,350 which includes talking books on CD;
- Young adult materials $7,000;
- Children's resources $11,275;
- Language collection resources $1,275;
- Literacy materials $2350;
- Large print books $7,000
- and e-resources $7,000.



Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1 **Building Liveable Communities**

Aim 1.7: Increase access and inclusion to the library, Eskbank House & Museum.

Action: Provide a range of resources to meet diversity needs such as, large print books and audio books both in the library and online.

CC2.3.6 Conduct exhibitions and displays

The Focus

With extensive wall space, Lithgow library is in demand from outside groups and individuals wishing to exhibit. A recent initiative has seen Lithgow Library actively inviting local artists and other organisations to display information and artworks in the library on a monthly basis.

The Response

This has resulted in a constantly changing display and ensures that the library walls and cabinets always have something interesting for visitors. Local artists who have displayed work in the library include; Zavozoa, Samantha Ellis, Rick Slaven, Amanda Spargo, Bethany Flynn, Linda Hine, Ana Carter and Will Hazzard. Organisations who have displayed in the library include The National Trust with the John Welling's award and an information display by the Ahmadiyya Muslim Community.

History displays are also popular with the Local Studies section hosting 3 interesting history displays. During History Week the theme of pop culture featured a display on cycling; a popular pastime which included an interesting display of cycling memorabilia belonging to Clive and Geri Laing and some very unusual bicycles belonging to Ian Rufus. In May 2018 the theme for the Heritage Festival was My Culture, My Story. Displays for this theme related to the heritage event of Brass (Lithgow City Band), Beer (Zig Zag Brewery), Methodism and Mining and the walls were adorned with band photos relating back to the early years of bands in Lithgow and numerous mining photographs. Both these displays also included very well attended talks and the Lithgow City Band performed in the library.

The Impact

The various displays throughout the year have drawn people into the library who might otherwise not visit and has resulted in some lovely comments from visitors including one from a New York visitor in April 2018. *"This is a beautiful space to display art – genius! There is enough room to view the work properly. It must be good to work in an ever changing environment. Well done Lithgow Library."* K. New York.

The impact of the Library and library services is evident. The libraries are valuable community spaces which should be utilised by the wider community.

All exhibitions are community focussed and highlight the local artistic talent, local organisations and the general history of the Lithgow area. The library has been able to hold the exhibitions and displays due to the help of local people and organisations which fosters a sense of community.

During 2017/18 the Library conducted 13 exhibitions and 24 displays.

CC2.3.7 Develop the Local History Collection

Performance Measure	Target	Achieved	Comment
Indexing of the Lithgow Mercury	100% complete	100%	The Local Studies Collection continues to be developed through improved access and storage. Cataloguing and indexing of local material, including new books, donated books and the Lithgow Mercury's Births, Deaths and Marriages, continues. Digitised photographs are being added to the library catalogue to increase access to these valuable resources

CC2.3.7 Develop the Local History Collection			
Performance Measure	Target	Achieved	Comment
Catalogue and store donated items	100% processed	100%	Donated items involve original cataloguing, a highly skilled task. 35 donated items have been catalogued in this period.
Incorporate digitised photographs in the Library collections.	100% processed	100%	Digitised photographs have now been added to the library catalogue, improving access to these valuable resources
Improved storage and access to the Local Studies Collection	100% complete	100%	Improved storage and access has been planned for through research and submission of a budget bid for replacement of the broken compactus and replacing with static shelving.
CC2.3.8 Provide a community and education information service through events, displays and the Learning Shop			
Community and education information areas updated.	100% complete	100%	The library noticeboards, display information and education information are monitored for currency to ensure out-of-date materials are replaced or removed.
CC2.3.9 Community programs developed to promote the facilities and services offered by the Library (see pages 33-35) **CC2.3.10 Collaborate with the community and other partners in building connections and improved access to Library services**			
Participate in Local Schools Network	100% of meetings attended	100%	The library attending network meetings and also participated via e-networks.
CC2.3.11 Provide outreach programs for housebound and isolated residents within the LGA (see page 36) **CC2.3.12 Continue to liaise with tertiary education providers and employment agencies to facilitate delivery of training courses that target business needs**			
Identify gaps in response to economic conditions and advice provided by business stakeholder groups.	100% complete	100%	The Lithgow Regional Economic Development Strategy (2018-2022) completed in the 2017/2018 Financial Year has a strategic element of: "Creating Labour Force Capacity in Line With Future Business Needs". Priority actions aligned to this strategy will be instigated in the 2018/2019 Financial Year inclusive of liaison with tertiary education providers and employment agencies.

CC2.3.9 Community programs developed to promote the facilities and services offered by the Library

Tech Savvy Seniors

The Focus

One of the many issues emerging in our region with our aging population is the increasing digital divide. Many people are intimidated by rapidly changing technology and have been unable to keep up with the many advances which make us dependent on the internet for all sorts of daily activities.

The Response

The Tech Savvy Seniors program is a collaboration between the NSW State Library and Telstra who provide the funding and resources to run the program. A series of small group interactive lessons in various aspects of technology have been provided including using email, using social media, cyber safety, navigating the internet and sharing photos.

The Impact

Classes were extremely well attended and highly beneficial. Participants started by learning some very basic skills and by the end of each session were much more comfortable and confident to navigate and explore the internet and their devices without trepidation.

As well as the practical skills learned the classes also contributed to increased social interaction between participants and a demystifying of the technology which can be very intimidating for all of us.

As the program is funded through the State Library and Telstra there is no financial impact on Council.

Learnings

No one is too old to learn all it takes is someone with time to explain things clearly and empower people with confidence to pursue their own path.

Lithgow-leles

Formally the Lithgow Library Community Ukulele Group.

The Focus

The Lithgow Library Community ukulele group, which started in November 2016, has continued to grow and multiply. It started as just a way of engaging the community-to bring them in to the library space as social isolation and loneliness are some of the biggest issues facing the residents of Lithgow. We are always looking for ways to engage people and build community in the dynamic space of the library.

The Response

The group meets every Tuesday and break away groups have also popped up that meet in different places at different times during the week.

The Impact

The biggest impact the ukulele group has on the community is social inclusion. It has fostered friendships between people who may not otherwise have met and they are giving back to the community by volunteering to play at various community events.

The group has grown to over 50 members with at least 30 meeting every week at the library. Not only do they have room to play, but they get to share the joy of singing with other members of the library and community -

on a Tuesday morning it is quite common for an audience to gather. A diverse cross section of the wider community come and joins in with singing, dancing or sometimes just tapping their feet.

The group have been very active in the community, playing regularly at nursing homes and community events such as the Hoskins Garden Party, The View Club, the Community Christmas Carols and the Portland Easter Festival.

As well as our regular Tuesday group we have a smaller group of volunteers who visit Three Trees Lodge to teach ukulele to some of the residents every month. These volunteers report the joyful engagement of the residents and the satisfaction that comes to them from volunteering.

We also have a small group that meet monthly at the Portland Library.

There is a local band that has been established through the group who have gone on to play at community events such as Volunteer Week and The Quota Annual conference.

Learnings

Music has the capacity to bring communities together and to aid in the building of relationships. This contributes to improved mental health and wellbeing for participants.

Music is inclusive. There is no barrier, be it age or ability to inhibit participation. The group has members across all ages-the youngest member is 2 (she doesn't play a lot) and the oldest is 93. There are participants from CALD communities and various diverse sectors of the community.

Wallerawang Library Weekly Sewing Group

The Issue

Wallerawang Library is a key community asset for the residents of Wallerawang. The Library has a separate meeting room which is well equipped to provide community groups with a comfortable facility. Over a period of time it has been identified that this facility needs to be promoted in the community to attract more potential user groups.

The Solution

An approach to the library was made by a group of local retired ladies who asked to book the meeting room for their regular sewing activities. The room was set up for their purposes and they are now meeting weekly and growing in number. Through this regular activity the availability of the meeting room has become more widely known in the community. The sewing group has the potential to not only grow bigger but to encourage other users for this facility.

The Impact

This development has had a twofold benefit. Council is receiving revenue from the hiring of the meeting room and secondly this room provides an ideal space for community groups, which is safe and comfortable and has reasonable hire rates. It also brings people into the library building who may not otherwise visit thereby increasing community awareness of library services.

Learnings

This regular booking has confirmed that there is a need for community spaces in Wallerawang and shows that the library meeting room is currently under-utilised. It has the potential for other community groups to hold their activities there and to expand library programs at the Wallerawang Library to utilise this space. The Wallerawang Library is a valued and needed facility for the Wallerawang Community.

Key Facts

- Over 200 participants in 12 Tech Savvy Seniors workshops across the LGA.
- Improved access to and understanding of the internet.
- Inter-generational engagement.
- Lithgow-leles Meets weekly
- Builds community and meets community need
- Fosters friendships
- Gives back to the community through volunteering
- Inclusive
- Libraries provide a safe and suitable meeting place

Young Adult Programs

Teen Journaling group, STEAM Club, School Holiday Programs

The issue

It is a common issue in public libraries that we see a drop in attendance at library programs, and even borrowing, from the tween and teen age groups. We are told constantly how busy teens are today – school and study, part time jobs, after school commitments, sport and family time, are just a few of the demands on them. Libraries are also competing with the online and gaming world. Screen time is a big factor in most tween and teen lives. Compared to engaging, interactive, popular games the library seems old fashioned, dull, boring, and even irrelevant.

The Solution

We have tried to create a group of teen programs that will appeal to parents and kids alike, programs that are fun and engaging, and relevant to today's teens. Our teen journaling group has been popular with this age group. Teens are invited each Tuesday to an art/journaling group with local artist Mishy Rowan. The group is a great way for teens to express themselves without fear or ridicule, a safe space for them to speak out and be heard. This is a highly significant outcome given the distressing rates of self-harm, and even suicide in our small community.

The Library invested in some fun technology to use with our holiday and after school programming. Ozobots – small robots used in the development of coding and programming skills; LEGO Mindstorm – a LEGO robotic set which can be built as four different models then programmed to move in certain ways; and laptops for the development of coding skills using Scratch and other block coding programs. We run a regular STEAM Club utilising these technologies, and also different school holiday activities in order to ensure these programs are accessible for all. All of our clubs and programs are inclusive and free.

The Impact

Offering free and inclusive programs at the Library ensures equal access to all members of our community. We are encouraging use of the library resources by community members who may not have access to such equipment and technologies at home. By ensuring equal access to programs and technologies we are creating the best opportunities for our young people, providing them with skills to develop into successful and contributing adults and members of the community. Programs aimed at 'tweens' and teens need to attract the attention of this age group. The library needs to make connections and offer a safe learning space.

The journaling group has particularly flourished as a group that works well together, encouraging and supporting each other. By making teens aware of the Library and our resources, we are highlighting the benefits of the library as a community hub and increasing awareness of the value of public libraries and our contribution to the community.

STEAM activities are conducted with equipment purchased through the sponsorship by Endeavour Energy.

Learnings

Teens are by far the most difficult group to attract to the library and this is experienced by libraries everywhere. By offering a variety of different programs aimed at this age group we are more likely to attract a range of users. Technology and STEAM based activities are increasingly popular however more traditional programs such as art and journaling are proving to be popular too. Once we entice a teen into the Library we can showcase our value to them – as a space, our resources, our technology and our inclusivity.

CC2.3.11 Provide outreach programs for housebound and isolated residents within the LGA Home Library Service

The issue

Lithgow has an aging population with one quarter of our population aged 60 years and over. This statistic, along with the fact that many residents living in outlying regions have limited access to transport means that the Home Library Service is increasingly important to ensure all residents of our community have access to library resources.

The Solution

The Home Library Service, which commenced in 2013, has continued to grow. Every week residents of Lithgow, Wallerawang and Portland receive a delivery of books, talking books, dvd's, cd's and magazines. Along with these vital resources, residents also get to interact with someone outside of their home, which for many, is the only contact they may have.

The Impact

The need to provide better home care and aged care facilities and to make information easier to access and understand for older people form part of the Community Strategic Plan.

The Home Library Service helps Council to meet these needs by providing

- Relief from isolation.
- Access to literature for entertainment, enjoyment and lifelong learning.
- Contributes to social links between the community and vulnerable members of our community.
- Housebound Members of our community have access to materials in their first language, through the State Library's multicultural bulk loans program and is increasingly important as ageing residents often revert to their first language.

Learnings

Our learning from this project is ongoing. Each month as clients give feedback about the service and the impact it has on their daily lives, their mental health and their enjoyment, the value of the service we provide becomes clearer.

Key Facts

- 116 registered HLS clients
- Over 7000 items have been issued to Home Library Service Clients this year.
- HLS morning tea held annually.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1	**Building Liveable Communities**
Aim 1.7:	Increase access and inclusion to the library, Eskbank House & Museum.
Action:	Host events and develop programs that celebrate and recognise inclusion and diversity in our community at the library and/or Eskbank House and Museum.

CC 3.1 Community safety and compliance is monitored

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.

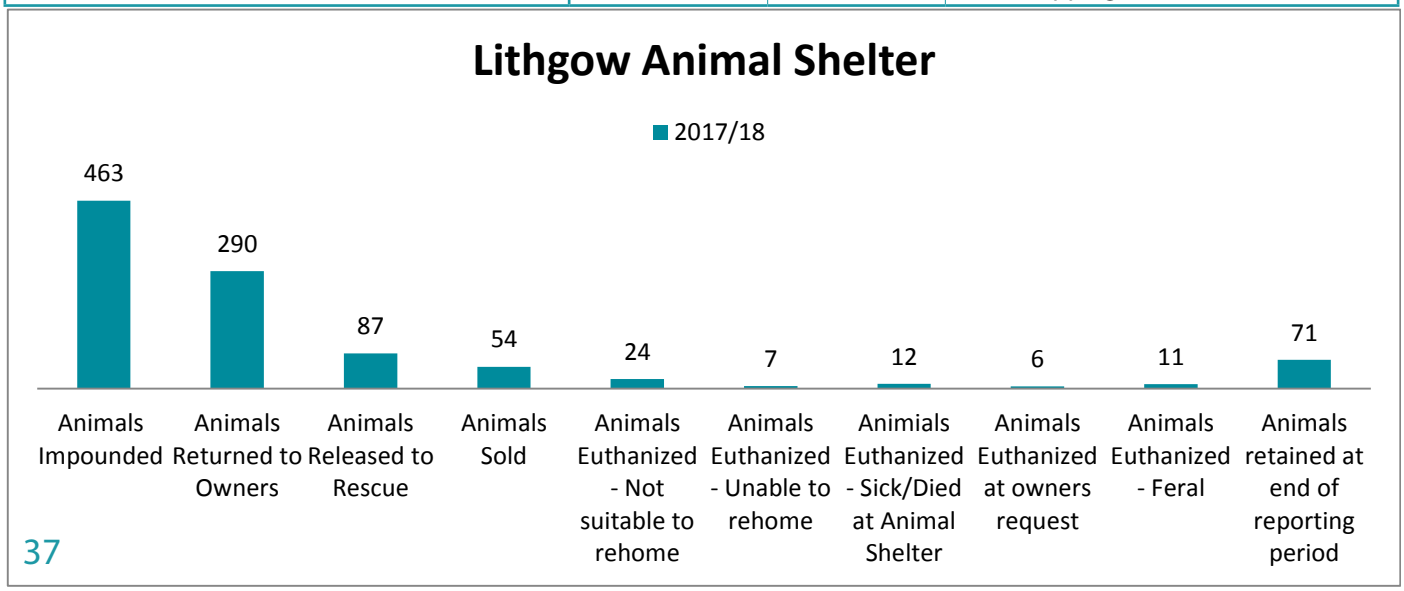
Local Primary schools students who participated in the Responsible Pet Ownership Program provided drawings of their pets which were made into the centre piece of new decorative signs at the front of the shelter as a testament to the 'significant role animals play in our lives'.

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 re-homed.

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.

CC3.1.1 Responsible Care of Animal welfare and maintenance of the Lithgow Animal Shelter

Performance Measure	Target	Achieved	Comment
Undertake improvements at the Lithgow Animal Shelter: • Purchase and construct shade sail. • Isolation area to prevent parvo	100% complete	100%	Council ensures community safety and compliance in animal control in accordance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999. Over 400 animals were received at the Lithgow Animal Shelter in the 2017-18 Financial Year. Programs such as the Responsible Pet Ownership and Operation Cat provided education opportunities to the community about responsible companion animal ownership. This was supported by school education program and community open days at the Lithgow Animal Shelter and free microchipping for animals.
Responsible Companion Animals Ownership education activities undertaken.	100% complete	100%	



CC3.1.1 Investigate non-compliance with the Protection of the Environment Operations Act			
Performance Measure	Target	Achieved	Comment
Number of environmental protection actions taken.	100% of actions processed	100%	Incidences of non-compliance identified by external authorities, Council Officers or members of the community in relation Protection of the Environment Operations (POEO) Act 1997, are actioned. Throughout the 2017-18 reporting period, 15 actions in relation to the POEO Act have been investigated by Council Officers to ensure the safety of the community and the environment.

CC 3.2 Crime prevention and safety strategies are actively promoted

CC3.2.1 Remove graffiti from public places and liaise with Police			
Performance Measure	Target	Achieved	Comment
All graffiti removed within 5 working days. .	100% complete	100%	Graffiti is removed within 5 working days of notification.
CC3.2.2 Participate in the Local Liquor Accord			
Manager Community & culture to attend meetings of the Local Liquor Accord.	100% of meetings attended	0%	The Liquor Accord is established and run by licensees. Discussions are underway with the Police to reconvene the Accord in 2018/19.
CC3.2.3 CCTV System managed to ensure monitoring of the CBD			
Request from Police for CCTV Footage processed.	100% processed	100%	All requests were processed and footage provided when available.
CCTV System services maintained.	100% maintained	100%	Council has maintained the CCTV network allowing for monitoring by Lithgow Police.
CC3.2.4 Impound abandoned articles from public places in accordance with the Impounding Act			
Number of abandoned articles impounded.	100% processed	100%	Council continues to facilitate a safe community in public places through the removal and impounding of abandoned articles including vehicles in accordance with the Impounding Act 1993. During 2017/18, 51 abandoned articles were impounded.
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	100%	The Crime Prevention Committee met four times during the year. The Committee reviewed local crime data and made recommendations to Council on crime prevention issues.
Priority crime prevention actions implemented in accordance with available funding.	100% complete	New playground equipment, funded by a Social Housing Improvement Fund grant, was installed in Emora Park Lithgow to assist with building community cohesion Lithgow Library incorporated financial and cyber security matters in its regular Tech Savvy Seniors Program A review was undertaken of CCTV cameras around the Lithgow Railway/Bus Interchange.	

CC3.2.6 Continue participation and support the Lithgow Cares Partnership			
Performance Measure	Target	Achieved	Comment
Assistance provided to conduct: • White Ribbon Day • International Women's Day • Domestic Violence Awareness Programs	100% complete	100%	The Community Development Officer has provided support to the Lithgow Cares Partnership through attending regular meetings and assisting with event organisation for Child Protection Week and White Ribbon Day.
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.			
Director Infrastructure Services to attend meetings of: • The Local Emergency Management Committee • Bush Fire Advisory Committee	100% of meetings attended	100%	Council's Director Infrastructure Services and their delegate attended all meetings of the Local Emergency Management Committee and Bush Fire Advisory Committee in 2017/18.
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	200	On street parking patrols completed in a timely manner. Patrol targets were met with positive outcomes; with 200 parking patrols completed over this reporting period. Patrol targets were met with positive outcomes and all targets exceeded. School zone safety and educational patrols were conducted on a regular basis with 50 patrols completed over the reporting period.
On-Street parking enforcement in school zones conducted.	24 parking patrols per annum	50	
CC3.2.9 Enforce legislative requirements			
Traffic Advisory Local Committee meetings conducted in accordance with the terms of reference.	Every 4 weeks	100%	As a result of many traffic-related issues being able to be solved internally, only 4 meetings of the Traffic Advisors Local Committee were required in the 2017/18 financial year. These four meetings were held and related actions completed accordingly.

STRENGTHENING OUR ECONOMY

Community Vision

- **Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities.**

- **Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities.**

Community Strategic Plan and Delivery Program Actions

SE1We attract new business and investment

- SE1.1- Our areas in an attractive place to invest and visit
- SE1.2 - Facilitate and provide infrastructure and land to support residential, rural and economic growth

SE2 We encourage economic growth and diversity

- SE2.1 - Promote, develop and utilise the creative talents of the Lithgow LGA
- SE2.2 - A strong tourism industry that maximises benefits from visitors to the Lithgow LGA
- SE2.3 - The cultural diversity and rich heritage of the Lithgow LGA is celebrated

SE1.1 Our area is an attractive place to invest and visit

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.

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. The way forward will see the implementation of programs and projects that are strongly underpinned by local and regional collaboration.

Establishment of the Economic Development, Tourism and Events Division

The issue

Council realised it needed to take a leadership position in the local economic development and tourism/events space. Council needed to ensure management of local economic development, tourism and events in the Lithgow region was structured to enable partnerships between all levels of government, the business community and residents, to ensure the implementation of programs and projects were strongly underpinned by local and regional collaboration.

The Solution

Council has established a new Economic Development, Tourism and Events Department and appointed a Department Manager who will take ownership of the delivery of Lithgow's future economic development and tourism/events initiatives. The new structure incorporates a Department Manager supported by a Tourism Manager, an Events Coordinator and a team at the Lithgow Visitor Information Centre.

The Impact

The new structure (implemented in February 2018) now provides strategic direction to enable business capacity building and inward investment, tourism and branding programmes and events delivery and attraction.

The first key outcome generated by the new Division was the development, in conjunction with State Government, of the Lithgow Regional Economic Development Strategy 2018-2022 (endorsed by Council in June 2018).

Learnings

The implementation of a department within Council to undertake initiatives in the Economic Development and Tourism arena has created specialist roles in a specific department that allows Council to contribute in a dedicated way in areas very important to the community.

Community Strategic Plan Reference

- Under the Economy theme the vision is to providing for sustainable and planned growth through the diversification of the economic base, development of diverse job opportunities and the provision of a broad range of formal and non-formal educational services.
- The Community Strategic Plan identifies to support a changing and growing community, Council and the community must work together to build a sustainable, diverse and competitive economy.
- The Community Strategic Plan notes the need to develop and implement a plan to encourage a wide diversity of businesses to the area acknowledging the need for increased availability of employment generating lands.

Key Facts

- New department incorporating; Economic Development, Tourism and Events.
- Specialist roles within Council's organisational structure.
- New structure now provides strategic direction to deliver projects and programs.
- Lithgow Regional Economic Development Strategy 2018-2022 completed and endorsed by Council.

SE1.1.1 Implement the Lithgow Marketing and Branding Strategy			
Performance Measure	Target	Achieved	Comment
Priority actions implemented in accordance with available funding.	100% complete	100%	The placement of new Billboards to tie in with the new Place Branding strategy being developed. Traditional Marketing was completed with advertisements placed in local media, media releases and advertising for major festivals and events in both traditional and digital media.
SE1.1.2 Install additional town entry and tourism signage throughout the LGA			
Welcome banners replaced annually	100% complete	0%	Welcome banners will be replaced when the flag poles have been re-roped and serviced which will take place in the first 1/4 of 2018-19. During 2017-18 additional brown and white tourism signage was erected at Wallerawang - directional signage to the old Wallerawang Station.
Upgrade and install brown and white tourism signs in accordance with the Interpretive Signage Program.	100% complete	100%	
SE1.1.3 Develop promotional material to attract investors and residents and participate in relevant exhibitions			
Continue to monitor, maintain and update the Revitalising Lithgow, and Lithgow: our Place, Our Future Facebook Pages.	100% complete	100%	The Economic Development Facebook pages and website were maintained and updated during 2017/18. The Lithgow; Our Place, Our Future Facebook page was discontinued in order to provide a focus on the Revitalising Lithgow Facebook page.
Continue to update the Economic Development Website	100% complete	100%	
SE1.1.4 Attend local and regional economic and tourism forums to promote and advocate for development and business opportunities within the Lithgow LGA			
Appropriate conferences attended to encourage investment.	100% complete	100%	The following conferences and forums were attended: • Quarterly Central West Sydney Regional Economic Development forums • Tourism Managers Conference in Parkes, • Bi-monthly Central West Tourism Managers.
SE1.1.5 Encourage expansion and attraction of business			
Respond to enquiries and coordinate with other departments as required in accordance with Policy 4.6.	100% of enquiries responded to	100%	New business and business growth approaches/enquiries responded to and advice, information and referrals provided.

SE1.1.6 Encourage the increase of business activities in the CBD's of Lithgow, Wallerawang and Portland			
Performance Measure	Target	Achieved	Comment
Promote the Main Street Facade Program	100% processed	100%	Main Street Facade Program promoted – one business took up. One business workshop conducted on "Employee Engagement".
Coordinate Business Training and Development Activities for local businesses.	3 sessions per year	1	
SE1.1.7 Ensure sound communications across the community and with Council to assist with encouraging growth			
Conduct meetings of the Economic Development Advisory Committee in accordance with the Terms of Reference.	4 meetings per annum	100%	Economic Development Committee meetings conducted and approaches made to attend Chamber of Commerce meetings/forums
Economic Development Officer to attend meetings of the Lithgow Chamber of Commerce.	100% of meetings attended	0%	

Lithgow Regional Economic Development Strategy 2018-2022

The issue

In order for residents and businesses to enjoy a sustained level of growth and prosperity, the Lithgow region must become a preferred location for living, working and business investment.

Our greatest long-term economic challenge is to grow businesses while increasing job opportunities for our resident workforce, which will grow the local economy as more dollars are retained locally.

Council recognises the valuable role local businesses play in contributing to a sustainable location and has placed a high priority on proactive strategies, policies and actions to improve investment, employment and business performance across the Lithgow region.

The Solution

The NSW Government has assisted local councils and their communities to develop Regional Economic Development Strategies across Regional NSW, and Council and the Department of Premier and Cabinet jointly worked on developing the Lithgow Regional Economic Development Strategy 2018-2022.

The development of the Lithgow Strategy was undertaken to identify new opportunities for employment and economic growth in the Lithgow region.

The Impact

Going forward, the Lithgow Regional Economic Development Strategy 2018-202 will:

1. Provide context and directions for local economic development across the Lithgow Local Government Area,
2. Be an important part of Council's decision making framework and will have regard to other key policy documents,
3. Establish a whole of Council approach to the delivery of services which advance local economic development, and
4. Establish a clear and measurable implementation plan to monitor Council's efforts and progress towards future economic vitality and prosperous communities.

Learnings

Lithgow is a regional economy that is currently transitioning away from historic coal-mining industry leadership. The Lithgow Regional Economic Development Strategy will enable Lithgow to significantly advance the future diversification and growth of its industry and business base, which is forecast to be strong as Lithgow has a high number of regional strengths and endowments that this project will be underpinned by:

1. Proximity – the Gateway to Sydney and the Central West
2. Natural Environment & Recreational Amenity
3. Climate & Rainfall
4. Aboriginal & Industrial heritage
5. Mineral resources
6. Affordable Land
7. Rail & Energy Infrastructure
8. Private & Public Institutions

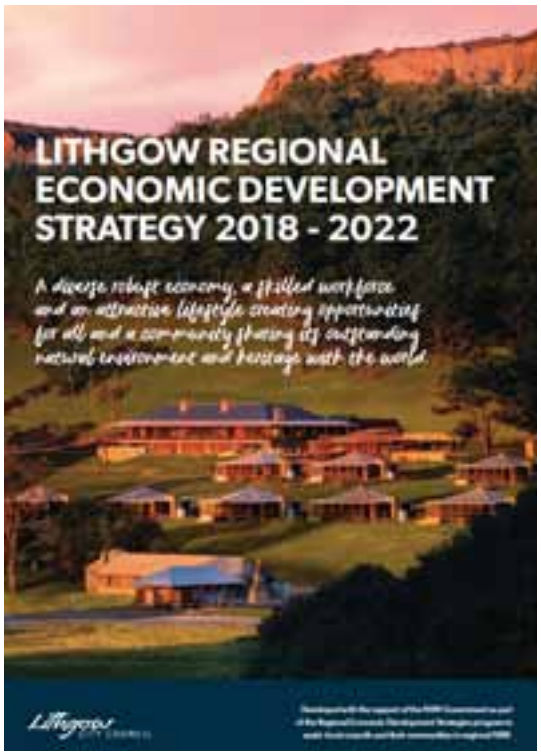
Community Strategic Plan Reference

- The Lithgow Community Strategic Plan 2030 (the Plan) sets out the community's vision for the strategic direction of the Lithgow local government area.
- The Plan is divided into 5 key themes and one of the 5 themes is: `Strengthening our Economy`.
- Under the Economy theme the vision is to 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.
- The Community Strategic Plan identifies to support a changing and growing community, Council and the community must work together to build a sustainable, diverse and competitive economy.
- The Community Strategic Plan notes the need to develop and implement a plan to encourage a wide diversity of businesses to the area acknowledging the need for an increased availability of employment generating lands.

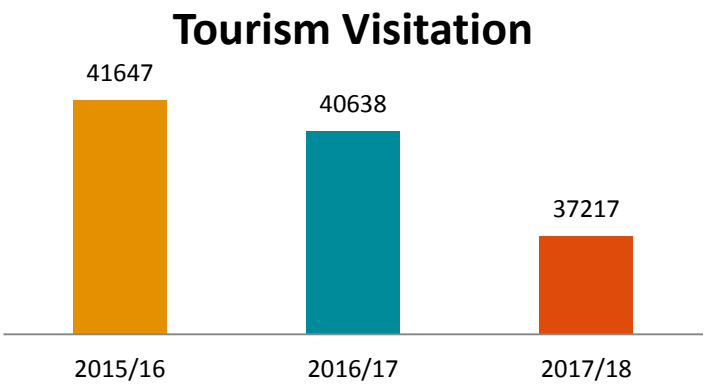
Key Facts

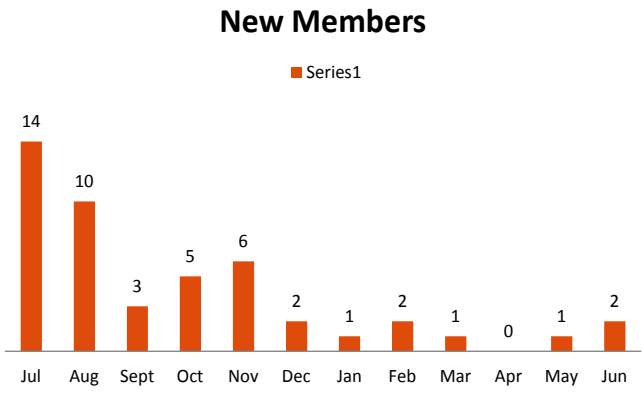
Six strategic elements underpin the Lithgow Regional Economic Development Strategy 2018-2022:

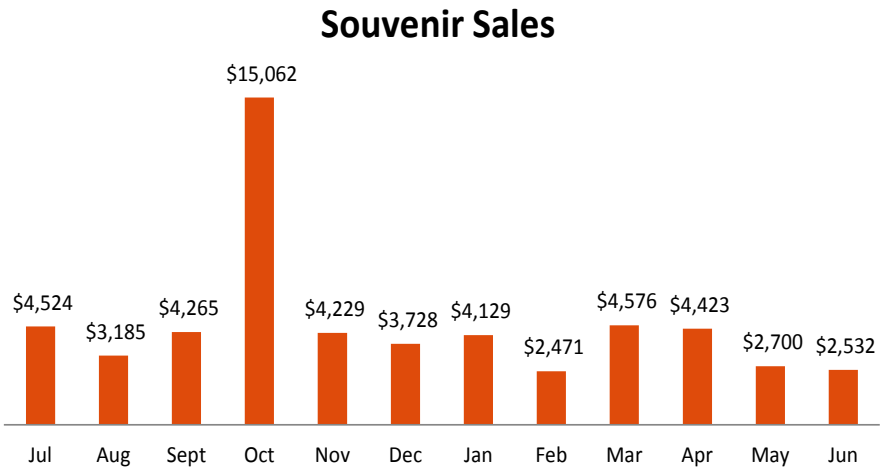
1. Activate and cultivate a community of economic development leadership.
2. Create labour force capability in line with future business needs.
3. Prioritise lifestyle infrastructure and local place-making.
4. Foster a collaborative and vibrant community led by a diverse and inclusive culture.
5. Develop tourism and marketing opportunities.
6. Drive local business capability and inward business investment.



SE1.1.8 Promotion and marketing of the LGA in a range of media and within budget			
Performance Measure	Target	Achieved	Comment
Monthly advertisements Discover Blue in Mountains	12 per annum	100%	Lithgow was promoted in a range of media including Caravaning Australia, Central West Lifestyle, BM Imag, Discover Central West NSW, Discover BM, Daily Telegraph, Lithgow Mercury, Village Voice, Western Weekender, BM Record, and BM Tourist Newspaper.
Bi-monthly advertisements in other promotion media	6 per annum		
Monthly advertisements in Discover Central West	12 per annum		
Quarterly advertisements in the Blue Mountains Tourist Newspaper	4 per annum		
Monthly media releases/advertisements in local print media	12 per annum		
Monthly advertisements in Blue Mountains IMag	12 per annum		
SE1.1.9 Develop and update Recreational Activity Guides to increase greater visitation of areas listed			
Develop guide/s to promote bushwalking, mountain biking and camping in the LGA.	100% complete	0%	No new recreational activity guides have been produced in 2017-2018. Council is developing a Place Branding strategy and new activity brochures produced in 2018/19.
SE1.1.10 Support filming opportunities in the LGA			
Filming enquiries processed	100% processed	100%	6 Filming applications were approved and completed during 2017-18 including Audi, Kia, Escape to the Country, Patricia Moore TV series, Adidas and Subaru.
Maintain a web presence	100% complete	100%	The film permit application is now available for downloading on the website.







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	85%	This plan has been deferred pending the finalisation of the Lithgow Agricultural Land Mapping and Report project being undertaken in collaboration with NSW Department of Planning and Department of Primary Industries. This supporting project has progressed to the draft report stage and has involved consultation with agricultural stakeholders in a series of workshops.
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: • Section 149 Certificates • Building Certificates • Subdivision Certificates	90% processed within 7 working days	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	0%	No meetings were attended.

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	100% complete	100%	Throughout 2017/18, the Cultural Development Officer was a member of the Blue Mountains Association of Cultural Heritage Organisations Committee, liaised with Arts OutWest, and provided support to the Lithgow Museums Network.
SE2.1.2 Maintain and improve the Lihgow Creative's website			
Website maintained and updated	100% complete	100%	The Lithgow Creatives website has been maintained. A new registration form needs to be designed and a marketing strategy developed to enhance promotion of artists and creatives listed on the online directory.
SE2.1.3 Host exhibitions at Eskbank House Museum for cultural industries			
Two exhibitions hosted at Eskbank House Museum per annum	100% complete	100%	Throughout 2017/18, eight exhibitions were hosted in the Courtyard Gallery at Eskbank House Museum, including two touring exhibitions - Stories of Recovery from University of Western Sydney and ANZAC Illustrated from Book Illustrated that presented original drawings and artists materials from iconic children's books that explored the complex themes about war

SE2.2 A strong tourism industry that maximised benefits from visitors to the Lithgow LGA.

SE2.2.1 Priority actions from the Tourism Strategy/Destination Management Plan are identified by the Tourism Advisory Committee.			
Priority actions implemented in accordance with available funding.	100% complete	100%	Priority projects that were a carry over from the Tourism Advisory Committee were completed in 2017-18 including Billboards (see over page) and Lake Wallace Info Bay signage.
Seek opportunities to increase funding for tourism activities.	100% complete	100%	Regional Flagship funding was sought for Halloween but was unsuccessful.
6 meetings of the Tourism Advisory Committee held per year in accordance with the Terms of Reference.	100% of meetings held	10%	Only 1 meeting of the Tourism Advisory Committee was held in July before it was disbanded and a Tourism Working Party convened.
Provide input into community tourism development initiatives.	100% complete	100%	Input into community tourism development initiatives took the form of meetings with LithGlow Stakeholders, Wallerawang Lidsdale Progress Association, Hartley Progress Association, Great West Walk committee, Portland Development Association and Halloween Businesses.
SE2.2.2 Organise and stage LithGlow (see page 51) SE2.2.3 Organise and stage Halloween (see page 52) SE2.2.4 Identify and support the delivery of a diverse range of quality festivals and events			
Promotional displays developed in VIC to promote major events to visitors for example: • Ironfest • Halloween • LithGlow • Daffodils @ Rydal	4 displays per annum	100%	With the high traffic through the Visitor Information Centre it is the ideal location to promote local event throughout the region. Not only promoting the large events such as Ironfest, Lithgow Halloween and LithGlow the smaller community events receive great exposure for no cost.
Support provided to local tourism events.	100% of enquiries assisted	100%	Local events were promoted through print and electronic platforms including regional tourism magazines, street posters, Destination NSW and Lithgow Tourism websites, Lithgow Tourism Facebook page
Develop a program of temporary programs and events to be held in the Cultural Precinct.	2 per annum	8 exhibitions were hosted at Eskbank House Museum. The Cultural Development Officer also participated in LithGlow Heritage Festival, presenting lighting and projections at Eskbank House Museum, whilst supporting local cultural organisations to deliver heritage events as part of the Festival.	
Develop a plan for regular cultural activities to be undertaken on completion of the upgrade to Blat Furnace Park inclusive of an Outdoor Sculpture Competition.	100% complete	Blast Furnace Park was not reopened to the public officially until 12th May. Whilst the launch for LithGlow Heritage Festival coincided with the reopening of the Blast Furnace site, no further programming was developed for 2017/18 due to no budget to support other activations.	

Billboards

New Billboard artwork makes a big impression

The issue

Lithgow Tourism/Lithgow City Council have had a long standing arrangement with Ooh Media who provide 2 Billboards on the approaches to Lithgow. The images that are on the current Billboards have been in-situ for the last 5 years. It was considered that the photos were not a true reflection of the things to see and do in the Lithgow Tourism area and did nothing to drive people to the Visitor Information Centre, where they would be encouraged by the staff to stay and see more of the area.

The Solution

New concept artwork was developed that included a directional call to action to call into the Visitor Information Centre. The Mt Lambie billboard was also deemed to be too far away from Lithgow and without a follow up billboard closer to Lithgow it was decided to invest in a new billboard at Marrangaroo.

The Impact

- Original budget - $10,000.00
- actual spend - $3.000

This project will drive visitation to the Lithgow Visitor Information Centre providing a greater penetration of the place branding material. The billboards will be a first point of contact for many people passing through the region and getting them to stop at Lithgow Visitor Information Centre is extremely important in showcasing all the different activities available to them that they may have otherwise missed. The billboards will also encourage people passing through to stop for coffee or the toilets and they too may be motivated to return to Lithgow at a later date.

Learnings

The project shows the critical importance of placing key marketing and branding infrastructure in high traffic areas. It also shows that the construct that marketing and branding needs to be visible, discernible and a call to action.

Hartley Billboard

Marrangaroo Billboard

The issue

Planning for LithGlow 2018 began in July 2017 when the decision was taken to reposition Lithglo from what it had become, a Market in Queen Elizabeth Park with a small amount of lighting and entertainment. The regression of Lithglo from a heritage lighting festival in its first year, to a market in the park had been gradual over the years but had resulted in the original focus of LithGlo being lost.

The Solution

Lithgow Tourism made the decision after careful consultation to align Lithglo with the Australian Heritage Festival and to involve stakeholders to produce a multi-site, multi-activity event at a more family friendly time of the year, after the end of daylight savings. Stakeholders were consulted and an action plan agreed upon. Lithglo was also rebranded to LithGlow to give the festival an air of being new and getting away from preconceptions about the last year and that Lithglo was a misspelling.

The Impact

- Original budget - $35,000.00
- Actual spend - $54,862.00
- Funding/sponsorship $5,788.00

LithGlow had a very evident community impact and resulted in most stakeholders seeing the largest visitation numbers in recent memory. Lithgow Blast Furnace saw approximately 5,000 people visiting and taking advantage of the food trucks and live entertainment. Lithgow Small Arms Factory Museum reported having to put on extra tours to accommodate the interest, tours of Wallerawang Power Station were full, Gang Gang Gallery, Blue Mountains Mystery Tours, National Trust Scottish Heritage Talk and State Mine Heritage Park all reported being fully booked or close to capacity.

Many visitors to local motels were prompted to visit LithGlow and reported they would return next year and attend other Lithgow events.

Learnings

Community feedback was overwhelmingly positive with the only negative comments coming about the cold (this event was held in May), the car parking at Blast Furnace, something that can be alleviated by greater use of the free shuttle service, and local participation in the food markets.

The positives far outweighed the negatives of holding LithGlow in May and the logistics of holding it at another time that still falls within the Australian Heritage Festival window and not clashing or landing too close to other events is almost insurmountable.

Key Facts:

- Community wide participation
- First year of current format
- Reach from outside of LGA
- 5000 approximate participation

Lithgow Halloween 17

The issue

Lithgow Halloween 16 provided some discussion points around funding and the sustainability of the event and the challenge was set to bring Lithgow Halloween 17 in on budget with as much community engagement as possible.

Lithgow Local Government Area is known as a region that hosts a broad range of dynamic festivals and events, whilst supporting and developing local creative and cultural talent for maximum social and economic benefit for the community.

The Solution

To maintain our existing sponsors and increase overall sponsor numbers with innovative marketing and branding opportunities. One of the key objectives for marketing 'Lithgow Halloween 17' was to increase the exposure for major sponsors.

Creative and skills based opportunities are one of the key objectives of the event with engagement of creative talent and school age students from the region. Invitations were sent to schools, bands, theatre groups and dance schools to perform at Lithgow Halloween. Provided opportunities for local sole traders, businesses, cafes and market stall holders to participate in the event.

The Impact

- Original budget 132,819.00
- Actual spend $131,491.00
- Funding/sponsorship - $42,819.00 including $10,000 in-kind.
- Volunteer contributions – 8 volunteers assisted with the event
- Environmental efficiencies – Waste and recycling program in conjunction with Envirocon.
- Cost savings realised through efficiencies – Wages costs through engagement of volunteers

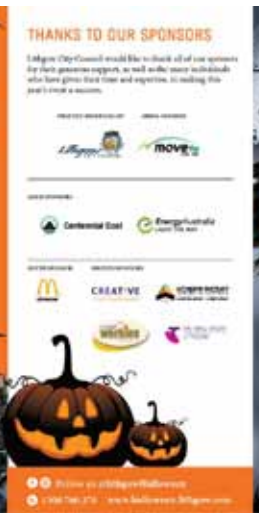
Continuous communication with sponsors leading up to the event to keep them informed of the marketing program with a full sponsorship report following the event with statistics on the reach and branding exposure they received. New marketing areas included the Sydney Train network, print media advertisements in Sydney outer west through community newspapers, Sydney Daily Telegraph Newspaper and on social media with boosted Facebook ads. Media advertising included the uploading of the Halloween Artwork featuring the sponsor logos as well and uploading of the Television commercial. The TV commercial was boosted and reached 11,024 people.

Invitation to schools, bands, theatre groups and dance schools to performer at Lithgow Halloween was taken up with over 80 individual talented people performing and showcasing their skills at the event. Lithgow High School students were engaged to document and to produce a video that will be used in the television commercials for Lithgow Halloween 2018. Local businesses that traded on the night of the event reported good patronage with a general increase in trade over the weekend of the event.

Learnings

Direct communication with organisations and businesses has proven the most efficient approach with the resources available. Establishing a direct line of communication will be continued to be developed through Lithgow Halloween and will be carried through to other events and tourism initiatives.

Survey results and the implementation of the suggestions have already been used in the planning for future events.



SE2.2.5 Support Australia Day Festivities in Lithgow and provide support to other events and actvities throughout the LGA

Each year events are held around the LGA that provide the opportunity for the community to come together to celebrate Australia Day.

Australia Day was celebrated across the region on Friday 26th January with free activities and entertainment for everyone. This year's ambassador was notable sports personality Bob Turner, renowned for his work with four NBL teams and the driving force in the resurrection of the Sydney Kings. Lithgow's Official Ceremony was hosted at Eskbank House Museum and included a Citizenship Ceremony, the NSW Local Citizenship Awards and Sports Awards, and the Ambassador's Address. Free entertainment was provided by the Lithgow City Band and Lithgow Highland Pipe Band. More than 200 people attended the ceremony at Eskbank House.

Lithgow City Council Mayor, Clr Stephen Lesslie welcomed new Australian citizens and celebrated the achievements of local individuals. The following Australia Day Awards were presented:

- Young Volunteer of the Year Award was presented to Emma Martin.
- Volunteer of the Year Award in the Open category was jointly awarded to Donna White and Kerry Guerin.
- Young Citizen Achievement Award was presented to Hayden Way.
- Citizen Achievement Award in the Open Category was awarded to Beverley Coombs.
- Services to the Community (Organisation) Award was presented to the teaching staff of Lithgow Public School Special Education Unit.
- Outstanding Event Award was presented to Walk N Talk.

Celebrations continued throughout the day across the region with free entry at the JM Robson Aquatic Centre, children's rides, markets and music in Portland, wood-chopping and waterslides at Wallerawang, and the popular Billy Cart races in Rydal.

Budget $8,847 Expenditure $8,861

SE2.2.6 Attract events to the Lithgow region

Events Attraction Package

The issue

Events are big business and capturing an organisations interest in hosting their event in the Lithgow local government area is extremely important. Over the course of many years events have looked at Lithgow or held an event in Lithgow but been unable to commit to multiple years. A need for funding to help make Lithgow more attractive to these events was identified and one of the main issues for many of the events was funding in their formative years.

The Solution

The Event Attraction Package is a pool of $20,000 available to event organisers up to a maximum of $5000 per event. This has already seen an uptake in 2017-18 resulting in the Jet Black 24 hour Mountain Bike race at Rydal which will be an annual event as well as the Red Ass Downhill Mountain Bike event held at Hassan's Walls Reserve which is also a repeat event.

The Impact

- Original budget $20,000.00
- Actual spend $8000.00

These events provided a significant financial boost to the Lithgow economy. Both the Jet Black and Red Arse events bring in a sizable amount of people from outside the LGA who require accommodation, food and other staples. With a further uptake of the Events Attraction Package for new or relocating events in 2018-19 the long term impacts of the Events Attraction Package can't be understated.

Learnings

The event attraction package encouraged the continuation of a number of events in the Lithgow LGA and will continue to pride a financial boost to the local economy.

SE2.2.7 Provide quality visitor information services			
Performance Measure	Target	Achieved	Comment
Identify increased customer satisfaction through visitor comments and surveys.	1 survey per annum	100%	37 surveys were completed in 2017-18 which have provided mostly positive feedback on a wide variety of subjects which have been collated and an action plan formulated.
SE2.2.8 Increase local awareness of the role of the Visitor Information Centre in the Lithgow community			
Monitor and update social media	3 Facebook posts per week	100%	Social Media Posts averaged 1 per day during 2017-18 and engagement increased by over 20%.

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

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.

Key Council strategies

- Eskbank House Conservation Management
- Cultural Plan
- Cultural Precinct Plan

Key facts

- 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.

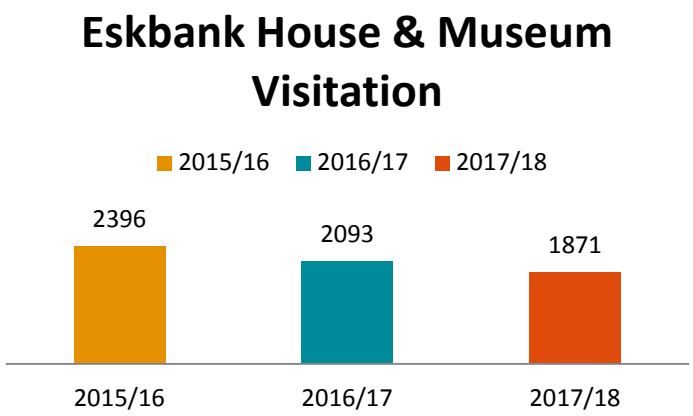
SE2.3.1 Eskbank House Museum is open and operational 5 days per week			
Performance Measure	Target	Achieved	Comment
Number of visitors to Eskbank House Museum	10% increase per annum	2015/16 to 2016/17 = -13% 2016/17 to 2017/18 = -11% See graph below	
SE2.3.2 Events and activities developed to promote Eskbank House Museum and its collections			
Exhibitions and events held (including travelling exhibitions with major institutions)	4 per annum	10	8 exhibitions, 1 major public program, 1 event in association with LithGlow
Public program activities held annually	4 per annum	7	7 public programs were held throughout the year including children's art programs, 175th Anniversary open day, and LithGlow
Celebrate the 175th Anniversary of Eskbank House Museum	100% complete	100%	See below

Exhibitions and Events Program

The issue

Eskbank House Museum, constructed for Thomas Brown in 1841/42 is the Lithgow district's regional museum. Set within a historic estate, the museum aims to collect, preserve and interpret the histories associated with the early settlement and development of the region.

Initially opened to the public on 21 November 1966, it is one of the earliest house museums in Australia, the collection quickly expanded to include objects of state and national significance, including the important Iron Black Roses, Sutton Family Crazy Patchwork Quilt, Sir Joseph Cook Collection, and the Lithgow Valley Colliery Company Collection (Lithgow Pottery).



Eskbank House Museum is opened 5 days per week for visitors and is also the venue for exhibitions, performances and events. However, visitation to the museum is low and declining.

The Solution

Council, hosts a number of annual events and public programs to assist in attracting new audiences and visitation to the site.

Waste 2 Art

The Waste 2 Art competition returned to Eskbank House Museum for another year of art made from re-purposed materials, challenging people to think differently about waste. Waste 2 Art runs annually and is open to all residents of the Lithgow LGA. The competition gives professional artists and the entire creative community the opportunity to share their work, and the chance to be selected to represent Lithgow in the Regional Competition in Narromine.

The Waste 2 Art exhibition was held at Eskbank House Museum from 19 May until 10 June 2018. Winning artists selected to represent Lithgow in the Regional Competition in Narromine included Portland Central School, Dia MacNamara, Kayley Winks, Delaney Reinhardt, Clare McAdam, Gregory Wheeler, Gordon McCloud and Helen Munro. Winners at the Regional Competition included Claire McAdam, Helen Munro, Samantha Winks and Dia MacNamara.

EHM 175th anniversary

Voices of Eskbank, a new publication and exhibition were launched on Saturday 25 November to mark the 175th Anniversary of Eskbank House. The exhibition continued until 28 January 2018. Sixty guests at the celebration enjoyed a series of expert talks on local architecture, historical gardens, and capturing oral histories, as well as performances by Mitchell Conservatorium.

The exhibition and publication capture the reasons why this historic site remains an important cultural space. Eskbank Voices tells the stories of those who have helped shape this region through industry and also captures the everyday experience of life in the region through oral histories collected over many years.

This exhibition and publication were made possible by Heritage Near Me Grant funding from the New South Wales Government.

Budget $5,000. Expenditure $4,435

State Heritage Listing

During the year Council nominated Eskbank House and Museum and its collections for listing on the State Heritage Register.

The nomination was approved by the Minster for Heritage in August 2018 as Eskbank House, incorporating a principal dwelling, several outbuildings and garden, is of state heritage significance in demonstrating the manner in which Lithgow developed from an isolated, rural locality into a city influential in the social and economic development of NSW. It is also of state heritage significance for its strong association with the Eskbank Estate, a cradle of NSW industrial development and particularly that of iron and steel making.

State Heritage listing means that the museum and its collections are protected under the NSW Heritage Act and also enables Council to seek funding for capital and other improvements.

Learnings

Each year a program of capital works is undertaken to protect and preserve Eskbank House and Museum's buildings and collections. These works are as far as possible based on interpretation of the original building design and fabric.

SE2.3.3 Upgrade display and exhibition equipment at Eskbank House Museum		
Performance Measure	Target	Achieved
Collection systematically catalogued and interpretive materials developed as part of the annual collection management program.	100% complete	Following research undertaken for the 175th Anniversary exhibition and publication produced in 2017, the next significant project to bring Eskbank House Museum in-line with best museum standards is a major collection reassessment project. This is a substantial project that requires a review of the museums objectives, current collection definitions, and supporting management policies. The outcomes will seek to make the collection available online, further significant assessments undertaken, renewed collection displays, and identification of gaps in the collection to focus the museums acquisition policy. Specifically designed object cases have been identified for the Black Roses and Thomas Brown's trowel.
Display and exhibition equipment upgraded within budget.	100% complete	
SE2.3.4 Develop marketing/communications for Eskbank House Museum		
Brochures developed and updated as required.	100% complete	A marketing flyer for Eskbank House Museum has been developed and the redevelopment of the website was undertaken. The first stage of the interpretation project was completed with the installation of 1 digital interpretation panel that allows visitors to access photographs and historical information. This information can be updated as new research is undertaken. A Museum Guide for Eskbank House and a joint museums map is currently in development. Eskbank House Museum also participated in the BMACHO Heritage Trail, and LithGlow Heritage Festival.
Develop and implement the Eskbank House Outdoor Interpretation Project.	100% complete	
Promote Eskbank House and its connections with other heritage sites through participation in combined museum events and promotions.	100% participation	

SE2.3.4 Develop marketing/communications for Eskbank House Museum			
Performance Measure	Target	Achieved	Comment
Two school visits to Eskbank House Museum per annum	100% processed	100%	2 School visits were hosted at the museum.
SE2.3.5 Provide support for cultural organisations 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	100%	The Museums Advisor, Michael Huxley, delivered a report to identify areas that Council and the Museums Advisor Program could best support key cultural organisations, and made recommendations for how the cultural and creative sector could be supported to contribute to the cultural tourism offer of the region.
SE2.3.6 Provide heritage advice to residents on development matters			
Number of residents utilising the Heritage Advisory Service	100% processed	100%	The Heritage Advisory Service was utilised by 85 residents and developers in 2017/18
SE2.3.7 Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage (see below)			
SE2.3.8 Intstall new heritage and interpretive signage across the Local Government Area			
Install interpretive signage as required	100%	100%	New heritage signage was installed at Blast Furnace and damaged signage on Hassans Walls was replaced during the year.

Lithgow Blast Furnace Activation

The Focus

Lithgow Blast Furnace, first opened in 1907, is the birthplace of the Australian iron smelting industry which had a profound impact on the economy, social structure and the community of Lithgow.

It was the first modern blast furnace and part of the first integrated iron and steel works in Australia, well before Port Kembla and Newcastle iron and steel works. The blast furnace and associated iron and steel works were a core part of the drive to establish Lithgow as an industrial inland city.

The Blast Furnace ruins have been part of the Lithgow landscape for more than a century and are visited by many local and other visitors who enjoy its evocative industrial structures in an open parkland setting. The site has also been popular with photographers, filmmakers and for weddings.

In December 2012 Council held the first LithGlow light show event at Blast Furnace, a fantastic event that attracted thousands of people and showed that the community has a great fondness for the Blast Furnace as well as the potential for major events, performance, markets and general visitation. But this event also highlighted the safety risks - and that Council couldn't continue to activate Blast Furnace for events without first making it safe.

Council was faced with a stark choice – close the site off to the public or find a way to address the safety issues while preserving its heritage values.

The Response

In 2013/14 Council commissioned a heritage architect to undertake an assessment of the site and to develop a Masterplan design for the works. Works then commenced in 2014/15 to improve the visitor experience and to establish Blast Furnace as the anchor for cultural heritage tourism through incorporating the Blast Furnace into a heritage trail linking a number of key heritage sites including Historic Eskbank Station, Eskbank House and Museum, Lake Pillans Wetlands and State Mine. Works were completed in June 2018.

Works undertaken involved repair and remediation works to remaining brick ruins to make them safe for visitors and Stage 2 Masterplan works to provide safe and accessible visitor access, together with a new interpretive strategy, lighting and toilets.

The architect's design, and the quality of the build have brought an elegance and a beauty that harmonise very well with the industrial theme of Blast Furnace and have transformed it to be a safer, accessible and special place to visit.

The Impact

Budget Allocation $2,204,023. Expenditure $2,242,075

Works were funded through grant funds totalling $1.6m from NSW Club Grants, NSW Office of Environment and Heritage, National Stronger Regions Fund and Tourism Demand Driver Infrastructure fund and Council funds of approximately $1m.

The completion of works means that Blast Furnace can become a unique space for events and performance, markets and tours that will hopefully bring cultural and economic benefits to the town. Since completion of works, the LithGlow light show returned to Blast Furnace in May 2018 with a major event to coincide with the official opening of Blast Furnace. Thousands of people visited. We anticipate that Lithgow will be held annually at Blast Furnace.

We look forward to major events such as Lithgow's own Ironfest and Halloween being staged at the site. Together with film festivals, vintage car events, music festivals and art installations.

The level of visitation and positive community feedback has grown significantly since the site was re-opened.

Much of the site is now, for the first time, accessible to people with mobility difficulties with a number of accessible pathways, viewing platforms and gantries.

Lithgow is in transition from a town with a history of coal and dust to a city for the 21st Century. We are not forgetting our past, but rather using our history to create a new future for our community. This project is about maximising the opportunity for employment and addressing disadvantage.

Learnings

The Lithgow Blast Furnace upgrade works were based on sound planning and design work which enabled Council to seek grant funding. The project took longer than expected but in the end, a better outcome was achieved as further external and Council funds were progressively allocated to the project.

Key Facts

- Opened in 1907
- First integrated iron and steel works in Australia
- Part of the drive to establish Lithgow as an industrial inland city.
- Upgrade works commenced in 2015 and completed June 2018.
- Aims to promote cultural/heritage tourism.
- LithGlow 2018 festival held at Blast Furnace in May 2018

DEVELOPING OUR BUILT ENVIRONMENT

Community Vision

- **Planning for suitable infrastructure development to promote sustainable and planned growth, while enhancing the existing identity of the towns, villages and rural areas of the LGA.**
- **Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community.**

Community Strategic Plan and Delivery Program Actions

BE1 Our built environment blends with the natural and cultural environment

- **BE1.1 - We provide a respectful cemetery service**
- **BE1.2 - We provide cultural and recreational infrastruture that meets the needs of the community**
- **BE1.3 - Provide an Environmental Health Inspections program**
- **BE1.4 - Match infrastructure with development**

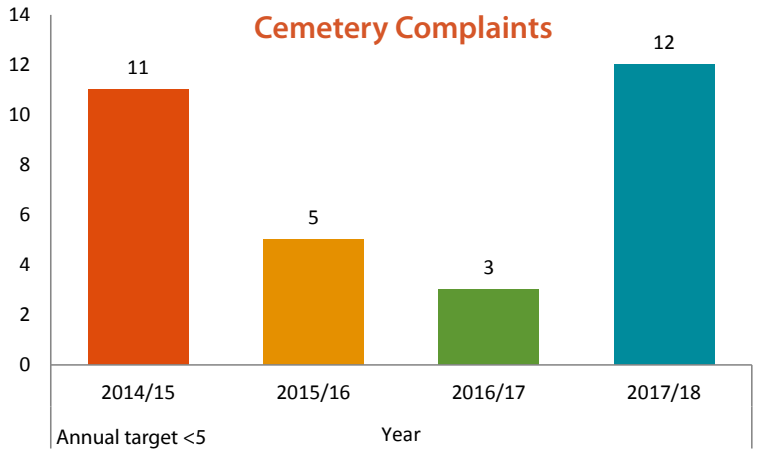
BE1.1 - We provide a respectful cemetery service

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 grave diggers 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.

Lithgow City Council is responsible for managing and maintaining 15 cemeteries:	
Capertee	Wallerawang (Pipers Flat)
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	

BE1.1.1 Monitor and report on the number of complaints received			
Performance Measure	Target	Achieved	Comment
Number of complaints	< 5 received	12	Complaints about general cemetery maintenance and incidents were received and processed.
BE1.1.2 Undertake improvements at Lithgow cemetery			
• Seal the access road • Footpath construction	100% complete	50%	Half of the access road was completed. Footpath construction was not completed.



BE1.2 - We provide cultural and recreational infrastructure that meets the needs of the community

BE1.2.1 Implement the CBD Revitalisation Action Plan

The issue

The Lithgow CBD Revitalisation Action Plan was developed to provide Council with strategic direction for the enhancement of public domain spaces and improve the economic life of the town centre.

The Solution

To allow Council to revitalise Lithgow's public domain spaces and to ensure the viability of Lithgow's Central Business District into the future. The Lithgow CBD Revitalisation Action Plan provides a pipeline of major civil projects which:

- Improve accessibility and car parking
- Enhance streetscape character
- Activate public domains
- Embrace community driven place making
- Upgrade and provide additional public amenities
- Increase community safety

To serve as a catalyst for the revitalisation of the CBD Cook Street Plaza and Eskbank Street Square were chosen as the first stage of the project.

Council received $1,304,550 in grant funding through the National Stronger Regions Fund with Council committing a further $1,594,450. As the project is reaching its conclusion Council's contribution to the project has risen to $1,853,855.

The key objectives of the Stage 1 works at Cook St Plaza and Eskbank St Square were to:

- Improve the functionality of the public domain spaces for events of various scales
- Enhance streetscape character
- Improve pedestrian amenity and safety

The Impact

As a result of the works the capacity for Lithgow to hold community events of varying scales has been improved which will provide a long lasting social and economic benefit to the community. This has been achieved through the provision of power for events of all sizes at both Cook Street Plaza and Eskbank Street Square, catenary lighting in Cook Street Plaza which will allow for the installation of special event lighting displays and a simplification of ground level elements through Cook Street Plaza to provide greater space and flexibility for the holding of events.

Improvements to pedestrian safety, amenity and accessibility have been achieved through improvements to the Main Street pedestrian crossing and upgrades to the Eskbank Street intersection providing an ongoing social and economic benefit to the community.

Learnings

The Lithgow regions consumer habits and general reliance on cars for transport means that temporary losses of on-street parking can have a greater than expected impact on adjacent businesses. The next stage of work will focus more on the footpath and areas where parking will not be affected however it is a key learning to be considered in future planning to ensure that the short term economic impact to businesses is minimised during major civil works.

Performance Measure	Target	Achieved	Comment
Redevelopment of cook Street Plaza and Eskbank Street Precinct.	100% complete	95%	The installation of a lighting catenary and custom movable seat/planters in Cook Street Plaza still to be completed in the first half of next year.
Main Street footpath upgrade in the vicinity of Cook Street Plaza and Eskbank Street Precinct.	100% complete	0%	Funding is currently being sought for the paver upgrade in the vicinity of Cook Street Plaza and Eskbank Street Precinct.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1 **Building Liveable Communities**

Aim 1.4: Improve the number of accessible paths of travel to key destinations

Action: Progressively improve the continuous accessible paths of travel including parking, footpaths and kerb ramps in Lithgow, Wallerawang and Portland to key destinations such as recreation and community facilities.

$1,304,550 funded from the National Stronger Regions Fund

$3,158,405 total invested into Lithgow's key public domain assets

BE1.2.2 Undertake a program of capital improvements to Eskbank House Museum based on the 10 year program as identified through the Conservation Management Plan.

Each year a program of capital works is undertaken to protect and preserve Eskbank House and Museum's buildings and collections. These works are, as far as possible, based on interpretation of the original building design and fabric.

Significant outcomes for the year were:

- A new timber fence was installed around the moveable steam engines in the garden in the style of the perimeter fence.
- The carpark was upgraded to improve access.

Painting of external woodwork

Painting the exterior joinery work on the house and garden house following a painting analysis of historical use of colours. The colour scheme follows the possible colour range used by Thomas and Mary Brown (1841 - 1881) and the Mortlocks (1920s).

Analysis of the paint layers from external woodwork was carried out for Eskbank House Museum which confirmed an interpretation of the original colours for a refreshed colour scheme. External woodwork at Eskbank House was then repainted with traditional oils to protect woodwork at this significant heritage property.

Kitchen garden fencing and paths

Ahead of the development of a Victorian kitchen garden (Mary's Garden) at Eskbank House Museum, fencing and disability compliant pathways were installed behind the house. This work was funded by a Heritage Near Me grant from the NSW State Government. The garden, when completed will be used as an extension of the museum, telling the stories of the women who lived in the house.

The garden will provide a number of key outcomes which will enhance the visitor experience at the Museum:

- Enhancement of the enjoyment of Eskbank House through a greater variety of sensory experiences.
- Safe access to all of the facilities at Eskbank House for people with disabilities and the opportunity for them to engage with the stories and history of the site.
- An increase in the ambience and the significance of the grounds with the recreation of Mary's Garden.

Performance Measure	Target	Achieved	Comment
The following priority capital improvements undertaken within budget: • Gravel skirt to all buildings • External painting of Eskbank House • Exhibition Lighting in the Enclosed Courtyard.	100% complete	0%	Due to the need for replacement fencing around external transport objects, exhibition lighting has been identified in the 18/19 financial year.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1 **Building Liveable Communities**

Aim 1.4: Improve the number of accessible paths of travel to key destinations

Action: Progressively improve the continuous accessible paths of travel including parking, footpaths and kerb ramps in Lithgow, Wallerawang and Portland to key destinations such as recreation and community facilities.

Aim 1.7: Increase access and inclusion to the Library and Eskbank House Museum

Action: Host events and develop programs that celebrate and recognise inclusion and diversity in our community at the library and/or Eskbank House and Museum

Lithgow Council is responsible for...

44 parks and reserves

3 picnic & bbq areas

4 skate parks

1 Golf Course

11 Sports fields

Garden maintenance and weekly mowing of 213 hectares (That's 213 soccer fields)

Quality recreational facilities

In recent years, Council has worked toward the development of quality open space and recreational facilities for the community.

- 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. Construction will commence in 2018/19.
- 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 residents of Wallerawang and Portland 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 has applied for additional grant funding to ensure that quality facilities are constructed in Wallerawang and Portland.
- The Golf Course and Club House are the subject of a Lease and Service Delivery Agreement between Council and the Lithgow Golf Club. As part of the Service Delivery Agreement, the Council conducts the majority of maintenance to the golf course.

BE1.2.3 Develop and maintain gardens, parks, reserves, street trees and other public spaces

Performance Measure	Target	Achieved	Comment
Install or replace the following to enhance public amenity: • Plant new street trees • Remove dangerous trees.	100% complete	100%	Removal of dangerous trees and planting of new street trees is undertaken throughout the year as required.
Upgrade power at Lake Wallace	100% complete	0%	Project not commenced and has been deferred to 2018/19 subject to a feasibility study being completed.
Install or replace the following in Queen Elizabeth Park: • Shaded seating • Shade over playground equipment.	100% complete	50%	Shade structure over playground equipment installed.
Install or replace the following in local parks as required: • Playground equipment • Shade structures • Park Furniture • Replace soft fall • Eskbank House Ground Improvements.	100% complete	100%	• Soft fall was replaced in parks throughout the LGA. • Playground equipment was installed at Queen Elizabeth Park. • Replacement seating installed within parks throughout the LGA

BE1.2.4 Manage and prepare playing fields ensuring availabiltiy for use except inexceptional wet weather conditions.

Performance Measure	Target	Achieved	Comment
Complete the following works at Wallerawang Oval: • Floodlights	100% complete	20%	Floodlights were ordered and will be installed in 2018/19.
Complete the following works at Kremer Park: • Floodlights • Retaining wall	100% complete	100%	Completed
Complete the following works at Tony Luchetti Sports Ground: • Floodlights • Goalpost replacement	100% complete	100%	Completed
Complete the following works at local sporting fields: • Water cannon replacement • Top dressing of ovals • Synthetic wicket replacement	100% complete	100%	• 1 new water canon installed at Tony Luchetti Show Ground • Top dressing completed in Lithgow, Wallerawang and Portland • Synthetic wicket replacement completed

Adventure Playground, Endeavour Park, Lithgow

The Focus

With a large regional catchment that includes Bathurst, Oberon and the Blue Mountains, the Adventure Playground aims to improve the lives of local residents and play a key role in both retaining and attracting new residents and visitors.

Council considers that this project will contribute to Lithgow's transformation from a dependence on mining to a region with a strong and diverse economic base.

Endeavour Park is a very significant, highly visible and publicly accessible parkland but very under-utilised. The site provides excellent opportunities for development as an Adventure Playground due to its highly visible location adjacent to the Great Western Highway and proximity to the Lithgow township.

Council recognises that for many families, playgrounds provide a support network, a place for their children to learn new skills, build friendships, develop communication and language skills, and link to the wider community.

After considering a number of sites, Lithgow City Council resolved in October 2014 to consult with the community on a proposal to construct an adventure playground at Endeavour Park, Lithgow and to allocate funding for concept design.

Council selected Endeavour Park as its preferred option due to:

- Its prominent and central location.
- Proximity to child and youth populations and areas of potential population growth.
- Visibility for visitors and passing tourist traffic.
- Sufficient available land.
- Availability of existing facilities including toilets, parking and utilities.
- The park's sloping topography is conducive for developing an interesting playground design.

"99% community support"

A total of 463 responses were received with 99% supporting the development of an adventure playground and 94% supporting its location at Endeavour Park, Lithgow. This demonstrated strong community support for this project.

The Response

The playground has been designed for Council by award winning playground designer Ric Mcconaghy Playspaces and will have many features that will appeal to a range of children and interests. The centrepiece will be a 5.5m high climbing tower, much like a mine poppet-head with climbing ropes and tube slide. A 22m long dual flying fox will also get the adrenaline flowing. Many exciting and interesting features, not generally seen in typical playgrounds that will encourage children to explore and to develop a greater appreciation of the heritage and environment of Lithgow.

The playground design incorporates universal access principles including accessible pathways, facilities and amenities, contrasting colour and texture in materials to aid navigation, extension of seating areas to accommodate wheelchairs, strollers and walking frames.

Accessible harnesses on the swings and flying fox, the accessible carousel, cubby area and mouse wheel will ensure that these are available to all.

This regional level playground is great news for local people who want to spend family time together in an interesting setting, but Council hopes it will also attract visitors from outside Lithgow to come to the playground, and while they are here, to experience the other wonderful sites and opportunities that Lithgow has to offer.

The Impact

Council awarded the construction contract to Coordinated Landscapes Pty Ltd in June 2018 with works commencing in July 2018 and with a scheduled December 2018 completion date in time for the January school holidays.

Learnings

The community consultation undertaken in 2014 demonstrated to Council that there was strong community support for the playground in this location as well as for Council's broader aims of attracting new population and visitors.

Total budget allocated
$1,744,000 ex GST

Portland & Wallerawang Skatepark Renewal

The Issue

Council recognises the importance of providing outdoor recreation facilities to our community to promote health, activity and connectivity. The barrier for many families and young people in Wallerawang and Portland is access to an appropriate facility, in the right location that provides a safe place for socialising and exercising.

The Solution

In response to community requests and consultation, Council is developing a skate park in both Wallerawang and Portland. This kind of infrastructure will help to improve the lives of our youth and play a key role in both retaining and attracting new residents in a way that makes a real and lasting positive difference.

Preliminary consultation has taken place during 2017/18 both online and face-to-face; and has focused on usability of existing facilities, the location of facilities, the need for new facilities and the functionality required. From these responses the draft designs for the skate parks have been developed by NSW based Oasis Skate Parks, an organisation consisting of current and former skateboard professionals. These designs will be put to further community consultation in the latter half of 2018.

Council has committed funds of $100,000 per park; and has applied for further funding from additional funding streams. Should funding be successful construction is expected to commence 2019.

The Impact

The skate parks will offer recreational opportunities to the children and young people of the Lithgow LGA and their families; as well as visitors to the area. The provision of both parks will provide the following impacts:

- The opportunity to be able utilise different equipment/challenges at other locations will create a 'skate circuit' for locals as well as potentially attract out-of-town visitors to the park/s, who will likely spend money in the local government area.
- Skate parks provide a physical activity for young people; helps to eliminate boredom and promote health.
- Community skate parks provide a safe and challenging place for skaters, scooter and BMX riders of all levels to develop as athletes.
- This project comes at a time of great excitement as skate boarding has been included in the 2020 Tokyo Olympics. The Olympics will have an impact on the number of people who take up the sport.
- Be aesthetically pleasing, and a big improvement to the existing old steel modular facility.
- Provide a youth and family friendly place where they can socialise, exercise and have ownership of.
- Support active lifestyles by young people and attract new residents to the community

Learnings

Research and forward planning helps to ensure the sustained suitability of our communities for our young people.

Key Council Plans & Strategies

Youth Strategy and Action Plan 2015-2020

Priority Area: Recreation and Leisure

- Provide accessible and affordable recreational & leisure opportunities for young people.

BE1.2.6 Farmers Creek developed to encourage environmentally sustainable recreational and tourist use.

BE1.4 - Match infrastructure with development

BE1.4.3 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.

The focus

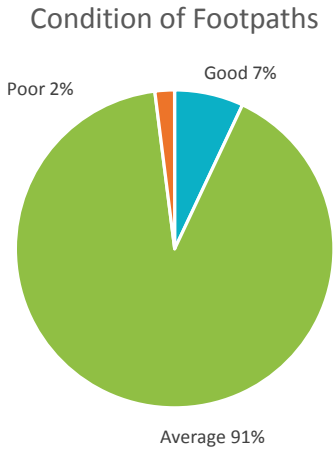
As a result of significant community feedback a master plan detailing the design requirements of a footpath along Farmers Creek was created to facilitate the provision of a range of community outcomes including promoting healthy lifestyles, improving quality of life for Lithgow residents and providing recreational infrastructure to meet the needs of the community.

While it is acknowledged that the construction of new assets assists Council to meet the needs of the community, it is also accepted that the condition of many concrete footpath assets require intervention from Council in order to satisfy the service requirements of the wider community. For this reason, Council inspects every segment of footpath in response to requests from the community. In some instances, simple maintenance is not enough and Council allocates the highest priority to this work – capital renewal. This work typically involves the identification of the underlying issue, removal of the issue and reconstruction of the footpath.

A snapshot of community asset condition & investment levels

Council currently owns and maintains 127km of footpaths across the LGA. We spend approximately $37,000 per year on maintaining footpaths although this amount may vary from year to year.

The majority of our footpaths are in an average condition with only 2% in poor condition. Some footpaths currently in average or poor condition will need additional maintenance and/or renewal work to ensure that they do not deteriorate into a poor and unsafe condition.



Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1	**Building Liveable Communities**
Aim 1.4:	Improve the number of accessible paths of travel to key destinations
Action:	Progressively improve the continuous accessible paths of travel including parking, footpaths and kerb ramps in Lithgow, Wallerawang and Portland to key destinations such as recreation and community facilities.
Aim 1.8:	Increase recreational opportunities for young people with disability in our community
Action:	Work with local community organisations and government to enhance meaningful recreational opportunities for young people with disability.
	Ensure the planning and delivery of recreational assets takes account of the needs of people with disability

$133,745 was spent on footpath construction & renewal

The Response

Implement the Farmers Creek Precinct Masterplan

- In line with the Farmers Creek Precinct Masterplan (www.council.lithgow.com/farmers-creek), Lithgow City Council is progressively constructing a shared footpath and cycleway along Farmers Creek, at a rate of approximately 70 – 80m per year. $42,163.00 was spent on this project in 2017/18.
- Council submitted a application for round one of the Stronger Country Communities (SCC) grant although this was unsuccessful. An application for Round 2 was submitted in May 2018.
- Council has continued community engagement through planting days and maintenance of current plantings.
- Quotes for installation of a bridge from Glanmire Oval are being sort in anticipation of successful Round 2 SCC grants and a contractor has been engaged for the delivery of other creek rehabilitation.

Footpath Renewal

In addition to this new construction, Council is committed to the renewal of existing footpaths to ensure their longevity. Currently, this is including the removal of underlying issues such as tree roots and broken stormwater infrastructure that is contributing to the issue. $91,582 was spent on footpath renewals at Rabaul Street, Lithgow, along the Great Western Highway, Lithgow and at Barton Avenue, Wallerawang.

The Impact

The impacts of this work are primarily social and economic in nature. By providing the community with the recreational infrastructure that meets its needs, Council is effectively encouraging its community to lead the healthiest and most enjoyable lifestyle they possibly can. In addition, these assets attract people to our area, whether they be tourists or permanent residents, thus providing economic benefits to our community through increased growth.

- Significant positive community feedback has been received regarding the construction of the Farmers Creek shared footpath.
- Staff assess every request for maintenance in relation to footpath assets in order to ensure the safety of pedestrians throughout Lithgow.

Learnings

Undertaking this project, Council learnt a great deal regarding the importance of street trees to the amenity of the local Lithgow area. The removal of such trees, even when their removal assists in the longevity of footpath assets, needs to be in consultation with relevant stakeholders.

Farmers Creek Walkway Cycleway

Barton Avenue, Wallerawang Before & After.

BE1.2.7 Organise the Sports Advisory Committee meetings in accordance with the committee terms of reference.			
Performance Measure	Target	Achieved	Comment
Meetings to be held monthly.	100% of meetings held	100%	Completed

BE1.2.8 Provide support to recreational actvities and organisations in accordance with Council's Financial Assistance Policy.		
Lithgow Croquet Club	$500	National Sporting Representation
Hayden Berry	$250	State Sporting Representation
Jorden Berry	$250	State Sporting Representation
Blake Fittler	$300	State Sporting Representation
Ryan Wells	$300	State Sporting Representation
Emily Watts	$300	State Sporting Representation
Angus Clues	$300	State Sporting Representation
Adam Doonan	$500	National Sporting Representation
Emily Thompson	$300	State Sporting Representation
Maggie Thompson	$300	State Sporting Representation

BE1.2.9 Improve the quality of life of rural village communities

Working in partnership with our rural communities to implement a shared direction for the future.

The Focus

As part of Council's Integrated Planning and Reporting Framework, a community information session was originally held in Capertee on 26 April 2012. At this meeting, residents discussed ways to improve the village of Capertee and identified a set of priorities for the future.

The Response

In response to this feedback, Council developed the Village Enhancement Program, which aims to address community priorities and strengthen partnerships with rural communities. Since the inception of the Village Enhancement Program, Council has consulted with a number of communities and developed the following Village Improvement Plans:

- Capertee
- Rydal
- Hartley
- Tarana and Sodwalls
- Cullen Bullen

The Impact

The Village Enhancement Program is funded from s94 contributions and has an annual budget of $30,000 (expenditure for the 2017/18 financial year was $3,500 for the installation of the signage at Rydal) to address the identified priorities of our rural communities. In addition, Council works with state and federal governments to progress community priorities in cases that exceed the annual Council budget.

Some of the recent achievements of the Village Enhancement Program for 2017/18 include:

- Installation of the Rydal Showgirl Sign at Pioneer Park
- Secured a state government grant for a reticulated sewerage system for Cullen Bullen
- Upgrade of the Waste Transfer Station at Tarana.

In addition, a number of ongoing operational priorities are being addressed across communities, such as installation of signs, upgrading of roads, and regular mowing. Council's continual communication with rural communities supports a positive working relationship and ensures the priorities being addressed are current and reflective of the communities' needs.

Learnings

The Village Enhancement Program has served as a platform to strengthen Council's partnership with rural communities and promote community cooperation and engagement in the design and delivery of a shared future. The program has also assisted with the creation of "place-making", which has increased community identity, spirit and sense of belonging for many of the people that reside in the villages of the Lithgow LGA.

As part of the development of Council's Operational Plan each year, projects are now identified and listed in the Operational Plan. This will ensure that communities are aware of projects being undertaken in their area and also to ensure that the annual budget is allocated in accordance with the Plans.

BE1.2.10 Develop and operate the JM Robson Aquatic Centre using Council resources and associated oncosts

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.

Children's Parties

The commencement of hosting Children's Parties as a service at the Aquatic Centre in 2016 has proven to be extremely popular with a 95% increase in hire from 2016/17 to 2017/18. The JM Robson Aquatic Centre party package for kids birthday parties include a decorated party room and qualified instructor(s) that facilitate structured games for children to participate in.

Parties run for 2 hours, with the first hour and a half dedicated to pool time fun and the last half hour for food and cake. At the end of the party all children will leave with a lolly bag.

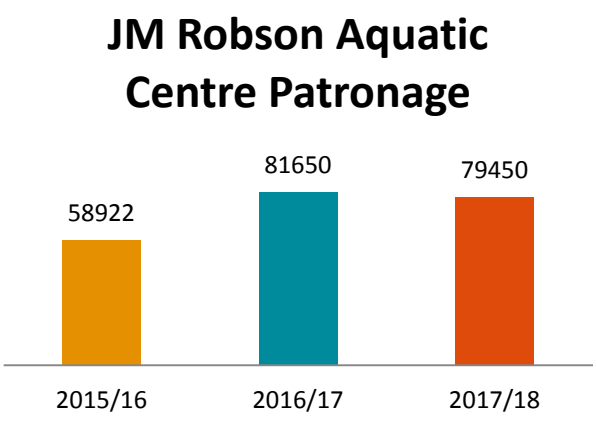
Sustainable Design

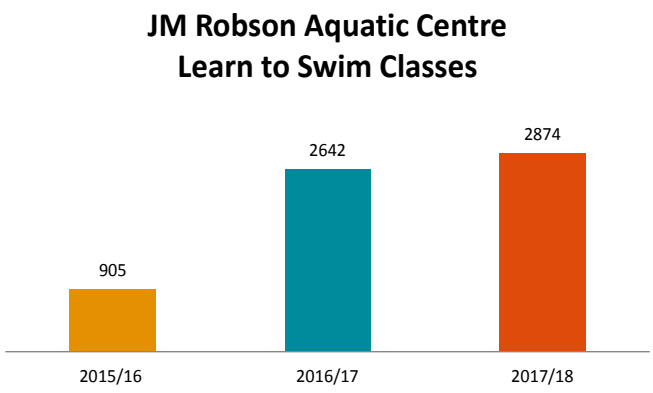
- A building envelope design and natural ventilation system to alleviate the requirement for a cost prohibitive and high energy consuming dehumidification system.
- Wall mounted thermal pool blankets to minimise overnight heat loss.
- Installation of two 30,000L rainwater tanks.
- The indoor pool, showers 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

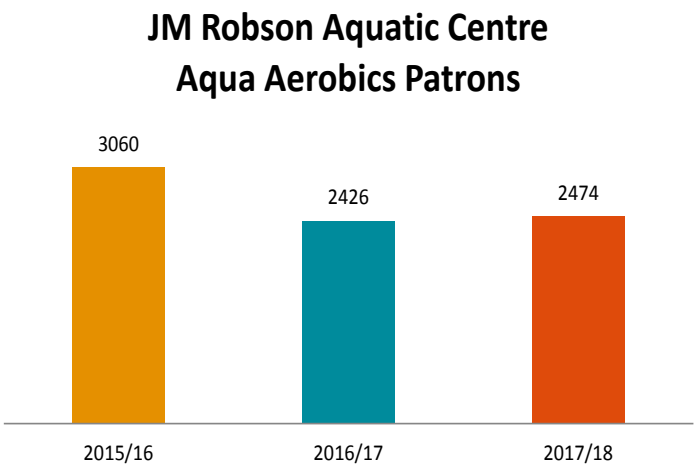
Key Council Plans & Strategies

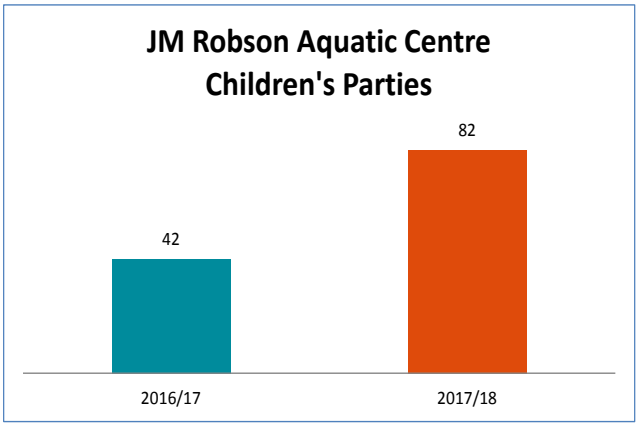
- Strategic Asset Management Plan
- Disability Inclusion Action Plan

Number of patrons utilising the service public programs implemented









NOTE: Council commenced hosting Children's Parties as part of its Public Programs offered at the Aquatic Centre on 1 July 2016.

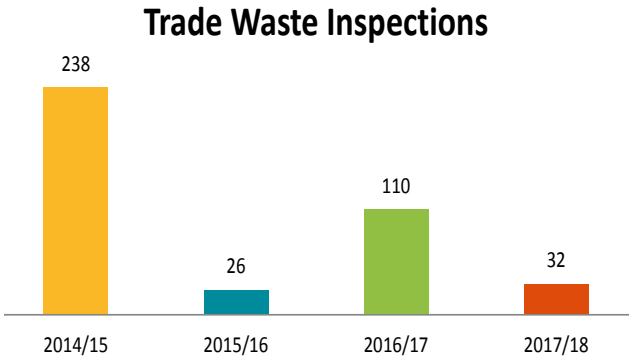
95% increase in Children's Party Hire at the Centre since commencing in July 2016

BE1.3 - Provide an Environmental Health Inspections Program

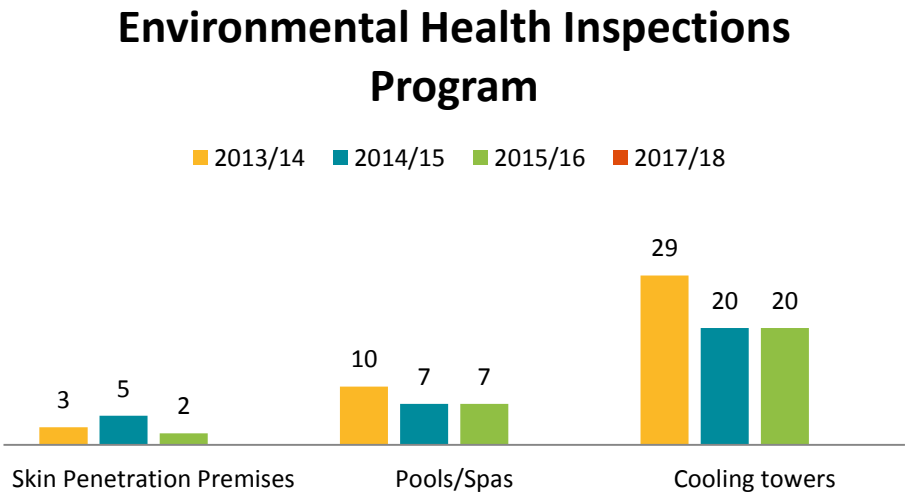
BE1.3.1 Undertake activities identified in the Trade Waste Policy

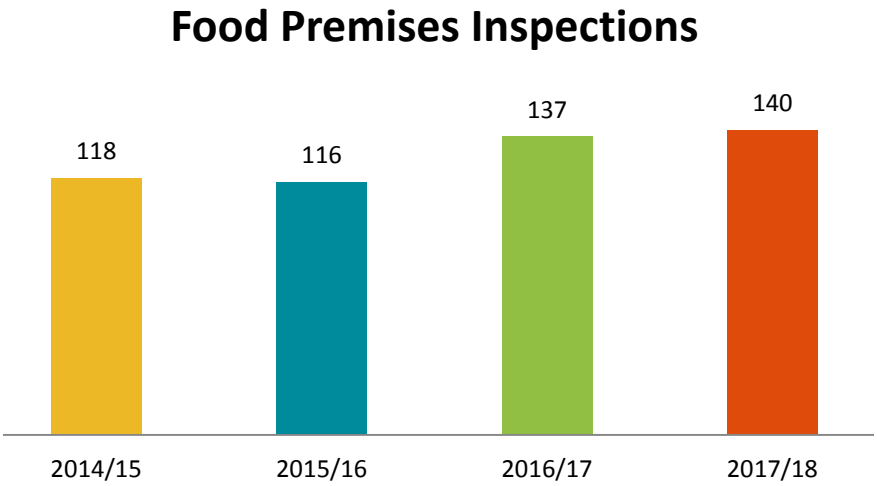
The Liquid Trade Waste Program ensures all trade waste discharges are in accordance with Council's Lithgow Trade Waste Policy, NSW Best Practice Management of Water Supply and Sewerage Guidelines and the Liquid Trade Waste regulation Guidelines.

Note: The significant reduction in inspections in the 2015/16 and 2017/18 financial year are due to staff changes.



BE1.3.2 Conduct public health and food inspections





BE1.3.2 Conduct public health and food inspections			
Performance Measure	Target	Achieved	Comment
All skin penetration premises inspected once per year.	100% complete	100%	1 skin penetration premises was inspected.
Conduct one inspection of each commercial swimming pool or spa per year and provide ongoing education.	100% complete	100%	7 commercial swimming pool and spas were inspected.
Conduct inspections of cooling towers and associated systems.	100% complete	100%	15 Cooling towers over 4 locations were inspected
Complaints made in relation to cooling towers investigated, actions resolved or determined within 24 hours.	100% investigated	100%	All complaints made in relation to cooling towers are investigated and actions resolved or determined within 24 hours
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	100%	The register was maintained and updated.
Undertake 2 inspection per Caravan Park annually.	100% complete	100%	Completed
All food premises inspected annually in accordance with the Food Regulatory Partnership.	100% inspected	100%	140 Food inspections were 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.
Complaints made in relation to food premises investigated, actions resolved or determined with 24 hours.	100% investigated	100%	All complaints made in relation to food premises are investigated and actions resolved or determined within 24 hours.

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.			
Performance Measure	Target	Achieved	Comment
Implement the General Asset Building Maintenance Program (including the Special Rate Variation Program) to: • Centrelink building lighting • Mick Moore Pavilion Improvements, • LINC Grease Trap installation.	100% complete	80%	• Upgrades to Centrelink lighting, and Mick Moore Pavilion were completed. • LINC Grease Trap installation has been deferred to 2018/19.
Upgrade toilet facilities at Kremer Park, Portland and Daintree Lane, Wallerawang.	100% complete	100%	Completed
Continue investigation into construction of a toilet facility in Rydal.	100% complete	10%	Council is continuing to investigate this matter. A site has been selected, however, contact with the owner of the site is proving difficult. This matter will be ongoing in 2018/19.
Install new bus shelters as required by the bus company.	2 per annum	50%	In conjunction with the bus company one bus shelter was installed at the hospital near the Scots School.
Maintain Council Depots: • Lithgow Stockpile Shed. • Implement a Bar Coding System at the Lithgow Depot.	100% complete	21%	Repairs to the roof of the Lithgow Store was completed. Development Application process has commenced for the installation of the stockpile shed however has stalled due to staff shortages in Planning department. Works commenced on implementation of the Bar Coding System, however upon the termination of the storeman, this project has been temporarily delayed and will continue in 2018/19.
Maintain Council Depots: • Wallerawang Depot Seal	100% complete	0%	Project was deferred to allow the urgent improvement of Council's urban stores compound. This project is scheduled for 2018/19
BE1.4.3 Manage community halls and theatres.			
Number of bookings process for the following community halls: • Union Theatre • Crystal Theatre • Meadow Flat Hall • Civic Ballroom	100% processed	100%	All bookings for community halls have been processed. See graphs on page 78.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1 **Building Liveable Communities**

Aim 1.2: Improve access to public toilets

Action: Continue to progressively implement public toilet improvement plan to ensure compliance of all Council public toilets.

Aim 1.5: Increase the number of accessible bus stops and shelters

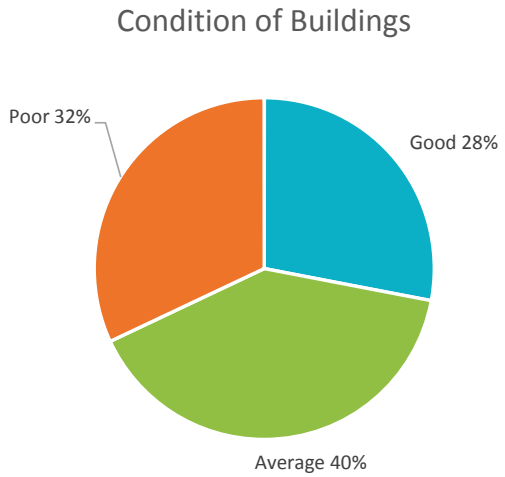
Action: Progressively upgrade bus stops and shelters to make them accessible including a link to a continuous accessible path of travel.

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.

A snapshot of community asset condition & investment levels

The majority of our buildings are currently in a good to average condition, although 32% are considered to be in a poor condition. Many of those buildings currently in average condition need additional maintenance and/or renewal of major components such as roofs, internal finishes or servicing in order to avoid them slipping into a poor condition. Council currently spends approximately $450,000 per anum on maintaining buildings.

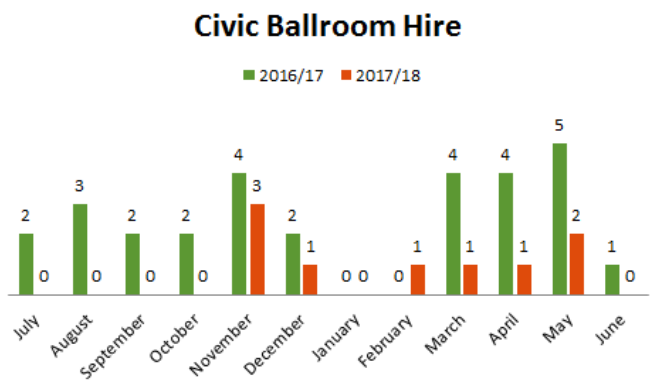


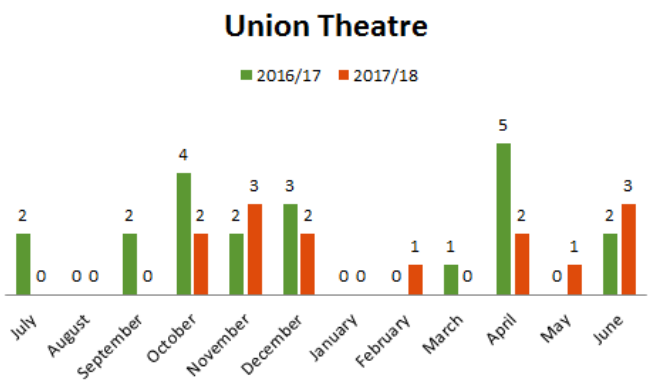
Changing how we do things

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 call-outs for additional cleaning, less staff time on repairs resulting from vandalism and opening and closing the facility. It also provides a modern, clean toilet facility for use by ratepayers and visitors to Lithgow.

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.





BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.

The Focus

Council introduced a program in 2012/13 to build new toilet facilities and upgrade existing toilet facilities within its area. Since then new facilities have been constructed in Lithgow at Queen Elizabeth Park, Union Theatre, Cook Plaza, Eskbank Street taxi rank, Clarence Pirie Park Capertee and Wallerawang Sportsground.

In 2017/18 Council allocated funds to continue the program by providing new toilet facilities at Blast Furnace Park Lithgow, Kremer Park Portland and in Daintree Lane Wallerawang.

The Response

Following extensive community consultation new Exeloo toilet facilities were constructed at the three locations. Each toilet is fully compliant for accessibility for persons with disabilities in accordance with the need identified through Councils Disability Inclusion Action Plan 2017-2021. There was previously no compliant facilities at either of these sites.

The Blast Furnace Park toilet is an Exeloo two unit fully automatic self cleansing model identical to the model previously installed in Cook Street Plaza. There were no toilet facilities previously on this site and and the installation was carried out to compliment the recent improvements by Council to Blast Furnace Park. The building has been screen printed with images of the Lithgow Blast Furnace.

The building installed at Daintree Lane Wallerawang is a two unit Exeloo model that can be electronically locked to prevent after hours vandalism. It replaces an old non compliant toilet block that was constructed in the 1960s.

The facility installed at Kremer Park Portland is a single unisex electronically controlled unit that is fully accessible to supplement the existing male and female toilets that are not compliant for accessibility.

The Impact

The cost of the three new public toilet facilities was $440,952 ex GST and the work was carried out within budget. The work was fully funded by Council through its budget.

It is anticipated based on the results from the Exeloo toilets previously installed by Council that there will be substantial cost saving through a reduction in operational costs, particularly vandalism. There are also cost savings and environmental benefits as water usage and staff time is reduced through the automatic control systems in the buildings.

There are social benefits to the community through the provision of functional fully compliant toilets for use by all users of the facilities.

Key Council Plans & Strategies

Disability Access Inclusion Plan

Focus Area 1 Building Liveable Communities

Aim 1.2: Improve access to public toilets

Action: Continue to progressively implement public toilet improvement plan to ensure compliance of all Council public toilets.

Blast Furnace Park

Daintree Lane, Wallerawang

Kremer Park, Portland

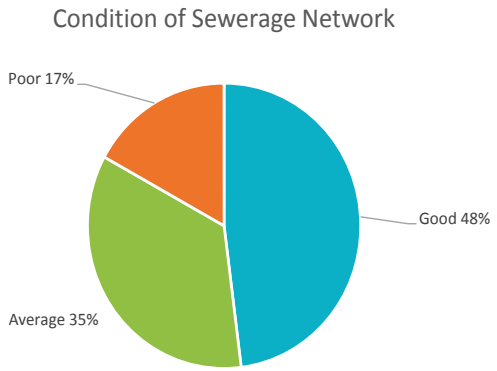
BE1.4.2 Provide a secure and reliable sewage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang

Lithgow City Council is responsible for:

- 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, connecting houses and businesses to the sewer network .

A snapshot of community asset condition & investment levels

Council owns and maintains a vast sewer distribution network. Sewer assets are primarily in good to average condition, with 17% in the poor category. While our sewerage network is generally well maintained, population growth and service expansion requires the Council to plan significant investment in the network over the next 10 years. Sewerage treatment plant upgrades will result in corresponding increases in operation and maintenance costs. Council currently spends $1.1 million per annum on maintaining the sewer network.



Changing how we do things

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

BE1.4.2 Provide a secure and reliable sewage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang			
Performance Measure	Target	Achieved	Comment
Undertake smoke testing a Sewerage Treatment Plants.	100% complete	90%	Smoke testing was undertaken and Council is awaiting final report to be delivered in 2018/19.
Conduct desludging at Sewerage Treatment Plants.	100% complete	100%	Completed
Undertake the following upgrades to sewer pumping stations: • Replacement of pumps	100% complete	50%	Major changes in the strategic direction as a result of increased urban release has seen the need to undertake major capital upgrades to pump stations rather than just replacement of the pump. Works will be continuing in 2018/19.
Undertake a replacement of sewer vents.	100% complete	0%	Project has been deferred to 2018/19.
Undertake CCTV inspections and condition assessments of sewer mains and record in Council's Asset Management System.	100% complete	0%	Project deferred due budgetary constraints.
Undertake a feasibility study for the West Bowenfels Release Area Sewer Upgrade.	100% complete	95%	Awaiting final report to be delivered during 2018/19.
Undertake a feasibility study and investigate options for Onsite Wastewater Management at Lake Lyell.	100% complete	12%	Flow testing and data collection was commenced to ascertain the scope of works for the design of the onsite wastewater management system.

Portland Sewerage Treatment Plant Augmentation

The Focus

Stage 1 construction of Portland Sewerage Treatment Plant (STP) Augmentation is was complete in 2016/17, which has seen the plant put into operation. Stage 2 works commenced which included the demolition of the old STP to make way for the remaining treatment units to be constructed with final works and commissioning to be complete November 2018.

The New STP will treat the sewerage to a much higher standard which will have a beneficial effect on the environment downstream by reducing the levels of potential pollutants released into the environment. The increased size of the new STP will also allow enough capacity in the system for the growth of the township of Portland.

The Response

The new STP uses an Intermittently Decanted Extended Aeration process which is the same design principle as Council's other STP's which also includes the use of UV Radiation disinfection system. This design being the same will reduce stores costs for council to have an inventory of critical spares for all three plants which are interchangeable. This also means that the Effluent quality will be of the same standards required for discharge into the Sydney Drinking Water Catchment, this represents a significant improvement on the previous discharge quality.

The Impact

This project is co-funded by the NSW governments Resources for Regions project through Infrastructure NSW and Lithgow City Council. The funding was received on a basis of 2/3 funded by Resources for Regions of $10.05m and 1/3 by Lithgow City Council of $4.950m. This significant investment in the Portland Community will allow for future urban Growth in all areas of the town.

Key Facts:

- Project cost $15,000,000
- Increase from 2,000 equivalent persons to 3,000 equivalent persons allowing for future growth of Portland.
- Will reduce the levels of potential pollutants released into the environment.
- Cost savings for Council will be achieved through alignment of parts with Lithgow and Wallerawang STP.

Cullen Bullen Sewerage Scheme

The issue

Council has been concerned for some time that a high proportion of existing on-site wastewater systems in Cullen Bullen are failing to meet the required operational and performance objectives. Evidence of failure includes:

- Sewage from septic systems running onto neighbouring properties.
- Sewage on flat sites ponding, resulting in complaints of smell, mosquitoes and a public health and safety risk.
- The overflow from septic tank absorption trenches discharging into stormwater drainage systems resulting in contamination of watercourses.
- Discharge of grey water into stormwater drainage systems resulting in contamination of watercourses.

The Solution

In order to address these issues Council has opted to construct a gravity sewerage system and Sewerage Treatment Plant to service the residents of Cullen Bullen. An Expression of Interest (EOI) was called for suitably qualified consultants to undertaken detailed design. At completion of the EOI process Council will determine the list of suitably qualified consultants to tender for the work.

The Impact

This project is co-funded by the NSW governments Resources for Regions project through Infrastructure NSW and Lithgow City Council with $4,800,000 coming from Resources for Regions

Key Facts

- Will provide connection to over 90 residential premises
- Using a real discount rate of 7 per cent, the total project generates a net present value of over $4.2 million with a benefit cost ratio of 1.45.
- 73% of the on-site wastewater management systems inspected are failing.

BE1.4.3 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.

- 878.97km urban, rural sealed, regional & Rural unsealed roads.
- Glen Davis & Glen Alice Roads:
  - Unsealed = 12,530m
  - Sealed = 68,120m
- 32 Concrete Bridges
- 10 Timber Bridges

Transport Infrastructure

Changing how we do things

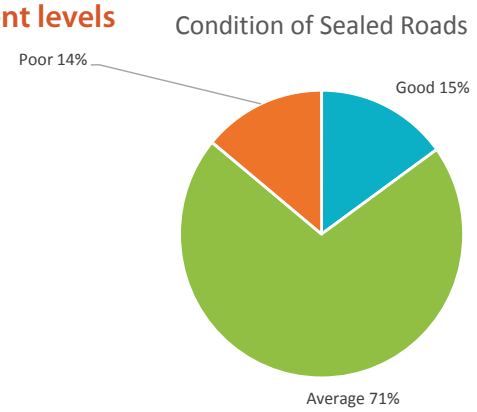
In 2016/17 Council undertook a review of its works program with the aim of reducing Council's ongoing asset depreciation costs. Percentages of maintenance funding were reallocated to renewals projects. The allocation is based on the expected percentages of renewal works required over a 12 month period 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 life spans and the second a reduction in ongoing asset depreciation rates if intervention points are followed.

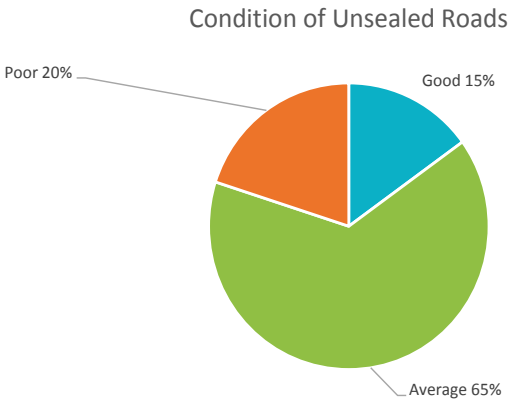
While in previous years, Council has determined renewals projects based on inspection then budgeted for them accordingly. In 2016/17, Council developed procedures for the identification of renewals projects and as such, it will be pro-actively determining renewals projects to ensure effective and efficient 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.

A snapshot of community asset condition & investment levels

Council is responsible for 525.25km of sealed roads which costs $1.1 million per year to maintain and renew. Generally our sealed roads are in average condition, however, 14% are in poor condition. Roads in poor condition need additional maintenance or renewal works to prevent them from further degrading.



Council currently spends $1.4 million each year to maintain 353.72km of unsealed roads in the LGA. Our road condition is assessed as road segments, e.g. from one intersection to another. Our unsealed roads are in generally average condition overall. 20% are considered to be in poor condition. Unsealed roads in poor condition need additional maintenance and/or renewal to prevent them from further degrading.



Roads (New Seals, Re-sealing and Gravel Resheeting)

As a result of community consultation prior to the commencement of the 2017/18 period, the following roads were sealed or resealed as follows:

New Seals	Re-Seals	Gravel Resheeting
• Curly Dick Road, Meadow Flat • Clarence Pirie Park Road, Capertee • Carlton Road, Portland * • Ivatt Street Lane, Lithgow *	• Hartley Valley Road, Hartley Vale • Glen Alice Road, Glen Alice • Magpie Hollow Road, South Bowenfels • Donald Street, Lithgow • Cripps Avenue, Wallerawang* • Lyon Parade Wallerawang * • Cullenbenbong Road, Kanimbla * • Ellen Close, Portland * • Valley Drive, Lithgow * • Brays Lane, Wallerawang * • Tank / Union Lane, Lithgow *	• Old Western Road, Mt Lambie • Martins Road, Rydal • Cullenbenbong Road, Kanimbla • Bonaventure Road, Pipers Flat • Old Western Road, Rydal
Budget: $515,447	Budget: $1,623,375	Budget: $469,430
Spent: $415,518	Spent: $1,606,765	Spent: $591,132
Saving: $99,929	Saving: $16,610	Over spend: $121,902

* denotes Special Rate Variation Works Program

The above listed projects were a direct result of the assessment of condition ratings held by Council within its Asset Management System as well as community feedback received throughout the previous financial year.
For each of the new seals completed, this has been in response to feedback regarding lack of heavy vehicle access (including school busses in wet weather), dust alleviation, amenity improvements as well as reduced maintenance cost over time.
For each of the re-seals, Council assessed each project based on engineering merit to determine the priority of each project and the relative impact and benefit such work would have on the wider community. Community feedback, geometric issues, surface condition ratings, traffic assessments and percentage of heavy vehicle and tourist traffic were all considered in these assessments.
For each of the unsealed road gravel resheeting projects completed, priority was given to those roads that required the most frequent maintenance, were subject to the most community feedback and upon assessment were determined to be deficient with regard to surface drainage and all-weather drive-ability.

The Response

For each of the new seals that needed to be laid, an assessment was made on their location and level of traffic to determine the surface and pavement treatments that needed to be applied. For urban areas with high levels of traffic that perform frequent abnormal manoeuvres (u-turns, driveway access etc.), hotmix asphalt was laid to ensure the longevity of the pavement and existing stormwater infrastructure was improved where required to ensure adequate stormwater runoff.
Prior to the resealing of each road, roadside vegetation was removed where required, stormwater drainage was re-constructed in rural areas and the pavement was rehabilitated and stabilised where significant deformation had occurred. Then, in urban areas a smooth 7mm running surface was applied over a 14mm base coat to ensure a smooth, quiet ride. In rural areas, a more robust 20mm base coat was applied prior to a 10mm running surface to cope better with higher percentages of heavy vehicle traffic.
For each of the unsealed road gravel resheeting projects, subsurface and roadside drainage was improved, roadside vegetation was removed where it posed a significant hazard and gravel was imported from local

organisations to blend with the existing material to create a smooth, all-weather road surface that better handles the harsher conditions of our more rural areas. Approximately 25,000 tonnes of recycled material was sourced this financial year from the Roads and Maritime Services as part of their Great Western Highway upgrade works. Usually, this material is taken to landfill however Lithgow Council roads engineers were able to facilitate its re-use on rural unsealed roads to reduce the environmental impact within the local area and increase the scope of these projects with minimal impact to the approved budget.

The table below lists progress with road works identified to be undertaken in 2017/18 that were not completed and will be ongoing in the 2018/19 financial year.

BE1.4.3 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use				
Program (Performance Measure)	Road/Street	Target	Achieved	Comment
Implement the special rate variation works program in Portland	• Williwa Lane, • Jamison/High Lane, • Langbein Lane, • Bate/Piper Lane • Falnash/Ilford Lane	100% complete	15% complete	Ellen Close, Portland was completed (see re-seals in table above). As a result of staff unavailability and equipment maintenance issues, remaining lanes in this program have been deferred and carried forward to the 2018/19 financial year
Implement the urban roads improvement program	• Bridge Street • Tank Street	100% complete	65% complete	Tank Street works completed. However, awaiting water mains replacement to be undertaken in Bridge Street in the 1st quarter 2018/19 prior to completion of this project.
Implement the Rural Road Improvements Program	Gravel reconstruction of Palmers Oakey Road.	100% complete	10% complete	Tender process commenced. Works scheduled to commence in 2nd quarter 2018/19.
BE1.4.4 Continue to seek funding to upgrade and maintain state and regional roads within the LGA				
Implement the Roads to Recovery Program	• Glen Alice Road • Magpie Hollow Road • Curly Dick Road • Donald Street • Clarence Pirie Park Access Road	100% complete	85% complete	Completed • Magpie Hollow Rd, • Donald Street • Clarence Pirie Park Access Road. Curly Dick Road - Preparation works complete and seal half laid. Postponed due to wet weather. To be completed in 1st quarter. Glen Davis Road - Preparation works completed. Awaiting contractor availability to be completed during 1st quarter.

The Impact

The impact of the works presented above are primarily social, economic and environmental.

Social benefits include increased tourist traffic from improved road asset conditions, particularly in Lithgow's more rural areas. Additionally there are social improvements that relate to the increased motorist safety as a result of these improved conditions.

Economic impacts are closely related to our local businesses and the improved efficiency of our local heavy vehicle network and transport routes as a result of an improved road network, both in terms of condition and characteristics (longevity, width, skid resistance).

Environmental impacts are a result of the significant use of recycled material sourced in conjunction with the Roads and Maritime Services improvement works on the Great Western Highway. This reuse has economic benefits in that the RMS were able to achieve a more cost-effective solution to the disposal of excavated material however, the impact this material has on local landfill is also of great importance. By reusing this material, Council is reducing the impact on these landfill assets.

Learnings

In some instances, Council staff accept that local residents may not have been provided with sufficient notice of works commencing. In light of this issue, more appropriate methods of community feedback will be utilised to ensure that not just local residents are notified directly, but the wider community is more aware of the works as Council's program progresses.

In addition, Council's aging stormwater infrastructure was not acknowledged during the scoping and budgeting phase of the capital works planning process. This partly resulted in the over spend on Council's resheeting program. Additional resources will be provided to stormwater (see page 95) locating during the project scoping phase into the future.

$2.6 million was spent on sealed & unsealed road renewal & improvements

▲ Improvement
= No or little improvement
▼ No Improvement

State of Environment Report indicators - Biodiversity			
Issue	Indicator	Comment	Trend
Habitat Loss	Roadside Vegetation Management Plans	Council's Standard Working Procedure 10.1 Maintenance Management of Roadsides in the Capertee Valley was developed and implemented in 2010. This includes a copy of The Guide to Rare Plants in the Capertee Valley .	=

Cox's River Road, before and after Gravel Re-sheeting.

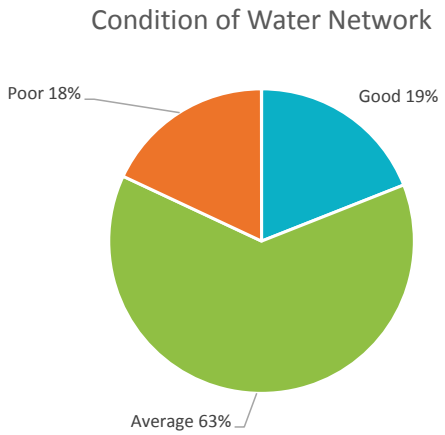
Hartley Valley Road, reseal.

BE1.4.5 Provide a secure and reliable water reticulation system to residents of the Lithgow local government area.

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

Council owns and maintains a significant water distribution network throughout the local government area. The Council currently spends approximately $2 million per annum on water supply network maintenance. The majority of the water network is in good to average condition. It is estimated that planned investments in the water network will allow Council to renew poor condition assets and ensure that adequate services are provided.



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

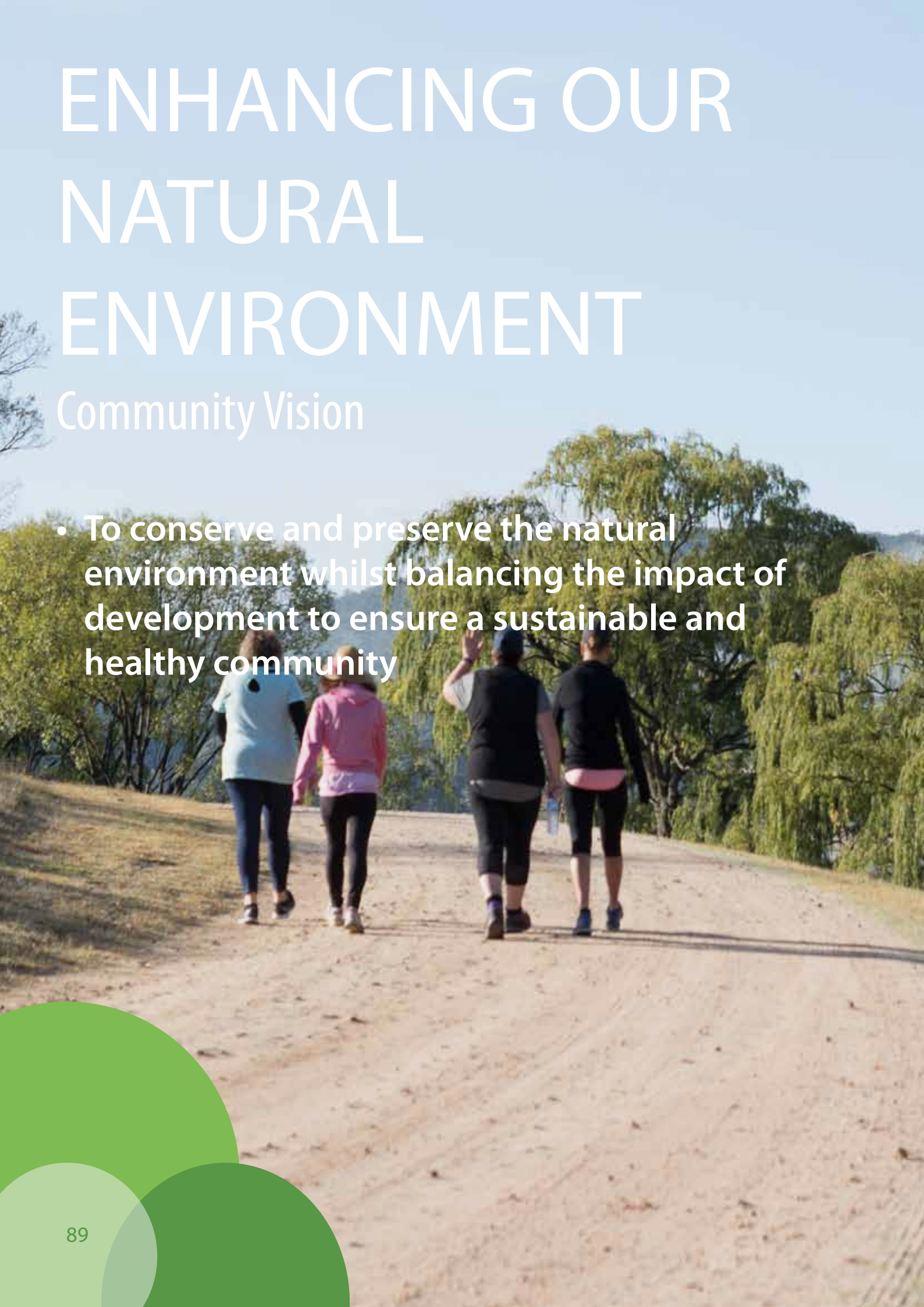
- Strategic Asset Management Plan
- Water and Sewer Strategic Business Plan
- Integrated Water Cycle Management Plan
- Developer Servicing Plans
- Best Practice Guidelines for Water & Sewer
- Drought Management Plan
- Drinking Water Quality Management Plan

BE1.4.5 Provide a secure and reliable water reticulation system to residents of the Lithgow local government area			
Performance Measure	Target	Achieved	Comment
Upgrade and maintain the Oakey Park Water Treatment Plant.	100% complete	90%	All maintenance works completed. SCADA deferred to 2018/19 due to inability to engage a suitable contractor.
Undertake safety works to Farmers Creek No. 2 Dam.	100% complete	90%	Awaiting final Dam Surveillance Report to be delivered in 2018/19.
Upgrade telemetry between water treatment plants, reservoirs and pump stations.	100% complete	90%	Awaiting the final assessment to determine any additional works that need to be required.
Desludge lagoons	100% complete	100%	Complete
Upgrade and maintain reservoirs to ensure continuous water supply to residents.	100% complete	100%	Complete

ENHANCING OUR NATURAL ENVIRONMENT

Community Vision

- **To conserve and preserve the natural environment whilst balancing the impact of development to ensure a sustainable and healthy community**



Community Strategic Plan and Delivery Program Actions

NE1 We use our resources wisely

- NE1.1- Reduce, reuse and recycle our resources
- NE1.2 - Implement total water cycle management practices

NE2 We understand the environment

- NE2.1 - Our natural environment is improved and protected
- NE2.2 - Minimise negative impacts on the environment

NE1.1 - Reduce, reuse and recycle our resources

NE1.1.1 Provide garbage disposal facilities within the LGA

Lithgow City Council is responsible for the following landfill sites:

- Capertee
- Cullen Bullen
- Glen Davis
- Lithgow
- Portland
- Wallerawang
- Angus Place, Meadow Flat, Hampton & Tarana Waste Transfer Stations

The kerbside waste collection service is provided to a number of villages and Lithgow suburbs through a contract between Lithgow City Council and JR Richards. The current domestic service includes the weekly collection of a 240litre MGB for household waste and 240litre MGB for fortnightly recycling collection of standard recyclable items such as glass, aluminium, steel, plastics, paper and cardboard.

The recyclable materials are transported by JR to Poytrade Recycling in Rydalmere, Sydney for further management. Household waste is disposed at the Lithgow Solid Waste Facility. Urban areas with a kerbside service also have access to a bulky waste and green waste collection service throughout the year.

Henry Plant and Equipment Hire is contracted to construct, operate and manage the Lithgow Landfill seven days a week. The scope of works includes controlling the weighbridge, waste placement, compaction and placement of daily, intermediate and final cover, construction of new waste cells and resource recovery activities.

The Focus

The construction of the Resource Recovery Centre (RRC) at the Lithgow Solid Waste Facility will provide the community with a number of significant advantages now and into the future. In the short term this will improve the customer experience with all-weather access to waste and recycling disposal. Customers will no longer have to drive to the tip face improving safety and increasing resource recovery options. In the future the RRC will service the Lithgow community following the planned closure of the Lithgow Solid Waste Facility in 2033.

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.

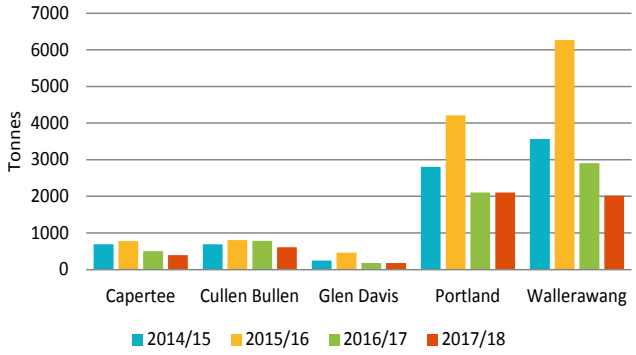
Lithgow Resource Recovery Centre – total project $2.3m commenced in 2017/18.

Kerbside recycling is continuing with additional community waste education being implemented throughout Lithgow to increase recycling and reduce waste to landfill. The volume of waste received at Council landfills is recorded and reported annually. Council provides information to the community via:

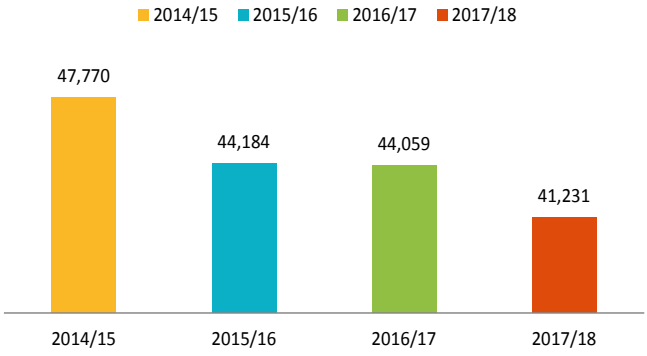
- the Waste App (available for download from the App Store or Google Play)
- Lithgow Waste website www.lithgowwaste.com.au
- Media releases and alerts which are posted on Council's website (www.council.lithgow.com) and facebook page @LithgowCityCouncil and in Council's subscriber eNewsletter; Council Connections.

State of Environment Report Indicators for Waste Generation & Disposal and Waste Pollution

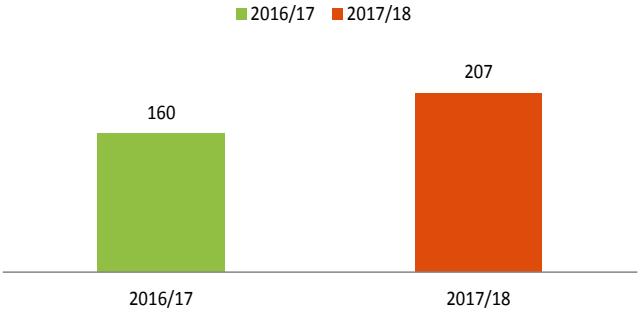
Waste to Rural Landfill



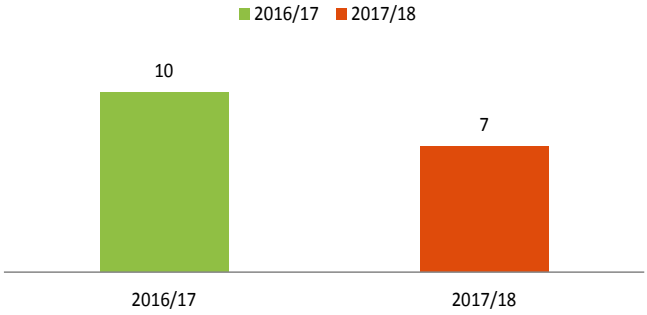
Lithgow Waste Facility



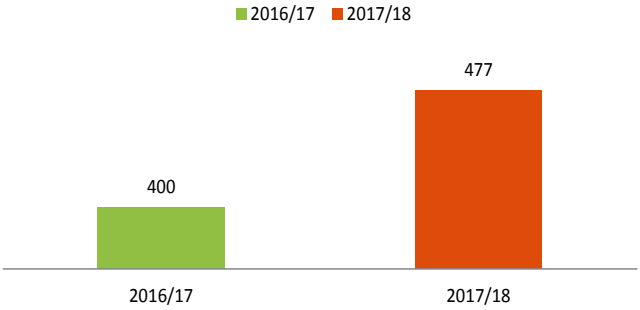
Greenwaste Collection Service No. of Participants



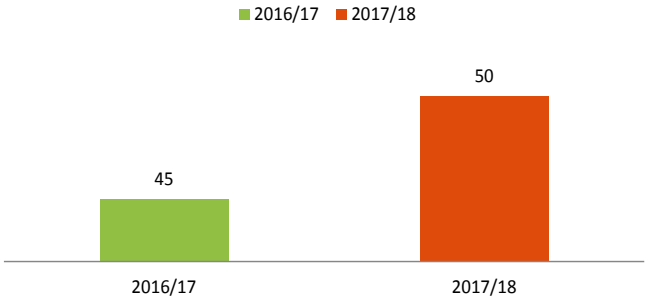
Greenwaste Collection Service Tonnes Collected



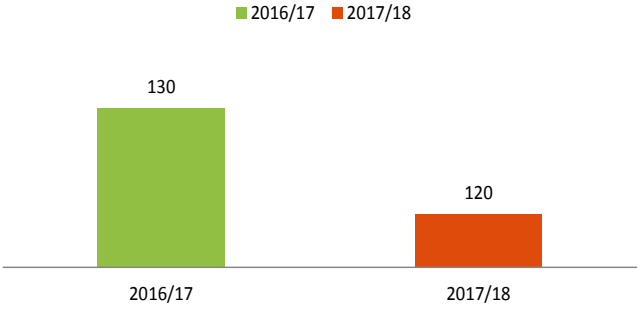
Clean Up Collection Service No. of Participants



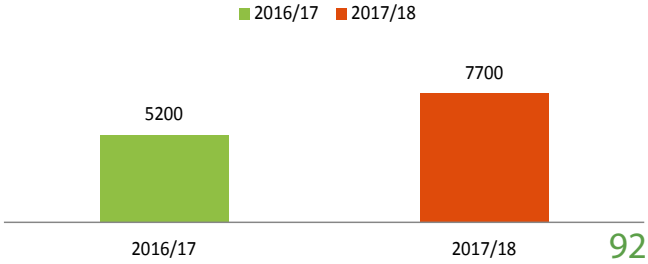
Clean Up Collection Service Tonnes Collected



Chemical Collection Service No. of Participants



Chemical Collection Service Tonnes Collected



NE1.1.1 Provide garbage disposal facilities within the LGA.			
Performance Measure	Target	Achieved	Comment
Upgrade and maintain the Lithgow Solid Waste Facility.	50% complete	50%	Improvements to the Lithgow landfill weighbridge have seen the installation of an intercom and security cameras to allow the operator to communicate with people entering the landfill.
New trenches installed at rural landfill sites.	100% complete	100%	All trenches which required construction have been complete at rural landfills within the LGA.
Achieve an annual increase in kerbside recycling material collected.	5% increase per annum	100%	Volumes of recycling received within the LGA have remained steady when compared to the previous reporting period.
Attend meetings and participate in Netwaste Programs considered beneficial for the Lithgow LGA.	Attend 1 meeting per annum.	100%	Council has been working closely with NetWaste through the development of waste projects within the LGA. Together we have submitted a number of successful grant applications and engaged a number of contractors through Tenders and the Quotation process providing significant financial savings to Council.
Undertake an Environmental Education Program targeting school aged children.	100% complete	100%	A Community Waste Education Program was conducted with educational materials provided on recycling and waste avoidance to students. A number of Schools across the LGA have been participated in a waste and environmental education program facilitated by Council. Through the month of May 2017, 335 students attended waste education sessions over 5 day period.

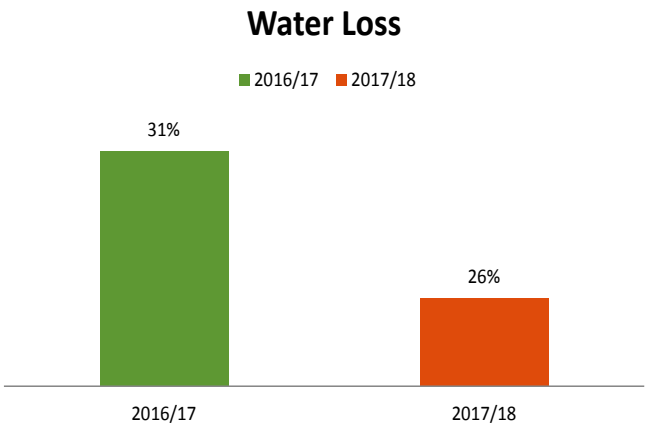
NE1.2 - Implement total water cycle management practices

Changing how we do things

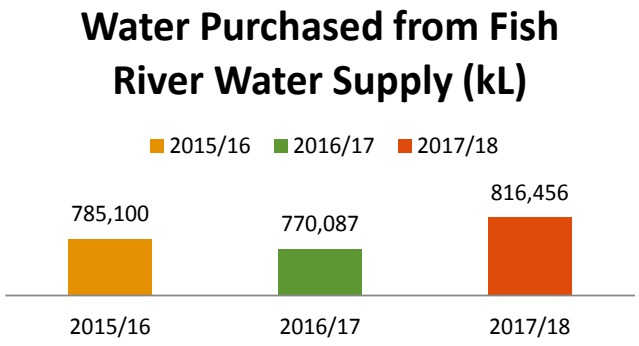
Council's water loss management system has allowed council to better account for all water produced. In 2016/17, council installed meters on all council facilities which will result in a decrease in unaccounted water for Council. In 2017/18 Council rolled out new metered standpipes across the Local Government Area to allow easier access for all residents to bulk treated potable water.

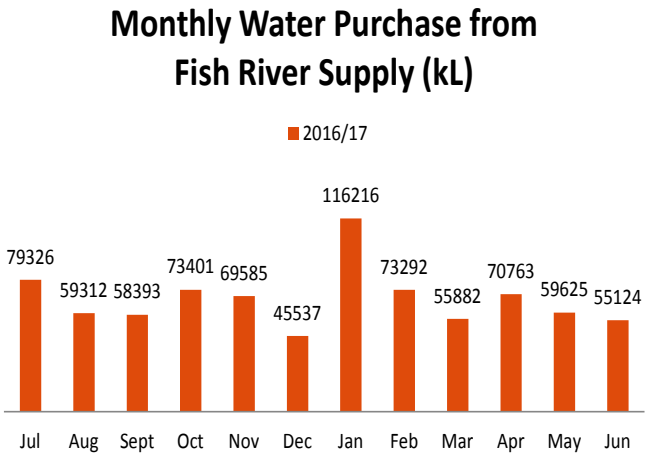
Plans & Strategies

- 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



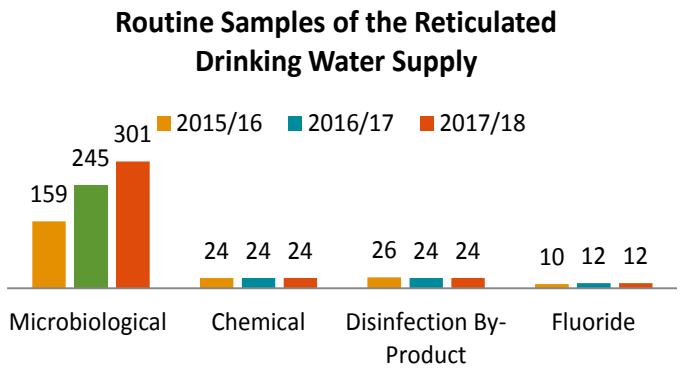
NE1.2.1 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA			
Undertake a Water Loss Management Program and implementation of its actions to achieve a reduction in Unaccounted for Water to less than 25%.	25% reduction achieved.	26%	Rolled out metered standpipes across the LGA.
NE1.2.2 Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding (see page xx)			
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 Australia Drinking Water Guidelines.	100% complete	100%	Compliance with health based targets.
NE1.2.6 Purchase water from State Water to supply Cullen Bullen, Glen Davis, Lidsdale, Portland, Wallerawang and Marrangaroo (See graphs below)			

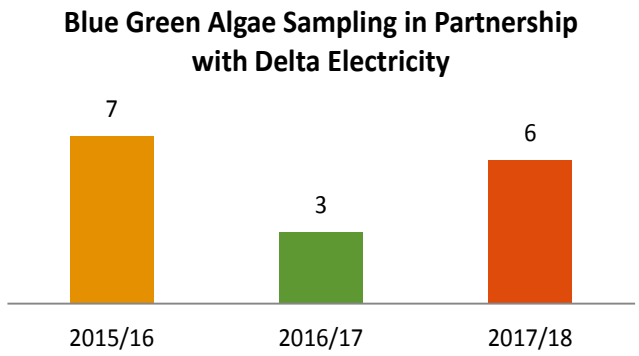




NE1.2.4 Conduct routine monitoring of Councils		
Conduct routine monitoring of Council's reticulated drinking water supplies.		
• Disinfection By-Product Samples	26 per annum	Council has continued to supply drinking water to residents in accordance with the Australian Drinking Water Guidelines with monitoring undertaken and reported to NSW Health weekly.
• Chemical Samples	16 per annum	
• Microbiological Bacterial Samples	177 per annum	
• Fluoride samples	12 per annum	

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.	100% complete	3 Samples were taken in April (2 at Lake Wallace and 1 at Lake Lyell), 2 at Lake Wallace in May and 1 sample was taken in June until the red alert was lifted.





NE1.2.2 Provide Stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.

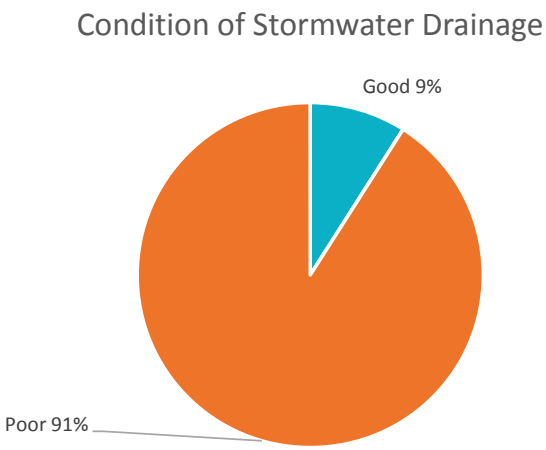
The issue

As it stands, stormwater improvements are of major significance, particularly within the urban Lithgow area. Currently, Lithgow is subject to substantial new development which is causing an increase in stormwater flow through aging infrastructure installed anywhere between 10 and 70 years ago. This issue is causing flood-related problems downstream.

A snapshot of community asset condition & investment levels

Council owns and maintains a stormwater network including 63km pipes, 913m open channels and 1,936 pits. The Council currently spends approximately $100,000 per annum on maintenance.

The majority of our stormwater assets are considered to be in poor condition with only 9% rated as good condition. Additional maintenance and renewal work needs to be undertaken to improve the condition of stormwater drainage assets.



The Solution

Funding was allocated to the feasibility study of stormwater improvements in the vicinity of the intersection of Laurence Street and Main Street, Lithgow. Anecdotally, this area has flooded each year and surveys were performed to determine the possibility of installing new subsurface pipes to alleviate this issue. However, as a result of the myriad of services within this area and concerns relating to the fall of the road itself, this solution was found to not be viable. Instead, Council will be seeking expressions of interest from specialist hydrological engineers to determine the suitability of the existing infrastructure as it is felt that an upgrade of the existing may be the best option to resolve the problem. $22,609 has been spent on surveys and investigation to date.
In addition, throughout Lithgow kerb inlets and subsurface pipes have had their capacity increased to resolve flooding concerns. Barracks Place Lithgow, Cox Street Portland and LaSalle Academy Lithgow have had Council maintained stormwater infrastructure improved at a cost of $70,922.

The Impact

The impact of this work is predominantly environmental and social. Flooding during high intensity rainfall events have a significant effect on the community with properties and lives at risk if it is not managed properly. Thorough assessment of impacts in this regard and improving those assets which are determined to be of greatest need, results in increased safety of residents and property and lowers the risk of environmental damage.

Learnings

A great deal has been learned about the age and condition of many of Lithgow's stormwater assets. Regardless of age, some assets are in the same condition they were almost 100 years ago however others have been constructed to far less stringent standards and have required capital renewal and reconstruction. At times, this data is largely unobtainable without significant capital contribution from Council and as such, asset degradation has largely gone unnoticed. This project has provided Council staff with the ability and means to inspect some of Council's more important infrastructure to determine priorities into the future.

Pictured: Completed stormwater drainage works at La Salle Academy.

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			
Performance Measure	Target	Achieved	Comment
Undertake inspections of septic systems.	10 per week	62	Annual inspections and approval of on-site sewerage systems is ongoing for all un-sewered properties in the Local Government Area to ensure compliance with environmental and public health performance standards and the Local Government Act S.68 Part C, Items 5 & 6. Due to a reduction in staffing, the inspection target for septic systems was not met.
Monitor service records for aerated waste water systems.	10 per quarter	763	
NE2.1.2 Work together to share information			
Participate in the activities of the Centroc Water Utilities Alliance (CWUA).	2 per annum	100%	Council Officers attended meetings of the Centroc Water Utilities Alliance and participated in the following activities: • Delivery of Development Servicing Plans. • Dam Surveillance Monitoring Program.
NE2.1.3 Provide a forum for Environmental Groups to discuss matters relating to the environment and advise Council			
Conduct meetings of the Environmental Advisory Committee in accordance with the Terms of Reference.	4 meetings per annum	100%	Quarterly meetings of the Environmental Advisory Committee are undertaken to engaged a range of stakeholders for ideas and information to advise Council on environmental issues within the LGA.
NE2.1.4 Improve the community's knowledge of environmental issues (see pages 97-98)			
NE2.1.5 Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternative to Lithgow, Wallerawang, Portland and Villages			

Council's Alternate Fuel Rebate Program provides incentive for the conversion of Coal Burning Appliances to clean energy alternative. The program aims to help residents get the most out of their heating, while protecting the environment and their health. The program involves the following components:

- Community education
- Smoky chimney surveys
- Cleaner Heating Cash Incentives

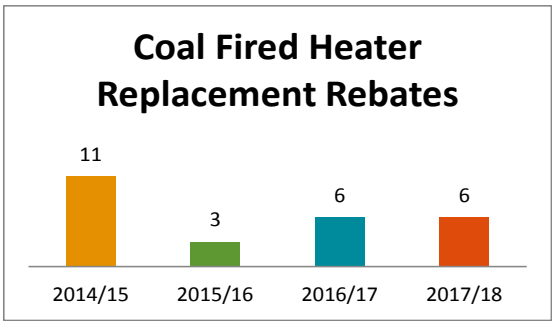
Rebates are available to householders to replace their coal burning appliance. In 2017/18 Council issued $6,200 in rebates to eligible ratepayers in the areas of Lithgow, Portland, Wallerawang, Lidsdale and Rydal who currently use a coal heater to heat their home or business.

The incentives being offered include the following.

- $1000 rebate ($1400 for pensioners)
- $2000 for Commercial Premises

The following replacement heating systems are eligible for the program:

- Fixed electric heaters with thermostatic controls
- Fixed flued gas heaters
- Reverse-cycle air conditioners
- Ducted gas central heating



NE2.1.4 Improve the communities knowledge of environmental issues
Waste Education Program in Action

The Issue

The objectives of the waste education program and the community organics workshop are to increase the community's knowledge of the waste hierarchy (avoid, reduce, reuse and recycle), organics recycling and waste avoidance practices.

To complement these programs Council conducted a Bin Inspection Program aimed at assessing current recycling bin use and educate residents in the Lithgow Local Government area. In addition, Council increased efforts at Lithgow Halloween to improve waste education and recycling throughout the event.

The Focus

The Primary School Waste Education Program introduces students to a range of waste management issues and solutions, aiming to equip students with the awareness, knowledge and skills to think critically about their behaviours, empowering them to undertake waste minimisation and resource recovery actions in their daily lives. The sessions involved the combination of a lecture-style PowerPoint presentations and hands-on activities (such as the construction of a worm farm made from reused polystyrene broccoli boxes) to improve skills in the set-up, maintenance and troubleshooting of organics recycling systems such as worm farms and composts. In addition to the primary school waste education program Council also developed and implemented in conjunction with our waste education contractor a number of programs targeted at the broader community.

The Response

Primary schools are often cited as an important conduit to educating the broader community, with students often sharing information with their families and other peers, and therefore it is hoped that the waste education provided extended well beyond the classroom.

Over 600 students across six schools in the Lithgow LGA participated in sixteen classroom sessions. Education sessions ranged from 40-50 minutes utilised a wide range of display materials, props and interactive discussions and activities to explore concepts and ideas relating to the chosen topics. Students and class teachers were also provided with a Lithgow Waste Website business card to direct them to Council's waste website, which provides information that may be relevant to sustainability or geography units of work, or will assist with household recycling and other methods of waste diversion.

Programs to further complement this program have been implemented:

- community organics workshops;
- increased waste education presence at major events such as Lithgow Halloween
- the delivery of the Bin Inspection Programs (BIP). The BIP aims to gauge the community's understanding of recycling, with bins from Portland and Lithgow targeted in May 2018.

A big congratulations! With more than half of all inspected recycling bins containing no contamination; and 84% of inspected recycling bins contained nil or only minor contaminants. Portland recorded the lowest overall proportion of contamination from all the recycling bins inspected. Overall the most commonly observed recycling contaminant was 'Plastic packets/film', which made up 52% of contaminants. Another significant contaminant was 'Recycling in plastic bags', followed by 'Tissues/serviettes'.

Learnings

Council continue to develop the waste education program as industry and community needs change. From the outcome of the 2017/18 program it is clear that residents of the Lithgow LGA have a good awareness of the importance of the waste hierarchy. With recent changes in the global recycling market increasing the financial cost of this service, it is likely an increase in waste education will be required into the future.

Key Facts

- Over 600 students participated in waste education sessions across the LGA,
- Over 60 participants attended community organic workshops,
- Over 50% of recycling bins inspected had no contamination,
- Over 84% of recycling bins has nil or only minor contamination.

Construction of waste transfer station

The Focus

The objective of this project is to provide a facility were the Tarana community can dispose and transfer waste safely in an environmental sensitive manner that complies with the guidelines recommended by Waste Services NSW.

The Solution

The following considerations influenced the design a new facility:

- Waste storage in larger skips bin,
- Continue to provide recycling options,
- Design allows for easy transfer of waste from vehicles,
- Enclosed storage area to reduce windblown litter,
- Secure the area to minimise vandalism and illegal dumping,
- Options assessment on the most suitable land.

The Response

Consultation with the community is ongoing with regard to final works to ensure the aesthetics of the infrastructure is consistent with the local environment. The site is located between the western railway line and the Rural Fire Service shed in the village of Tarana.

Tarana residents will be provided with access the Waste Transfer Station and will be responsible for ensuring the site is secure after use to prevent disposal of out of area waste. Due to the recent success of the Tarana markets additional discussions with the community will focus on achieving an aesthetic consistent with the transfer stations purpose and other community uses within the vicinity. The original project budget of $120,000 has largely been expended with the project nearing completion. The remaining project funds of around $6,000 will be used for additional landscaping works.

Learnings

Significant work was undertaken to determine the most suitable location for this facility to ensure minimal impact on the community while being accessible. The new waste transfer station will provide residents with easy access to continued waste disposal with increased accessibility and security.

Plans & Strategies

Lithgow City Council Waste and Recycling Strategy 2016-2026.

Key Facts:

- Recycling disposal options provided,
- Improved access for waste disposal,
- Enclosed storage area to reduce windblown litter,
- Secure the area to minimise vandalism and illegal dumping,
- Roofed disposal area.

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.

Farmers Creek Master Plan

The Focus

Farmers Creek has enormous unrealised potential as a leisure/recreation, scenic and environmental asset. Enjoyment of much of the corridor is now prevented by weeds, encroachments or other barriers, minimal management, and simply the absence of access and facilities.

Balancing and prioritising the dual project objectives – of providing greater leisure/recreation opportunities and facilities, and connecting and enhancing public open space, while delivering environmental, biodiversity and water quality improvements was a central master planning focus.

The Response

The master plan addressed the lack of creek crossings for safe shared use, the limitations of several narrow road bridges, and two rail crossings. The siting, and style, of road and creek crossings for recreational connectivity was a frequent challenge.

To enhance a site's scenic appeal, and provide attractive settings for later recreational use, the Masterplan typically programmes environmental improvement measures in advance of proposed open space and recreation facility provision. A feature of the Masterplan is the gradually changing leisure and recreation settings proposed along the corridor – merging from developed parkland and sports fields downstream, through landscaped and semi-natural areas with scattered facility "hubs", to shared paths winding through enclosing riparian bushlands upstream.

The Impact

The Masterplan delivers a staged "blueprint" for a connected network of parks and public open space, ranging from highly managed parklands and playing fields to restored creekside bushlands, all linked and activated by a high-standard shared path plus other connections and offering a variety of leisure/recreation facilities and attractions along the entire corridor. All within easy reach of Lithgow's urban areas, it enables far greater community access to and enjoyment of Farmers Creek and its tributaries. Associated with this will be restoration and revegetation of a degraded urban creek corridor, and water quality improvement measures, to deliver enhanced scenic, environmental/biodiversity and water quality outcomes.

Learnings

Development and management of Farmers Creek to enhance its recreational, scenic and environmental values will be a long-term incremental undertaking. Accordingly, the Masterplan describes a prioritised, staged, implementation programme. It acknowledges and accommodates the realities of Council's available resources and budget cycles, plus the need for flexibility and opportunism in implementation.

The Masterplan will provide important strategic direction and co-ordination, plus impetus, for Council's on-going annual programme of construction and maintenance of recreation facilities, plus environmental works, along Farmers Creek. Council has already used the Masterplan to support prospective external funding applications through Round 1 of the Stringer Country Communities Grant which was unsuccessful and Round 2 which is yet to be announced.

Hassan's Walls Weed Control

The Focus

Minimising negative environmental impacts of weed infestation and reducing the associated biosecurity risk improves native habitat benefiting the greater Lithgow community.

The Response

Council was successful in securing $30,000 grant funding from Public Reserve Management Fund Program for the control of environmental and noxious weeds within the reserve.

The Impact

The project has treated a number of the high value areas within the reserve while also identifying other weed source which require additional works in the future. This project compliments and builds on previous works undertaken within the reserve and provides increased community participation with the aim of achieving lasting environmental outcomes. Through a collaborative approach with Lithgow Oberon Landcare Association and Lithgow Pony Club significantly greater capacity building and financial value was added to the project.

Learnings

This project enhanced biodiversity, reduced erosion, improved habitat value and controlled noxious weeds within Hassan's Walls reserve. These works also improved recreational opportunities, visual amenity of the area and increased public perception and awareness of the environmental asset.

Key Facts

Farmers Creek Management Plan	Hassan's Walls Weed Control
High Commendation at the Parks & Leisure Australia's NSW/ACT Awards for Excellence	Reduction in weed density throughout the Reserve
200 native plants established within the riparian corridor	Reduced Biosecurity risk within the Hassan's Walls area
Construction of 500m of concrete shared path across Glanmire Oval	Improved habitat value within Hassan's Walls Reserve
Maintenance of 3000 native plants established in 2016/17	Increased community awareness and participation in environmental projects.
Council budget allocation of $150,000 for 2018/19.	

Pictured Left to Right - Impact of a sustained environmental management along Hassans Walls Creek line 2015, 2016, 2018.

NE2.2.2 Undertake energy audits of Council buildings and consider recommendations in the Operational Plan			
Performance Measure	Target	Achieved	Comment
Staff Sustainability Team to meet as required to: • Identify energy and water saving initiatives. • Promote project activities to highlight the 'green credentials' of council.	100% of meetings attended	100%	An energy audit undertaken of Council's main administration centre identified the opportunity for installing solar panels. This will occur in 2018/19
NE2.2.3 Comply with the Environment Protection Licences for Lithgow Sewerage Treatment Plant, Lithgow Water Treatment Plant, Portland Sewerage Treatment Plant and Wallerawang Treatment Plant			
Number of incidences of non-compliance identified in relation to Sewerage Treatment Plant Facilities.	100% of incidences reported	100%	All incidences of Non Compliance are recorded on Council's Website www.council.lithgow.com/epa-monitoring/
NE2.2.4 Comply with the environment protection licenses for Lithgow Solid Waste Facility and Portland Garbage Depot.			
Number of incidences of non-compliance identified in relation to waste management facilities.	100% of incidences reported	100%	All incidences of Non Compliance are recorded on Council's Website www.council.lithgow.com/epa-monitoring/
NE2.2.5 To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.			
Respond to pollution incidents with 24 hours where Council is the appropriate regulatory authority.	100% complete	15 actions responded to	Incidences of non-compliance identified by external authorities, Council Officers or members of the community in relation Protection of the Environment Operations (POEO) Act 1997, are actioned in a timely manner.

State of Environment Report indicators - Waste			
Issue	Indicator	Comment	Trend
Waste Generation & Disposal	Average cost of waste service per residential household	2016/17 - $414.00 2017/18 - $428.00	▲
	Tonnes of E-Waste collected (diverted from landfill).	2016/17 – 11.14 tonnes 2017/18 – 15.12 tonnes	▲

State of Environment Report indicators - Biodiversity			
Issue	Indicator	Comment	Trend
Habitat Loss	Roadside Vegetation Management Plans	Council's Standard Working Procedure 10.1 Maintenance Management of Roadsides in the Capertee Valley was developed and implemented in 2010. This includes a copy of The Guide to Rare Plants in the Capertee Valley .	=
	Council Reserves - total area (ha)	44 Parks and Reserves - 1,787ha	=
	Council Reserves - Bushland/remnant vegetation - total area (ha)	384 hectares	=
	Habitat areas revegetated - total area (ha)	7 hectares	=
Decreasing occurrence of endangered species	Threatened species actions implemented (e.g. PAS, recovery plans)	33 http://www.environment.nsw.gov.au/threatenedspeciesapp/PassSearchLga.aspx?lgaName=Lithgow+City+Council	=
Noxious weeds and feral animals	Invasive species (listed noxious or WONS) under active management.	Managed by Upper Macquarie County Council and Department of Primary Industry. http://weeds.dpi.nsw.gov.au/WeedBiosecurities?Areald=84 There are 78 listed weeds with 11 under active management.	=
State of Environment Report indicators - Water and Waterways			
River systems and waterways	Riparian vegetation recovery actions	Farmers Creek Master Plan implementation. 4 actions	=
	Riparian vegetation recovery area	Farmers Creek Master Plan implementation - 2 hectares	=

▲ Improvement
= No or little improvement
▼ No Improvement

RESPONSIBLE GOVERNANCE AND CIVIC LEADERSHIP

Community Vision

A Council that focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future.

Community Strategic Plan and Delivery Program Actions

GL1 Our council works with the community

- GL1.1 - Our community is involved in the planning and ecision making processes of Council

GL2 Moving towards a sustainable council

- GL2.1 - Revenue opportunities, costs, savings and/or efficiencies are achieved.
- GL2.2 - Use modern operating systems and apply contemporary practices.
- GL2.3 - Provide effective risk and safety practices

GL3 We are all valued citizens

- GL3.1 - We provide prompt, knowledgeable, friendly and helpful advice
- GL3.2 - Responsive and efficient services
- GL3.3 - Encourage a movitvated and adaptive workforce

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

GL1.1.1 Prepare, review and implement Asset Management Plans and Policies			
Performance Measure	Target	Achieved	Comment
Implement the Asset Management Improvement Plan	100% complete	100%	Actions implemented as per priority program.
GL1.1.2 Identify and develop new plans and strategies in line with the community's needs			
Develop and implement a Plan of Management for Lake Wallace. • Plan prepared, consulted upon and adopted	100% complete	75%	Gondwana Consulting confirmed as supplier for the Lake Wallace Plan of Management in June 2018
Review the Lake Lyell Lease Agreement as part of the contract renewal process to include: • Review of subsidy/lease • Identification of future development/works program	100% complete	100%	Lake Lyell Lease Agreement was reviewed and renewed.
Develop and implement a Lithgow LGA Business and Industry Future Strategy. • Plan prepared, consulted upon and adopted.	100% complete	100%	Lithgow Regional Economic Development Strategy 2018-2022 completed in partnership with State Government and endorsed by Council's Economic Development Committee.
Commence development of a Masterplan for Hassans Walls Reserve. • Undertake a Mine Subsidence Audit.	100% complete	5%	These plans have not been able to progress within the reporting period due to available resources. The Hassans Walls Mine Subsidence Audit project has subsequently been deferred to future years due to higher resource priorities. Minimal further work was undertaken on the Comprehensive Development Control Plan and is continuing as resources permit. Council is continuing to explore available external resourcing for these plans.
Prepare a Comprehensive Development control Plan to provide detailed planning and design guidelines to support the planning controls in the Lithgow LEP 2014. • Plan prepared, consulted upon and adopted.	100% complete	50%	
GL1.1.3 Prepare, review and implement Council's Policies in accordance with Policies Register			
Council policies developed and adopted.	100% complete	60%	A review of all council policies is in progress, with new policies being identified and developed.
Review Council's Financial Assistance Policies 4.2, 4.3, 4.4	100% complete	100%	• Policy 4.2 Financial Assistance was amended to remove the recurrent financial assistance category. • Policy 4.4 Financial Assistance by Waiving of Fees for Council Facilities was deleted with relevant sections incorporated into Policy 4.2. • Policy 4.3 Financial Assistance to Community Groups and Organisations - Interest free Loans was deleted.

GL1.1.4 Prepare the Delivery Program 2017-2021 and Operational Plan 2018/19 in accordance with the requirements of the Local Government Act and Regulations			
Performance Measure	Target	Achieved	Comment
Plan prepared, consulted upon and adopted by Council.	100% complete	100%	The Combined Delivery Program 2017-2021 and Operational Plan 2018/18 was adopted by Council on 25 June 2018.
GL1.1.5 conduct the business of council in an open and democratic manner			
Business papers, minutes for council meetings committee meetings and extra-ordinary meetings produced and delivered in accordance with the Local Government Act and Regulations and the Code of Meeting Practice.	100%	100%	Council meetings have been changed to fourth Monday of each month. Min117-235 14/8/17. All business papers and minutes were prepared in accordance with legislative requirements.
Ordinary Meetings of council held tri-weekly and extra-ordinary meetings held as required.	100%	100%	

GL2.1 Revenue opportunities, costs 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			
Performance Measure	Target	Achieved	Comment
A minimum of 3 Service Level Review will be undertaken per annum: • Waste Management Services • Library Services • Property and Commercial • Halls and Community Facilities • Customer Service	100% complete	50%	The Service Level Review Process was deferred until 2018/19 and the appointment of a Service Review Coordinator. During 2017/18, reviews were undertaken of the Operations Division by Blackadder & Associates. The Economic Development and Tourism Department was created and community working parties were convened to review Tourism, Events and the Retail Sector.
GL2.1.2 Manage and monitor Council's Finances			
Implement the Financial Management Improvement Plan	100% complete	75%	Council undertook asset renewal expenditure across all asset classes as part of the Financial Management Improvement plan and Financial Management Maturity Assessment. Implementation of the Financial Improvement plan is ongoing, with Council completing 25 of the 37 actions in the 2017/18 financial year. Operating grants budget was addressed in the quarterly budget reviews with appropriate budget variations.
Annual Financial Statements prepared, audited and lodged with the Office of Local Government by 31 October.	100% complete	100%	Financial Statements lodged on 21 November 2017 in accordance with extension of lodgement granted by OLG on Audit Office advice.
Review Council's Fees and Charges to ensure commercial competitiveness and best practice management.	100% complete	100%	Fees and Charges were reviewed as part of the Operational Plan process and adopted on 25 June 2018.

GL2.1.2 Manage and monitor Council's Finances			
Performance Measure	Target	Achieved	Comment
Develop and implement processes to streamline tendering and identify Aggregated Purchasing.	100% complete	100%	Tendering SWP and processes constantly undergoing continuous improvement to ensure Council's processes meet legislative requirements and provide for efficiencies where possible. Aggregated purchasing opportunities through Local Government Procurement, Procurement Australia, the NSW Government, WSROC and CENTROC are explored and Council participates where it is identified that cost savings or efficiencies will be achieved. Council is currently going to tender for the 'provision of weed control services' in an effort to bring pricing down and meet legislative requirements.
Review and adjust Operating Grants budget to reflect actual levels.	100% complete	100%	Operating grants budget was addressed in the quarterly budget reviews with appropriate budget variations.
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 Quarterly Report • January to March Quarterly Report • October to December Quarterly Report	• 30 Nov • 31 May • 29 Feb	100%	During 2017/18, Council moved to a 6 monthly report for progress against actions in the Delivery Program. All quarterly financial reports were reported within legislative time frames.
GL2.1.4 Report on the outcome of Council annual performance			
Annual Report prepared, adopted by council and submitted to the Office of Local Government by 30 November.	100% complete	100%	Council's Annual Report was adopted on 27 November 2017 and submitted to the Office of Local Government by 30 November. The Annual Report is available for viewing on Council's website.
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	100%	Planning agreements are negotiated as required. See page 132.
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	100%	Land Register was updated and maintained as required during this reporting period.

GL2.2 Use modern operating systems and apply contemporary practices

GL2.2.1 Investigate processes/applications/technologies to increase efficiencies and reduce costs			
Performance Measure	Target	Achieved	Comment
Implement a paperless office to achieve a 5% reduction in printing/paper costs.	5% per annum	20%	Health checks on core business systems conducted to identify efficiencies in business processes. New multi-function printers and management software Papercut were rolled out resulting in a decrease of over 20% in print costs. Council has achieved greater than 5% increase in electronic billing. Council is working with Forms Express (mailing house) to roll out eBilling for rates and water. The review of Technology One is ongoing. In 2017/18 approval was given for the implementation of an Assets Management module and reviews of the Property and Rating, Finance, ECM and Payroll modules resulting in a program to implement changes and efficiencies.
Achieve a 5% increase on residents utilising electronic billing	5% per annum	>5%	
Investigate the implementation of LED Street lighting.	100% complete	100%	LED streetlights are scheduled to be installed by Endeavour Energy across Council LGA.
Audit all Council telephone landlines.	100% complete	100%	Audit completed with view to consolidate as NBN rollout occurs across LGA.
Develop a process for monitoring and reporting on common customer complaints so a more strategic approach can be taken to maintenance and asset renewals.	100% complete	0%	Due to resourcing this project was deferred to 2018/19.
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	100%	Project for rollout of ruggardised tablets in conjunction with digitisation of forms for inspections and WHS has been implemented. Now moves to monitor and continual improvement phase.
Clean up and consolidate the Name and Address Register (NAR) in Council's property system	100% complete	100%	Cleanup of data NAR resulted in 20,596 orphaned, duplicated and obsolete records being removed. Now moved into maintenance phase.
Implement Sundry Debtor Payments through the Bpoint system.	100% complete	100%	System implemented.
Review Technology One processes to improve data collection and reporting.	100% complete	100%	Council has implement the Assets Management Module. Technology 1 and the Pulse Project Module are linked.
Investigate energy efficiency opportunities on council buildings.	100% complete	100%	Council is participating in a joint solar panel procurement process with WSROC. First building to receive the panels will be Council's admin building in 2018/19.

GL2.2.2 Maintain Council's fleet of plant and equipment to the satisfaction of internal and external customers			
Performance Measure	Target	Achieved	Comment
Fleet maintained to ensure maximum availability of plant and equipment.	100% complete	100%	Council's plant and fleet is maintained.
Review of council's fleet of lease vehicles.	100% complete		Council's Lease Back Policy was reviewed with a view to increasing the uptake of fuel efficient vehicles, reducing the size of vehicles and increasing Council's ability to recover costs as a result of running cheaper, more efficient vehicles.
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	Nil	No CENTROC Board meetings were attended. However, Council has now joined WSROC and has been meeting with the board and Council General Managers to form alliances.
Attend GMAC board meetings quarterly	4 per annum	1	1 GMAC meeting attended.
Attend the Local Government NSW conference.	100% complete	100%	LGNSW Conference held 5-7 December 2017. The General Manager, Cr Lesslie, Cr McAndrew, Cr Statham and Cr Coleman attended
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. • All software revisions implemented as recommended. • Network equipment is maintained and functional.	100% complete	100%	Networks and business systems have been managed and maintained during this period. Security audit conducted with recommendations implemented
PC's and services replaced in accordance with priority program.	100% complete	100%	New network storage installed.
Ensure all software licencing is current: • Property System • Finance/Payroll System • Dataworks/ECM • Microsoft • Pulse • Map Info/Exponaire • Spydus Library System • ID Profile/Atlas • Confirm Asset Management System	100% complete	100%	All software licencing current.

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			
Performance Measure	Target	Achieved	Comment
Implement the Risk Management Action Plan	100% complete	80%	Council WHS Coordinator is working with the Internal Risk Management Committee and External Audit Committee to create and implement a robust Enterprise Risk Management Program.
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	50%	BCP developed and reported to Council Corporate Risk Management Committee. Implementation throughout the Council to follow including review and update of Disaster Recovery Plan.
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	100%	Council acquired adequate insurance and most cost effective insurance available at the time. All claims were responded to within 14 days of receipt.
Liaise with the insurance company and process claims within 14 days of receipt.	100% processed	100%	
GL2.3.4 Implement Internal Auditing programs			
Undertake activities identified in the Internal Audit Plan and ensure completed by due date.	100% complete	0%	Deferred - Central Tablelands Alliance Audit Committee was implemented June 2018. The audit committee will be devising and implementing an internal audit plan in 2018/19.
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	100%	All legislative decisions have been implemented to ensure Council complies with applicable acts and regulations.
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	100%	All GIPA requests have been assessed and responded to in accordance with the GIPA Act. • July to September 2017 – 3 • October to December 2017 – 2 • January to March 2018 – 5 • April to June 2018 – 1
Register, collate, archive and dispose of Council's records in accordance with legislation, policies and procedures.	100% complete	100%	Council's records have been managed in accordance with the Records Act of NSW.

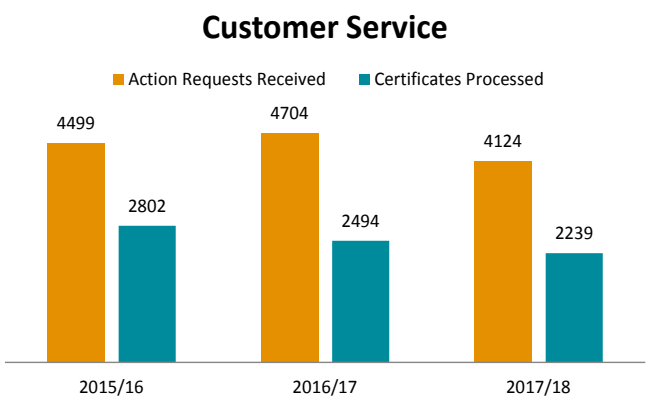
GL3.1 We provide prompt, knowledgeable, friendly and helpful advise

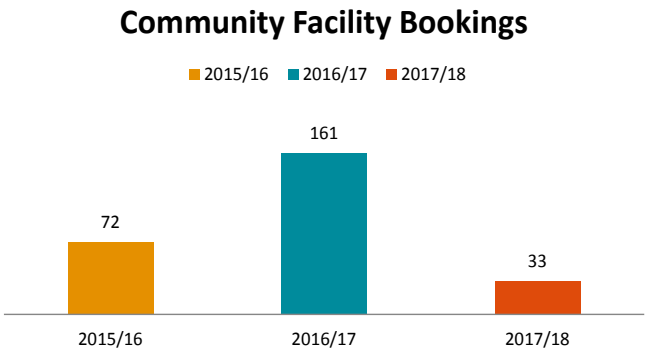
GL3.1.1 Support Councillors in their role			
Performance Measure	Target	Achieved	Comment
Provide information to Councillors regularly in the form of briefing sessions, memos, email and meetings.	100% complete	100%	Councillors attended regular briefing sessions and meetings.
Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.	12 payments per annum	100%	Complete
Identify Councillor's training requirements in the Training Plan and complete training.	100% complete	100%	Councillor Coleman undertook professional development.
GL3.1.2 Disseminate concise and effective information to the community about Council's programs, policies and activities			
Produce and deliver: • Council Connections • A Year in Review • Ratepayer Newsletter	100% complete	95%	• Council Connections eNewsletter was distributed weekly to subscribers. • An eNewsletter was distributed fortnightly to schools during school terms providing details of child and youth activities coordinated by Council. • A Year in Review was made available to the community on Council's website in November. • The Ratepayer Newsletter was not distributed due to resourcing.
Provide information through the Council Column in the Lithgow Mercury.	52 per annum	50	The Council column was published in the Village Voice and distributed via the Council Connections eNewsletter subscriber list on a weekly basis except for the first two weeks of 2018, when both Council and the Village Voice were closed.
Produce and distribute Media Releases weekly.	100% complete	100%	Media Releases were issued weekly to local and regional media outlets, via the Council Connections eNewsletter, on Council's website and social media channels.
Monitor and update Council's social media presence to accurately reflect Council's programs, policies and activities of the time.	100% complete	100%	Council monitors and maintains the following Facebook Sites: • @LithgowCityCouncil • @LithgowLibraryandMuseum • @revitaliseLithgow • @lithgowtourism • @LithgowlgaYouth • @LithgowAnimalShelter • @lithgowHalloween • @LithgowHalloween - Businesses Twitter • @LithgowCouncil Instagram • @lithgowhalloween • @lithgow_tourism

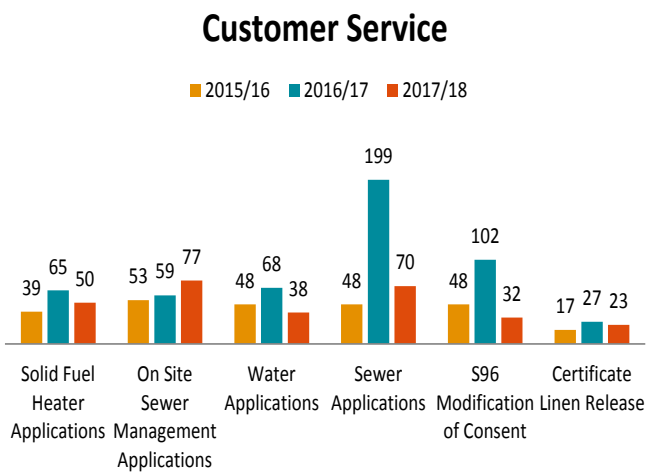
GL3.1.2 Disseminate concise and effective information to the community about Council's programs, policies and activities			
Performance Measure	Target	Achieved	Comment
Maintain Council's website to accurately reflect Council's programs, policies and activities of the time.	100% complete	100%	Websites maintained, with redesigns occurring for Eskbank House and Halloween websites. New site developed for LithGlow event.
GL3.1.3 Celebrate Local Government Week by undertaking activities that focus on Council in the community			
Performance Measure	Target	Achieved	Comment
Provide information and/or undertake activities that promote Council to the community.	100% complete	0%	No activities were undertaken.

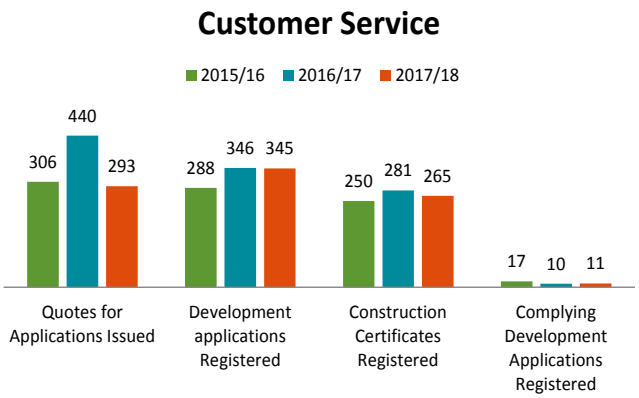
GL3.2 Responsive and efficient services

GL3.2.1 Ensure efficient customer service standards









GL3.2.2 Issue certificates including Section 149 Certificates, Building Certificates and Subdivision Certificates.			
Performance Measure	Target	Achieved	Comment
Process and issue building and planning certificates in accordance with regulatory requirements.	90% processed within 7 working days	100%	All certificates processed within regulatory time frames and requirements.

GL3.3 Encourage a motivated and adaptive workforce

GL3.3.1 Enhance employee engagement			
Performance Measure	Target	Achieved	Comment
Design and commence a Reward and Recognition program.	100% complete	0%	A monetary reward and recognition program was not implemented due to resourcing constraints. However general incentives were implemented such as Health and Well Being Leave, concession leave over Christmas eek, Emergency Services Leave, and increased availability of paid allowance to staff.
Conduct an Employee Opinion Survey to measure employee engagement.	100% complete	0%	The Employee Opinion Survey was deferred to the following financial year.
Conduct annual performance appraisals of staff.	31 October	75%	Due to the restructure, not all performance appraisals were completed.
Recognise longer serving employees through the recognition of service procedure at the Annual Presentation Day.	31 December	100%	This was undertaken in December as part of the Annual Staff Christmas function.
Implement the Health and Wellbeing Program.	100% complete	100%	The Health and Wellbeing Working Party was convened and is working towards developing and implement programs and initiatives to improve the Health and Wellbeing of the workforce.
Implement the Dignity and Respect Program.	100% complete	100%	All employees underwent Dignity and Respect Training and participated in developing a set of Team Dignity and Respect Statements.
GL3.3.2 Ensure the organisational structure is relevant to the organisation's needs/service development			
Implement the Workforce Plan: • Customer Service Improvement Program • Leadership Program	100% complete	50%	• Customer Service Improvement plan deferred due to priority need to build capacity in the Finance section and to improve financial management capacity for cost centre managers. • Completed phase one of the KASAC leadership management program.
Review Council's operational requirements to identify areas where 'Seasonal Workforce' could be utilised to meet operational targets.	100% complete	100%	The Organisational structure has been evolving over the last 12 months to be more 'fit for purpose'. New positions have been created using existing staffing/skills wherever possible.

GL3.3.2 Ensure the organisational structure is relevant to the organisation's needs/service development			
Review Council's Salary System	100% complete	100%	Utilisation of the flexibility contained in the Local Government Award and over Award payments.
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	100%	Enhancements were made to the existing on-line recruitment to ensure fairer rating of job candidates.
Ensure that all harassment and discrimination complaints are resolved in correct actions within 3 months of complaint.	100% complete	100%	Action was taken for all complaints.
Review Standard Working Procedures (on maturity) to ensure they are in line with the Equal Employment Opportunity Management Plan.	100% complete	100%	Standard Working Procedures are reviewed in line with the EEO Management Plan
GL3.3.4 Provide a safe and healthy workplace			
Implement the WHS Action Plan 2015-2017 as per priority program.	100% complete	70%	Completed implementation of Emergency Preparedness.
Annual audit undertaken by State cover for the Work Health and Safety Rehabilitation and Environment Management System.	1 audit	1	Verificate Report completed July 2017 Incentive Funds received January 2018
Provide relevant immunisations to appropriate staff against: • Hepatitis A & B • The Flu	100% complete	100%	Annual immunisation program completed.
Conduct the Work Health Safety Committee meetings.	8 per annum	8	Health and Safety Committee meetings were conducted as per the terms of Reference.
Implement a biennial program of noise monitoring and hearing tests for employees.	100% complete	100%	Council conducted a Safety Day program in May 2018. The emphasis of this staff development event was mandatory safety health checks.
Undertake noise monitoring and hearing tests for employees on commencement and retirement.	100% complete	100%	Noise monitoring and hearing tests undertaken on commencement and retirement.
Promote WHS activities within the workplace and committee initiatives: • Promotion in staff newsletter • 1 promotional activity per annum • Safety Day conducted in October every 2 years.	100% complete	100%	Council conducted a Safety Day program in May 2018. The emphasis of this staff development event was mandatory safety health checks and mental health awareness. The Keynote presentation was provided by the BlackDog institute
GL3.3.5 Enhance the skills and knowledge of the workforce			
Implement the Training Plan	100% complete	100%	• Advanced Diploma of Governance, Risk & Compliance • Advanced Diploma of Leadership & Management • Asbestos Awareness • Audit Committee Essentials Workshop • Certificate 3 in Water Operations • Certificate IV WHS Core Units
Prepare the annual draft Training Plan from training objectives identified in the annual performance appraisals of staff by 30 November.	100% complete	100%	Complete

DISABILITY INCLUSION ACTION PLAN 2017 - 2021

Section 12 of the Disability Inclusion Act 2014 stipulates that public authorities in NSW include reporting on the implementation of their Action Plan in their Annual Reports, and as soon as is practicable forward a copy of the report to the minister. These will be tabled in a report to parliament regarding disability inclusion action planning and implementation annually.

1. Building liveable communities

1.1 Enhance access to Council's building and facilities	
Key Performance Indicator	2017/18
Conduct access appraisals of Council's buildings and facilities to identify access issues.	An access appraisal of council's buildings and facilities is yet to be conducted.
Upgrade access with the JM Robson Aquatic Centre, including installation of hoist, adult change table, water wheel chairs etc.	The purchase and installation of accessible aquatic equipment at the JM Robson Aquatic Centre was adopted as part of the 2018/19 Operational Plan.
1.2 Improve access to public toilets	
National Public Toilet Map is updated annually.	The National Public Toilet Map was updated.
Number of toilets accessible to people with a disability.	Council provided 3 new fully accessible toilet facilities at Blast Furnace Park, Lithgow; Kremer Park, Portland and in Daintree Lane, Wallerawang.
1.3 Ensure there are sufficiently well located disability parking spaces in the LGA	
Review undertaken	A review of the number and location of parking spaces in the Lithgow LGA commenced in 2017/18. Top layer assets (i.e. Number of car parks in the LGA) have been identified and are being imputed into Council's Asset Management System.
Monitor and enforce non-compliant use of disability parking spaces.	A total of 7 infringements were issued in 2017/18 for non-compliant use of disability parking space.
1.4 Improve the number of accessible paths of travel to key destinations	
Number of CAPT improved	• Half of the access road at Lithgow Cemetery was sealed. • A shared footpath and cycleway along Farmers Creek, at a rate of approximately 70-80m per year is being constructed. • The footpaths along Rabaul Street, Lithgow the Great Western Highway, Lithgow and Barton Avenue, Wallerawang were renewed.
1.5 Increase the number of accessible bus stops and shelters	
Audit in progress	Council has commenced data collection and identification of Council owned assets for input into the new Asset Management System, this includes bus shelters. The information collected includes the asset attributes (such as physical location (including school routes) length, width, height, materials, condition rating and valuation). The system also identifies if the bus shelter is disability compliant.
Number of upgrade to bus stops and shelters.	In conjunction with the local bus company one bus shelter was installed at the hospital near the Scots School.
1.6 Improve Council's policy and planning tools to create better access	
Universal Access Guidelines considered and incorporated into works and promoted in newsletter.	1. The Main Street Revitalisation Program has seen improvements in Cook Street Plaza and Eskbank Street Precinct. These include enhancing accessibility and functionality of public spaces for all abilities to enjoy. 2. The design for the Adventure Playground (to be constructed in 2018/19) incorporates accessible pathways, facilities and amenities, contrasting colour and texture in materials to aid navigation, extension of seating areas to accommodate wheelchairs, strollers and walking frames. Accessible harnesses on swings and flying fox and accessible play equipment. Media releases promoting new facility upgrades and design features are distributed to local and regional media and made available via social media channels, on councils website and eNewsletters.

1.6 Improve Council's policy and planning tools to create better access	
Key Performance Indicator	2017/18
Number of plans and people consulted.	Council aims to include the needs of people with disability in the development of its plans. However, Council did not develop any town and village plans, master plans or precinct plans during 2017/18.
1.7 Increase access and inclusions to the Library and Eskbank House Museum	
Maintain partnerships with disability providers	In 2017/18 Council attended the Community Interagency on a quarterly basis to maintain partnerships with key providers in town, including disability providers.
Provide a range of resources to meet the diversity of needs of people with disability such as large print books and audio books both in the library and online.	In 2017/18 at total of 5747 large print books and 2848 audio books were loaned out from the inclusive collection. A large amount of these loans are distributed via the Home Library Service to residents of local Nursing Homes and private homes for people with mobility issues. Furthermore, a total of 798 eBooks and eAudio loans were made.
Continue providing Maker Space, Lego Club and/or other play therapy programs for children with disability.	Throughout 2017/18 Maker Space was made available during Library operating hours. A total of 26 Lego Club sessions were held at the library.
Host events and develop programs that celebrate and recognise inclusion and diversity at the Library and/or Eskbank House Museum.	• The Ukelele Group was held every Tuesday during school term. • A local woman with disability was invited to host a monthly story-time session with pre-schoolers. • Lithgow Library celebrated International Day of People with a Disability at the Storytime session on 6 December 2017. The guests read stories and answered questions about living with a disability.
1.8 Increase recreational opportunities for young people with disability	
Work with local community organisations and government to enhance recreational opportunities for young people with disability.	Council supported a local disability provider, Me3, to provide a dorp in centre of young people with disability. Lithgow Hangout at Me3 was held every Tuesday during school term from 3.30 - 6pm.
Ensure the planning and delivery of recreational assets takes into account the needs of young people with disability.	There were no consultations with you people with disability in 2017/18.

2. Creating meaningful employment opportunities

2.1 Improve Council's preparedness to employ people with disability	
Key Performance Indicator	2017/18
Audit Council's Hartley and Administration Centre Buildings to identify barriers to physical access.	An investigation was undertaken of the Hartley Building and based on the age of the building it was determined that accessible upgrades were not feasible.
Develop a priority list of required changes to Council's buildings and workplaces to improve our ability to employ people with disabilities.	Council Administration Centre has been identified as a priority for upgrade. Subsequently, Council has allocated funding for a modification and refit of the Admin building which includes improving access for people with disability.
Review recruitment procedures to support non-discrimination of people with disability and include in Council's Workforce Plan.	Council has reviewed its Workforce Plan and has promoted itself as an Equal Opportunity Employer in 2017/18.

2.2 Incorporate workforce diversity as part of everyday Council business	
Key Performance Indicator	2017/18
Design all work as flexibly as possible, with a focus on achieving the desired outcomes rather than starting from required work methods, location and hours.	Council has implemented flexible work practices including working from home.
2.3 Increase employment opportunities for people with disability	
Work with community, government and businesses to support local employment for people with disabilities.	Council was in discussion with Uniting Care in 2017/18 to address the transport and employment gap for people with disability in Lithgow.

3. Promoting positive attitudes and behaviours

3.1 Raise awareness about the contribution people with disability make to our community	
Key Performance Indicator	2017/18
Include images of people with disability in publications and promotional material for events.	Images of people with disability were included in the following publications and promotional material for events: • Disability Inclusion Action Plan • Lithgow Ability Awards 2017 • International Day of People with Disability 2017
Celebrate International Day of People with Disability and other significant days to recognise the contribution of people with disability.	1. IDoPwD was celebrated at Lithgow Library with a storytime session. Special guests read stories to children, sang songs, enjoyed a group morning tea and answered questions about living with disability (see p26). 2. Council also hosted the inaugural Lithgow Ability Awards as part of Social Inclusion Week in 2017. The event highlighted and recognised the contributions made to our community by people with disability and other groups the work to improve the lives of people with disability (see pages 119-120).
3.2 Undertake programs to promote access and inclusion	
Implement a Dignity & Respect in the Workplace Plan through conducting team-based training sessions.	A total of 14 training sessions were implemented over the course of three months in 2017/18.
Partner with community organisations to delivery projects that support inclusion.	Council partnered with Ability Lines/Uniting to delivery the Lithgow Ability Awards in 2017/18 during Social Inclusion Week (see pages 119-120).
Involve people with disability in the development of communication campaigns regarding inclusion.	As part of the Mayor's Mental Health Taskforce, Council engaged a youth ambassador with disability to speak at the opening ceremonies of the Mental Health Forum and Meet Your Neighbour events.
3.3 Increase participation of people with disability in Council events, festivals and activities	
Review events and implement strategies to improve access.	Council conducted a debrief session after Halloween 2017 to identify areas for improvement, which included the provision of additional disability parking spaces.
Include information about access in marketing and promotional material of all events.	As part of the planning for Halloween 2018, Council identified additional disability parking spaces to be allocated in the Eskbank Street Carpark to allow easy access to the festival. This information will be promoted on the website.

4. Enhancing systems and process to improve access

4.1 Enable easy access to information	
Key Performance Indicator	2017/18
Distribute information widely and in a variety of formats, large print, electronic, radio etc.	According to the 2015/16 Community Satisfaction Survey 'Word of Mouth'(85%) was the most popular method used to source information on services and facilities. This was followed by 'Council brochures in the letterbox'(76%), 'Direct mail/letters'(75%) and 'Lithgow Mercury'(73%). Subsequently, throughout 2016/17 and 2017/18 Council has been more proactive in the distribution and circulation of information. Council Connections, an eNewsletter is now produced on a weekly basis to subscribers.
Create an online map on council's website showing disability parking spaces and toilets in the Lithgow LGA.	An online map of Council's disability parking spaces and toilets is yet to be created. Council's online mapping system will be upgraded in 2019. This will allow for specialised maps to be created for public access.
Support local groups and/or organisations working to improve information distribution for the disability section.	1. Council supported the Lithgow Cares Coalition to update the Children's Services Directory. 2. Council funded Nannna's Touch $1,000 to host the Accessible Lifestyle Expo.
4.2 Increase participation in Councils community engagement processes	
Engage people with disability in consultation processes and include their ideas in plans for Council services, facilities and activities.	Council engaged people with disability via its Mental Health Taskforce, Community Development Committee and Youth Council.
4.3 Raise awareness about Council's services to support access.	
Include information about access in our promotional material.	Additional disability parking spaces have been made available during Halloween 2018 and this information is publicised on the Lithgow Halloween website. Council's weekly eNewsletter, Council Connections, also promoted the JM Robson Aquatic Centre and Adventure Playground proposal.
Promote access upgrades to services and facilities in our newsletter.	The upgrades to Blast Furnace Park have improved access to significant parts of the site. This information was included in media releases which were distributed to local and regional media outlets, Council Connections eNewsletter and placed on Council's website, social media platforms and
Keep website and tourism app up to date with information about access.	The tourism app and the website have yet to be upgraded to including information about access.

Lithgow Ability Awards

Celebrating the achievements of a socially inclusive Lithgow

The Focus

Council recognises the importance of celebrating and acknowledging the achievements of people with a disability, their supporters and the community who work towards building a socially inclusive Lithgow.

The Response

In 2017 Council was successful in obtaining a grant through Uniting's Community Ideas funding round. This was awarded to pilot Council's first ever awards program that would highlight the achievements of people with a disability, as well as their supporters including local business and organisations who were working toward socially inclusive practices.

The Lithgow Ability Awards received 25 nominations in total over 10 categories.

- Volunteer of the Year
- Accessibility Award
- Health and Well-being Award
- Lifetime achievement Award
- Lithgow Mastery Award
- Community Leader Award
- Employer of the Year Award
- Young Community Spirit Award
- Writer Award
- Leadership Award

The Lithgow Ability Awards were hosted by Council and held at the Civic Ballroom during Social Inclusion Week; where approximately 60 people were treated to afternoon tea, performances and awards presentations.

The Impact

Budget $1,818. Expenditure $1,839

The Lithgow Ability Awards celebrated achievement across a range of sectors, industries, disciplines, and community service. They showcased the many achievements of local people within our community who are working towards building a socially inclusive Lithgow.

The awards were well received, with many attendees stating how privileged they felt to be either nominated or in attendance; how moved they were by the ceremony, that it was lovely to recognise such a wonderful group of people. The awards received positive press through radio, newspaper and social media.

Anticipated positives outcomes as a flow on effect from the awards and accompanying media include:

- The recognition and uptake of more socially inclusive practices by businesses and organisations.
- A greater sense of community participation, connectivity, pride and social inclusion will be felt by people with a disability for having their achievements recognised and celebrated.

Learnings

The Lithgow ability Awards were well received and there has been great community support for the awards to be continued annually; which Council supports.

Through the promotion and nomination process of the Lithgow Ability Awards it became evident that there was more that could be implemented to promote socially inclusive practices. An outcome of this was the allocation of funds for an 'Accessibility Campaign' to be rolled out in the 2018-2019 period. This campaign will aim to assist the community, organisations and businesses to become aware of and implement practices that will make them more accessible to people with a disability.

Key Facts

- The Lithgow Ability Awards will be celebrated annually during Social inclusion week
- In 2017 Council held the first Lithgow Ability Awards
- 25 nominations over 10 categories were received

Our Organisation

Organisation Structure

Lithgow City Council is structured into five Divisions:

- Executive
- People and Services
- Finance and Assets
- Environment and Economic Development
- Water and Wastewater Services
- Infrastructure Services

The services we provide include:

- Asset Management
- Capital Works
- Community and cultural development
- Development assessment
- Environmental health and building control
- Recreation and open space management
- Urban Planning.

Our internal services include:

- Customer services
- Finance and Accounts
- Human Resources and Organisational Development
- Risk Management
- Information Systems
- Document Management
- Governance.

What we do

Provide and maintain facilities such as:

- Parks and sports grounds
- Playgrounds and skate parks
- JM Robson Aquatic Centre
- Libraries in Lithgow, Wallerawang, Portland and Rydal
- Community buildings

We care for the environment by:

- Managing and enhancing bushland areas
- Providing environmental and waste education and recycling services
- Responding to pollution incidents and prosecuting polluters
- Monitoring the water quality of local waterways.

We create a safer place to live by:

- Maintaining and improving roads, footpaths and stormwater drains
- Working with emergency organisations such as the Rural Fire Service, State Emergency Service and NSW Police
- Managing the keeping of companion animals
- Treating and supplying drinking water to our community
- Treating sewage to a high standard to protect human health.

We enhance our community by:

- Listening to our community views
- Holding citizenship ceremonies, Australia Day Celebrations, Seniors Week Celebrations, Halloween and more.
- Offering services for seniors, young people, new migrants and people with a disability
- Providing financial assistance to community organisations
- Supporting local community groups such as sporting clubs, arts and charities
- Encouraging and promoting volunteering in our communities.

We plan for the future by:

- Planning and managing the urban and rural environment
- Preserving heritage sites
- Consulting with the community about its needs
- Developing long term strategic plans for Council and the LGA.

Equal Employment Opportunity Management Plan

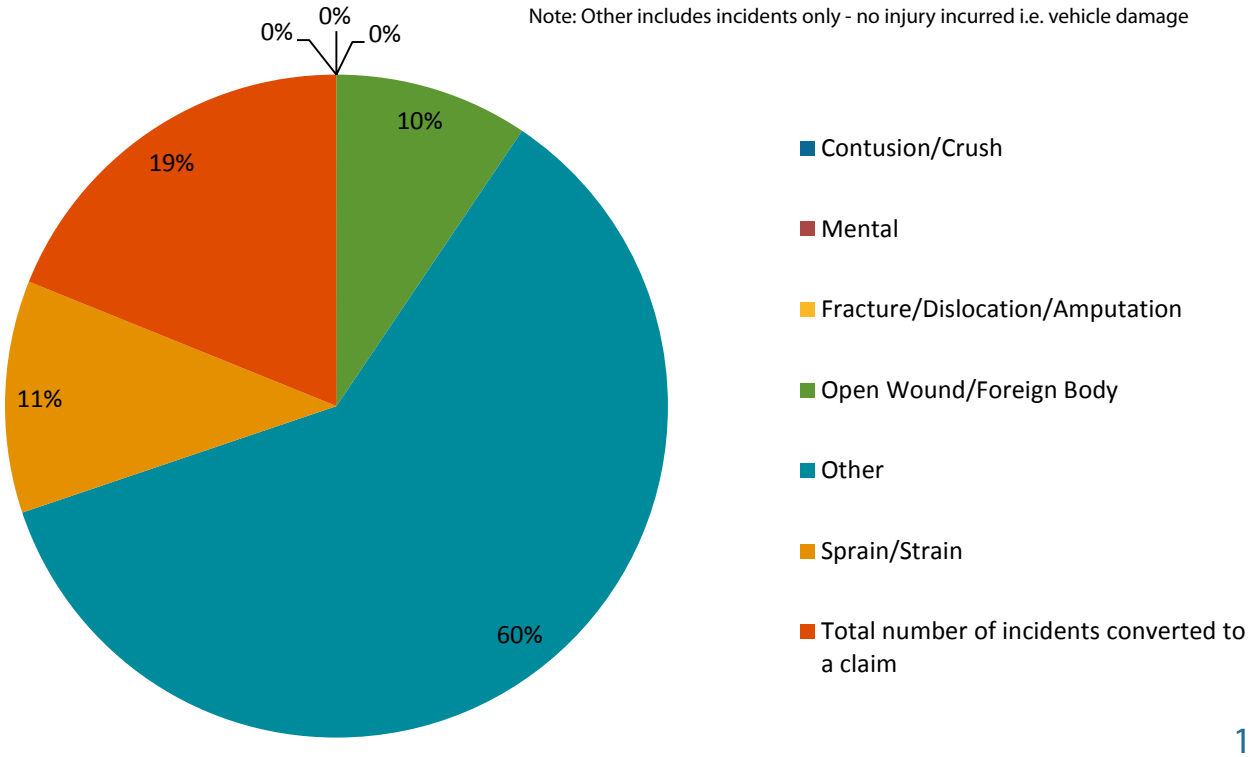
The following activities were undertaken during the reporting period to implement Council's Equal Employment Opportunity Management Plan:

- The integration of equal employment opportunity principles in recruitment and selection, annual performance reviews, the development of position descriptions, the development of the Training Plan, the ongoing maintenance of Council's training database and requirements relating to progression through Council's Salary Management System.
- All new employees were inducted including training on equal employment harassment and bullying prevention.
- A review of employee work procedures continued to ensure that they conform to equal employment opportunity principles.
- Dignity and Respect Training was conducted.
- A Health & Wellbeing Committee was convened.

Organisational Development

During the reporting period the following Human resource activities for were undertaken:

- The appointment of 13 people to permanent positions
- 15 people left permanent employment with Council.
- The Work Health and Safety Committee meet every 4 weeks.
- 12,978 hours of sick leave was taken by employees in contrast to 15,101 hours taken in 2016/17.
- The Consultative Committee met monthly.
- During 2017/18 Council experiences a significant reduction in incidents and workers compensation claims:
  - 2016/17 - 61 incidents reported with 22 of these resulting in a worker's compensation claim.
  - 2017/18 - 44 incidents reported with 10 of these resulting in worker's compensation claim.



Our Council

Lithgow City Council is governed by nine Councillors who are elected in September every four years. Councillor's provide leadership and establish policy and direction for the Council and the local government area (LGA). There are no wards in the Lithgow LGA. In The nine Councillors are elected by the community to represent the interests of all residents and to encourage communication between Council and the community.

On 11 September 2016 a new Council was elected for the Lithgow Local Government Area:

- Councillor Stephen Lesslie, Mayor (11 September 2016 - 24 September 2018)
- Councillor Wayne McAndrew, Deputy Mayor (from 23 January 2017)
- Councillor Ray Thompson, Mayor (from 24 September 2018)
- Councillor Cassandra Coleman
- Councillor Joe Smith
- Councillor Maree Statham
- Councillor Steve Ring
- Councillor Martin Ticehurst Deputy Mayor (28 September 2016 - 13 December 2016).
- Councillor Geoff Cox.

On 23 January 2017, Council reported the suspension of Councillor Martin Ticehurst and disqualification for a period of 5 years as of 13 December 2016.

Councillor Geoff Cox tendered his resignation from the role on 24 January effective immediately. As such, a by-election was held on 8 April 2017 and Councillors Deanna Goodsell and Darryl Goodwin were elected.

Clr Stephen Lesslie
Mayor

Clr Wayne McAndrew
Deputy Mayor

Clr Ray Thompson

Clr Steve Ring

Clr Cassandra Coleman

Clr Joe Smith

Clr Maree Statham

Clr Darryl Goodwin

Clr Deanna Goodsell

STATUTORY INFORMATION

Condition of Public Works

A condition index has been used to describe the condition of each type of asset. The condition description is based on the following condition index:

Condition Rating	Condition	Description of Asset
0	New	New asset commissioned in current financial year. Rating used for depreciation reporting only.
1	Excellent	Asset is physically sound, is likely to perform adequately with low/regular maintenance, and extremely low short term risk of failure.
2	Good	Asset is in acceptable physical condition, is likely to perform adequately with minor maintenance and repairs, and minimal short term risk of failure.
3	Satisfactory	Asset is in acceptable physical condition although aging and deterioration is evident. Asset is still functioning safely, minor components require replacement/repair, with failure in the short term unlikely.
4	Worn	Asset is showing signs of moderate deterioration and possibility of assets failing to perform in the short term is possible, with no immediate risk to health and safety.
5	Poor	Asset has failed or failure is imminent with significant signs of deterioration of the asset and hazards present a possible risk to public safety.

Further details of the condition of particular assets are provided in Special Schedule 7 of the Financial Statements provided under separate cover to this Report. The following should be noted:

- The estimate of cost to bring public works up to a satisfactory standard is based on the condition of the asset and an adjustment for the Consumer Price Index.
- Council has adopted a strategic approach to the management of its varied and extensive assets. During 2017/18 Council continued to identify value and develop works programs for all its assets.

Asset Management Improvement Plan

To ensure the Strategic Asset Management Plan is implemented effectively and efficiently, an Asset Management Improvement Plan has been prepared. On 26 June 2017 Council adopted the Strategic Asset Management Plan 2017-2026.

The actions required to undertake improvement of Council's asset management capabilities are impacted by both internal and external influences and require resources or enablers. These enablers can be in the areas of people, processes, technology and information and data.

The Asset Management Improvement Plan, which will be reviewed annually, prioritises specific capability areas which were identified through a gap analysis process, and where action is required to raise Council's asset management capacity to the desired level of maturity. Implementation of these improvements requires resourcing and monitoring. The actions have been integrated into Council's Delivery Program to ensure ongoing resourcing, implementation and performance monitoring.

The Assets Improvement Plan was adopted on 26 June 2017, Council has been progressively implementing improvements identified as part of the Plan, including:

- Reviewing and auditing asset register information (including category, hierarchy, useful lives and unit rates)
- Preparation of draft Asset Management Plans for Water Supply and Sewerage Supply
- Investigating more effective Asset Management Systems to streamline technical and financial data

- Reviewing organisational structure to ensure appropriate resources are utilised for asset management
- Commencing a review on current levels of service provided by Council's infrastructure assets
- Commencing preparation of formally documenting and implementing asset inspection and monitoring programs

Legal Proceedings

The following table provides a summary of legal proceedings in which Council was a party to in 2017/18:

Matter	Amount	Progress or Outcome
LCC v Hawatt - Development	$6,199.20	Appeal withdrawn
LCC v Organ	$9,337.50	Charges dismissed

Fees, Expenses and Facilities Provided to the Mayor and Councillors

Council at its meeting of 16 April 2007 adopted a policy regarding the payment of expenses and provision of facilities to Councillors. A copy of the **Policy 9.5 Payment of Expenses and Provision of Facilities to Councillors** is available on Council's website www.council.lithgow.com/policies1.

Fee, Expense or Facility	Amount $
Mayoral Allowance	22,412
Councillor fees	95,038.21
Provision of a mobile phone for the Mayor	624.27
Provision of iPads for Councillors (including hardware)	8185.62
Telephone calls	678.83 (GST inc)
Mayoral Vehicle NOTE: The Mayor paid nil lease fees for private use during the reporting period which is the amount applicable from the date Council adopted its policy on the payment of expenses and provision of facilities to Councillors.	Nil
Attendance of councillors at conferences and seminars	8,366.38(GST excl)
Training and skill development	19,604.49 (GST excl)
Interstate visits	Nil
Overseas visits	Nil
Expenses of any spouse, partner or other person who accompanied a councillor	Nil
Provision of care for a child or an immediate family member	Nil

NOTE: Includes service award, board membership, parking and meals

Overseas Visits

There were no overseas visits undertaken during 2017/18.

Senior Staff

Council had two senior staff positions throughout the year held by Graeme Faulkner, General Manager and Ross Gurney, Chief Financial & Information Officer (31 weeks). The total remuneration package of the senior staff are provided in the table below:

	General Manager	Chief Financial & Information Officer
Total value of salary component of package	253,501	111,480
Total amount of any bonus payments, performance or other payments that do not form part of salary component	Nil	Nil
Employer compulsory superannuation or salary sacrifice	20,048	9,671
Total value of non-cash benefits		Nil
Total payable fringe benefits tax	4,926	Nil

Bushfire Hazard Reduction Activities

Council participated in several committees and provided support through the Service Level Agreement with the Rural Fire Service.

Summary of Resolutions Concerning Work Carried Out on Private Land and any Subsidies Related to the Work

There was two resolutions passed during 2017/18 in accordance with the provisions of section 67(2)(b) of the Local Government Act 1993 relating to Council subsidising the cost of any works carried out on private lands.

- 29 May 2017 - Min. 17-159 RESOLVED THAT Council execute the deed of agreement and the document for transfer of easement as submitted involving Lot 3 DP881717 Kirkley Street, South Bowenfels.
- 23 July 2018 - Min. 18-193 RESOLVED THAT Council Approve the reallocation of $37,881 from PJ100294 to fund the construction of improved stormwater infrastructure in the vicinity of 12 Kirkley Street, Lithgow in 2018/19 at an expected cost of $37,000.00.

External Bodies Exercising Functions Delegated by Council

There were no functions delegated by Council to external bodies during 2017/18.

Companies in which Council held a Controlling Interest

Council did not hold the controlling interest in any one company.

Private Swimming Pools

In accordance with Swimming Pools Act 1992 (SP Act) s22F(2), Swimming Pools Regulation 2018 (SP Reg) cl 23 Council undertook the following inspections of private swimming pools:

- One inspection of tourist and visitor accommodation
- Nil inspections of premises with more than 2 dwellings
- 10 inspections that resulted in issuance of a certificate of compliance under s22D of the SP Act
- Five inspections that resulted in issuance of a certificate of non-compliance under cl21 of the SP Reg.

Note: two of the Certificates of Non-Compliance were resolved and Certificates of Compliance were subsequently issued. A Direction to Comply has also been issued with all Certificates of Non-Compliance.

Categorisation of Council Business and the Implementation of Competitive Neutrality Principles

Council operates the following businesses:

Category 1

- Wastewater
- Water

Category 2

- Land Development

Council has complied with the principles of competitive neutrality in relation to pricing, taxation equivalents, Council rates and charges and corporate taxation equivalents. No complaints have been received in relation to competitive neutrality and Council on 16 October 2006 resolved to adopt a policy to ensure that competitive neutrality complaints are dealt with in an efficient manner (Min No. 06-349). A copy of the **Policy 9.3 Competitive Neutrality** is provided on Council's website www.council.lithgow.com/policies1

The Financial Statements for the Category 1 and 2 businesses are disclosed in the Financial Statements and Auditors Report 2017/18 and are available on Council's website www.council.lithgow.com/ipr

Contracts Awarded over $150,000

Council resolved to award the following contacts in 2017/18 which were over $150,000:

Contract Description	Contractor	Amount $
Construction of the Adventure Playground	Coordinated Landscapes Pty Ltd	1,101,900
Implementation of Asset Management Solution	Technology One	264,601
Supply of electricity to large sites and street lighting	Energy Australia	1,311,000p.a (value is approximate as energy usage fluctuates)
Upgrade of the Shaft Street Reservoirs	Geelong Abrasive Blasting	2,030,528
LED street lighting	Endeavour Energy	446,322
Lithgow CBD Revitalisation Construction Works	CA&I	2,361,608
Asphalt services for the 2017/18 Operational Plan	J&E Asphalt & Civil Pty Ltd	356,160
Bitumen sealing services for the 2017/18 Operational Plan	State Asphalt Services Pty Ltd	241,350

Grants and Donations

During 2017/18, Council provided Financial Assistance under section 356 of the Local Government Act 1993 to the value of $102,239. The organisations who received Financial Assistance included the following:

Non Recurrent Financial Assistance		
Organisation	Project	Amount
Rydal Village Association	Daffodils at Rydal 2017	$1,500
National Regional Branch, National Trust of Australia (NSW)	Annual John Welling's Award 2017	$400
Rydal AH&P Society	2017 Rydal Show yard dogs and heavy horse sponsorship	$1,000
Mingaan	NAIDOC 2017	$3,000
The City of Greater Lithgow Mining Museum Inc.	Mining multimedia interpretation project	$1,200
Lithgow Tidy Towns	Eskbank Street Mural Restoration	$2,000
Tarana Tanker Trailers Inc.	Register 12 tanker trailers	$1,200
LINC	Circle of Security Parenting Program	$3,000
Lithgow Child Protection Interagency	Children's Expo, Community Fun Days and professional development	$3,000
Lithgow and District Car Club	Rate Reimbursement Yvonne Martin Memorial Motor Sport Park	$1,200
Nanna's Touch	Lithgow's Accessible Lifestyle Expo	$1,000
Kirinarri Community Services	"Hangout Lithgow" weekly social space for young people with a disability.	$3,000
Cullen Bullen Progress Association	Rate reimbursement	$1,400
Wallerawang Kids Club	Rent waiver	$872
Leaving Healthy Footprints Aboriginal Consultative Group	Social support program for Aboriginal Elders	$3,000
First Australian Muzzle Loading Rifle Pistol Club	Rate reimbursement	$1,000
Lithgow Partnership Against Domestic & family Violence and Abuse	White Ribbon Trivia Night	$500
Centacare Bathurst	Cooking classes and production of a healthy cookbook for families in Bowenfels area	$2,000
Wallerawang Central Acclimatization Society	Community fishing event at Lake Wallace	$1,500
Gindaay Youth Centre	Journey to the Heart	$2,000
YMCA NSW	Skate Park Leagues Lithgow	$2,981
Lithgow Theatre Group	One Act Play Festival	$3,000
Lithgow & District Family History Inc.	Faces Behind the Facades - CBD Interpretation Project	$3,000
Mitchell Conservatorium	Scholarship Program 2018.	$2,000
Capertee District Progress Association	BBQ area permanent roof covering	$2,604
Kanimbla Valley Sports Club	Rate reimbursement	$583
Total Non Recurrent Financial Assistance 2017/18		**$47,940**

Recurrent Financial Assistance	
Organisation	Amount
Ironfest	$12,300
White Ribbon Day	$500
Western Region Academy of Sport	$1,780
Lithgow Show Society	$12,300
Arts Outwest	$12,884
School Presentations ($50 per school) • Zig Zag Public School • Portland Central School • Wallerawang Public School • St Patricks School • Cooerwull Public School • Meadow Flat Public School	$300
LINC Rental Assistance	$8,250
Portland Golf Club	$860
Lithgow Tidy Towns	$2,050
Portland Tidy Towns	$1,025
Cullen Bullen Tidy Towns	$1,025
Wallerawang Tidy Towns	$1,025
Total Recurrent Financial Assistance 2017/18	**$54,299**

Public Interest Disclosures Act

Local Government Act 1993 – Section 428, NSW Public Interest Disclosures Act Section 31 and Public Interest Disclosures Regulation 2011 Clause 4

Council must report annually on its obligations under the Public Interest Disclosures Act 1994. The report for the year ended 30 June 2017 is detailed below.

Public Interest Disclosure	Number of Disclosures
No. of public officials who made public interest disclosures to your public authority.	Nil
No. of public interest disclosures received by your public authority.	Nil
Of public interest disclosures received, how many were primarily about:	Nil
• Corrupt conduct	Nil
• Maladministration	Nil
• Serious and substantial waste	Nil
• Government information contravention	Nil
• Local government pecuniary interest contravention	Nil
No. of public interest disclosures (received since 1 Jan 2012) that have been finalised in this reporting period.	Nil
Have you established an internal reporting policy?	Yes
Has the head of your public authority taken action to meet their staff awareness obligations?	Yes
If so, please select how staff have been made aware	
• Policy 9.9 - Protected Disclosures Policy is available on Council's website www.council.lithgow.com/policies1 • Training has been provided by the NSW Obudsman's Office.	

Partnerships, Co-operatives or Joint Ventures to which Council was a Party

Council was a party to the following partnerships, co-operatives or joint ventures:

Name	Purpose
Central West Regional Councils (CENTROC) Central West (Pilot) Joint Organisation of Council's	An organisation of councils for the sharing of knowledge, bulk purchasing, and provision of human resource services such as training, promotion of the area for filming and driver for improvements to the region.
Lithgow Community Health and Centrelink	Books for Babies Program which provides literacy material for each newborn.
NetWaste	An organisation of council's for the purpose of sharing resources and knowledge, and co-ordinating the planning of waste issues at regional and sub-regional levels.
State Library of NSW	Provision of support service for the Lithgow Library Service.
Sydney Catchment Authority	Council entered into and agreement for the ongoing costs for the UV Disinfection Units at the Lithgow and Wallerawang Sewerage Treatment Plants.

Stormwater Management Services

The following table details the amount of income received from the stormwater charge and expenditure on stormwater management services in 2017/18:

Details	Amount $
Income from stormwater charges	239,870.96
Expenditure on stormwater management services	202,261.74

Further information on stormwater works is provided in the section of this report details Council's performance in terms of the functions listed in the Delivery and Operational Plan is available on page 95.

Infrastructure Levy Program - Special Rate Variation

To ensure compliance with the provisions of s508(2) of the Local Government Act 1993, Council is required to provide information on projects funded from the Infrastructure Levy Program (ILP) during 2017/18 as follows:

- Improve the condition of the following roads, streets & lanes (see pages 84-85)
  - Cripps Avenue, Wallerawang
  - Carlton Road, Portland
  - Lyon Parade & Hume Avenue, Wallerawang
  - Cullenbenbong Road, Kanimbla
  - Ellen Close, Portland
  - Valley Drive, Lithgow
  - Brays Lane, Wallerawang
  - Ivatt Street Lane, Lithgow
  - Tank/Union Lane, Lithgow
  - Williwa Lane (CBD), Portland
  - Jamison/High Lane, Portland
  - Langbein Lane, Portland
  - Bate/Piper Lane, Portland
  - Falnash/Ilford Lane, Portland
- Improvement works to the following buildings (see pages 77-79)
  - Mick Moore Pavillion
  - Link Crease Trap
  - Kremer Park Toilets
  - Daintree Lane Toilets
  - General Asset Building Maintenance

Planning Agreements

Below is a list of planning agreements approved by Council in 2017/18:

D/A No. and Approval Date	Description	Names of Parties	Amount $	Land	Contribution Objectives
SSD 07_0127 MOD 5 Invincible Colliery 2 Feb 2018	For community facilities and infrastructure for Cullen Bullen and surrounds	Lithgow Council & Castlereagh Coal (Shoalhaven Coal)	$0.05 per tonne of product coal each financial year	Lot 1 DP180294, Lot 11 DP614429, Lots 112 & 113 DP877190 and Ben Bullen State Forest, Castlereagh Highway Cullen Bullen	To provide community facilities and infrastructure funds as a result of development of a mine for the Cullen Bullen community.
DA225/16 13 Oct 2017	For community facilities and public open space.	Lithgow Council & Tri-Firma Pty Ltd	$150,000 ($6000 per 25 allotment)	Lot 64 DP 1103064, Kirkley Street South Bowenfels NSW 2790	To provide community facilities, public open space and a concrete cycle path as a result of development.
	Works in kind for a concrete cycle path 3m wide within Lot 64 DP 1103064		$4,500		

Companion Animals

The following information is provided on Council's activities during 2017/18 in relation to enforcing and ensuring compliance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999:

Activity	Achievement
Lodgement of pound data collection returns with the Office of Local Government.	The pound data collection return for 2017/18 has been provided to the Office of Local Government.
Lodgement of data relating to dog attacks with the Office of Local Government.	All dog attacks were reported on the Companion animal Register website.
Companion animal community education programs	During 2017-18, community awareness and education around individual's responsibilities for care of companion animals was achieved through the delivery of a Companion Animals education program. The program engaged participating primary schools within the Lithgow LGA providing students with skills and techniques for caring and ensuring personal safety around Companion Animals. This program was part of a broader grant funded Responsible Pet Ownership Program part funded by the Office of Local Government to improve desexing, microchipping and registration of Companion Animals across the LGA (see page 37 for details).
Strategies to promote and assist the de-sexing of dogs and cats	Promotion and participation in the Responsible Pet Ownership Program.
Strategies to see alternatives to euthanasia for unclaimed animals	Council has rehoused and fostered unclaimed animals
Off leash areas provided	A total of 4 off leash area are provided in the Local Government Area, being 2 in Lithgow and 1 in each of Portland and Wallerawang.

The following table shows income received in relation to companion animals and the amount of money expended on companion animal management and activities during 2017/18:

Budget Item	Amount $
Income	
Office of Local Government	4,322.00
Impounding, sale, surrender and fines	33,095.22
Expenditure	
Employee costs	95,216.04
Pound Expenses	73,040.58

Council collects income during the year from the Microchipping and registration of companion animals and forwards this to the Department of Local Government which in turn reimburses council a proportion of these fees. Council uses this income and income derived from the impounding, sale, surrender and fines to undertake companion animal management activities.

QUALITY TALKS
ROSELLA
ADAMSON'S
Illustrated & Descriptive
Seed & Bulb Manual
Collins Street
MELBOURNE
1898

180 Mort Street
PO Box 19
Lithgow NSW 2790
Tel: 1300 661 033 or 6354 9999
Fax 02 6351 4259
council@lithgow.nsw.gov.au
www.council.lithgow.com

2017-2018 annual report

general purpose financial statements

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped In History

Lithgow City Council

GENERAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2018

"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."

Lithgow CITY COUNCIL

Lithgow City Council

General Purpose Financial Statements
for the year ended 30 June 2018

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Overview

Lithgow City Council is constituted under the Local Government Act 1993 (NSW) and has its principal place of business at:

180 Mort St
Lithgow NSW 2790

Council's guiding principles are detailed in Chapter 3 of the LGA and includes:

- principles applying to the exercise of functions generally by council,
- principles to be applied when making decisions,
- principles of community participation,
- principles of sound financial management, and
- principles for strategic planning relating to the development of an integrated planning and reporting framework.

A description of the nature of Council's operations and its principal activities are provided in Note 2(b).

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: http://www.council.lithgow.com.

Lithgow City Council

General Purpose Financial Statements
for the year ended 30 June 2018

Understanding Council's financial statements

Introduction

Each year, individual local governments across New South Wales are required to present a set of audited financial statements to their council and community.

What you will find in the statements

The financial statements set out the financial performance, financial position and cash flows of Council for the financial year ended 30 June 2018.

The format of the financial statements is standard across all NSW Councils and complies with both the accounting and reporting requirements of Australian Accounting Standards and requirements as set down by the Office of Local Government.

About the Councillor/Management Statement

The financial statements must be certified by senior staff as 'presenting fairly' the Council's financial results for the year and are required to be adopted by Council – ensuring both responsibility for and ownership of the financial statements.

About the primary financial statements

The financial statements incorporate five 'primary' financial statements:

1. The Income Statement

Summarises Council's financial performance for the year, listing all income and expenses.

This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

2. The Statement of Comprehensive Income

Primarily records changes in the fair value of Council's Infrastructure, Property, Plant and Equipment.

3. The Statement of Financial Position

A 30 June snapshot of Council's financial position indicating its assets, liabilities and "net wealth".

4. The Statement of Changes in Equity

The overall change for the year (in dollars) of Council's "net wealth".

5. The Statement of Cash Flows

Indicates where Council's cash came from and where it was spent. This statement also displays Council's original adopted budget to provide a comparison between what was projected and what actually occurred.

About the Notes to the Financial Statements

The Notes to the Financial Statements provide greater detail and additional information on the five primary financial statements.

About the Auditor's Reports

Council's annual financial statements are required to be audited by the NSW Audit Office. In NSW the auditor provides 2 audit reports:

1. an opinion on whether the financial statements present fairly the Council's financial performance and position, and
2. their observations on the conduct of the audit, including commentary on the Council's financial performance and financial position.

Who uses the financial statements?

The financial statements are publicly available documents and must be presented at a Council meeting between seven days and five weeks after the date of the Audit Report.

The public can make submissions to Council up to seven days subsequent to the public presentation of the financial statements.

Council is required to forward an audited set of financial statements to the Office of Local Government.

Lithgow City Council

General Purpose Financial Statements
for the year ended 30 June 2018

Statement by Councillors and Management
made pursuant to Section 413(2)(c) of the *Local Government Act 1993 (NSW)* (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these financial statements:

- present fairly the Council's operating result and financial position for the year,
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 29 October 2018.

Raymond Thompson
Mayor
29 October 2018

Councillor Steve Ring
29 October 2018

Graeme Faulkner
General Manager
29 October 2018

Ross Gurney
Responsible Accounting Officer
29 October 2018

Lithgow City Council

Income Statement
for the year ended 30 June 2018

Original unaudited budget 2018	$ '000	Notes	Actual 2018	Actual 2017
	Income from continuing operations			
	Revenue:			
25,474	Rates and annual charges	3a	25,456	24,815
7,251	User charges and fees	3b	6,703	6,643
809	Interest and investment revenue	3c	887	811
811	Other revenues	3d	1,415	4,600
7,864	Grants and contributions provided for operating purposes	3e,f	7,796	10,379
3,655	Grants and contributions provided for capital purposes	3e,f	4,330	9,561
45,864	Total income from continuing operations		46,587	56,809
	Expenses from continuing operations			
14,866	Employee benefits and on-costs	4a	15,871	16,076
931	Borrowing costs	4b	681	851
10,166	Materials and contracts	4c	9,601	10,843
10,479	Depreciation and amortisation	4d	11,856	12,136
5,414	Other expenses	4e	5,087	5,369
–	Net losses from the disposal of assets	5	918	2,512
41,856	Total expenses from continuing operations		44,014	47,787
4,008	Operating result from continuing operations		**2,573**	**9,022**
4,008	Net operating result for the year		2,573	9,022
4,008	Net operating result attributable to Council		2,573	9,022
353	Net operating result for the year before grants and contributions provided for capital purposes		(1,757)	(539)

This statement should be read in conjunction with the accompanying notes.

Lithgow City Council

Statement of Comprehensive Income
for the year ended 30 June 2018

$ '000	Notes	2018	2017
Net operating result for the year (as per Income Statement)		**2,573**	**9,022**
Other comprehensive income:			
Amounts that will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	9a	2,814	103,183
Total items which will not be reclassified subsequently to the operating result		**2,814**	**103,183**
Amounts that will be reclassified subsequently to the operating result when specific conditions are met			
Nil			
Total other comprehensive income for the year		**2,814**	**103,183**
Total comprehensive income for the year		5,387	112,205
Total comprehensive income attributable to Council		5,387	112,205

Lithgow City Council

Statement of Financial Position
as at 30 June 2018

$ '000	Notes	2018	2017
ASSETS			
Current assets			
Cash and cash equivalents	6a	33,971	29,867
Receivables	7	5,512	5,393
Inventories	8	607	796
Other	8	266	245
Total current assets		**40,356**	**36,301**
Non-current assets			
Infrastructure, property, plant and equipment	9	512,120	511,090
Investment property	10	5,494	–
Total non-current assets		**517,614**	**511,090**
TOTAL ASSETS		557,970	547,391
LIABILITIES			
Current liabilities			
Payables	11	6,457	3,541
Income received in advance	11	1,135	975
Borrowings	11	1,993	1,730
Provisions	12	3,541	3,274
Total current liabilities		**13,126**	**9,520**
Non-current liabilities			
Payables	11	9	21
Borrowings	11	17,876	16,168
Provisions	12	8,406	8,516
Total non-current liabilities		**26,291**	**24,705**
TOTAL LIABILITIES		39,417	34,225
Net assets		518,553	513,166
EQUITY			
Accumulated surplus	13	208,097	205,524
Revaluation reserves	13	310,456	307,642
Total equity		518,553	513,166

Lithgow City Council

Statement of Changes in Equity
for the year ended 30 June 2018

$ '000	Notes	2018 Accumulated surplus	IPP&E revaluation reserve	Total equity	2017 Accumulated surplus	IPP&E revaluation reserve	Total equity
Opening balance		205,524	307,642	**513,166**	196,502	204,459	**400,961**
Net operating result for the year prior to correction of errors and changes in accounting policies		**2,573**	**–**	**2,573**	9,022	–	**9,022**
Net operating result for the year		**2,573**	**–**	**2,573**	**9,022**	**–**	**9,022**
Other comprehensive income							
– Gain (loss) on revaluation of IPP&E	9a	–	2,814	**2,814**	–	103,183	**103,183**
Other comprehensive income		**–**	**2,814**	**2,814**	**–**	**103,183**	**103,183**
Total comprehensive income (c&d)		**2,573**	**2,814**	**5,387**	**9,022**	**103,183**	**112,205**
Equity – balance at end of the reporting period		**208,097**	**310,456**	**518,553**	**205,524**	**307,642**	**513,166**

This statement should be read in conjunction with the accompanying notes.

Lithgow City Council

Statement of Cash Flows
for the year ended 30 June 2018

Original unaudited budget 2018	$ '000	Notes	Actual 2018	Actual 2017
	Cash flows from operating activities			
	Receipts:			
25,474	Rates and annual charges		25,393	24,684
7,251	User charges and fees		7,074	6,714
809	Investment and interest revenue received		872	712
11,519	Grants and contributions		12,719	18,942
–	Bonds, deposits and retention amounts received		228	81
811	Other		1,987	6,210
	Payments:			
(14,866)	Employee benefits and on-costs		(15,785)	(16,550)
(10,166)	Materials and contracts		(7,498)	(10,382)
(931)	Borrowing costs		(650)	(4,410)
–	Bonds, deposits and retention amounts refunded		(114)	(162)
(5,414)	Other		(5,516)	(6,169)
14,487	**Net cash provided (or used in) operating activities**	14b	18,710	19,670
	Cash flows from investing activities			
	Receipts:			
–	Sale of investment securities		–	4,000
1,760	Sale of infrastructure, property, plant and equipment		155	126
–	Deferred debtors receipts		–	146
	Payments:			
(15,027)	Purchase of infrastructure, property, plant and equipment		(16,639)	(13,060)
(13,267)	**Net cash provided (or used in) investing activities**		(16,484)	(8,788)
	Cash flows from financing activities			
	Receipts:			
200	Proceeds from borrowings and advances		3,800	–
	Payments:			
(2,170)	Repayment of borrowings and advances		(1,922)	(1,896)
(1,970)	**Net cash flow provided (used in) financing activities**		1,878	(1,896)
(750)	**Net increase/(decrease) in cash and cash equivalents**		4,104	8,986
16,893	Plus: **cash and cash equivalents – beginning of year**	14a	29,867	20,881
16,143	**Cash and cash equivalents – end of the year**	14a	33,971	29,867

This statement should be read in conjunction with the accompanying notes.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

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Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 1. Basis of preparation

These financial statements were authorised for issue by Council on 29/10/2018..

Council has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these consolidated financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Basis of preparation

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the *Local Government Act 1993 (NSW)* and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting. Council is a not for-profit entity for the purpose of preparing these financial statements.

The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

Full dollars have been used in Note 21 Related party disclosures in relation to the disclosure of specific related party transactions.

Unless otherwise indicated, all amounts disclosed in the financial statements are actual amounts.

Specific budgetary amounts have been included for comparative analysis (to actuals) in the following reports and notes:

- Income statement
- Statement of cash flows
- Note 19 – Material budget variations

and are clearly marked .

(a) New and amended standards adopted by Council

There have been no new (or amended) accounting standards adopted by Council in this year's financial statements which have had any material impact on reported financial position, performance or cash flows.

(b) Historical cost convention

These financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain financial assets and liabilities and certain classes of infrastructure, property, plant and equipment and investment property.

(c) Significant accounting estimates and judgements

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the Council's accounting policies.

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the Council and that are believed to be reasonable under the circumstances.

Critical accounting estimates and assumptions

Council makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 1. Basis of preparation (continued)

of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

(i) estimated fair values of investment properties –refer Note 10,

(ii) estimated fair values of infrastructure, property, plant and equipment – refer Note 9,

(iii) estimated tip remediation provisions – refer Note 12,

(iv) employee benefit provisions – refer Note 12.

Significant judgements in applying the Council's accounting policies

(v) Impairment of receivables

Council has made a significant judgement about the impairment of a number of its receivables in Note 7.

Monies and other assets received by Council

(a) The Consolidated Fund

In accordance with the provisions of Section 409(1) of the *Local Government Act 1993 (NSW)*, all money and other assets received by Council is held in the Council's Consolidated Fund unless it is required to be held in the Council's Trust Fund.

Cash and other assets of the following entities have been included as part of the Consolidated Fund:

- General purpose operations
- Water service
- Sewerage service

(b) The Trust Fund

In accordance with the provisions of Section 411 of the Local Government Act 1993 (NSW) (as amended), a separate and distinct Trust Fund is maintained to account for all money and other assets received by the Council in trust which must be applied only for the purposes of, or in accordance with the trusts relating to those monies. Trust monies and other assets subject to Council's control have been included in these reports.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which that are recoverable from, or payable to the taxation authority are presented as operating cash flows.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 1. Basis of preparation (continued)

New accounting standards and interpretations issued not yet effective

Certain new accounting standards and interpretations have been published that are not mandatory for the current reporting period and which have not been applied.

As at the date of authorisation of these financial statements, Council does not consider that any of those standards are likely to have a material impact on the Council's future financial statements, financial position, financial performance or cash flows.

Council has not elected to apply any pronouncements before their operative date in these financial statements.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 2(a). Council functions/activities – financial information

$ '000	Income, expenses and assets have been directly attributed to the following functions/activities. Details of these functions/activities are provided in Note 2(b).									
Functions/activities	**Income from continuing operations**		**Expenses from continuing operations**		**Operating result from continuing operations**		**Grants included in income from continuing operations**		**Total assets held (current and non-current)**	
	2018	2017	**2018**	2017	**2018**	2017	**2018**	2017	**2018**	2017
Caring for our community	2,312	705	3,733	3,582	(1,421)	(2,877)	1,943	2	2,310	7,319
Strengthening our economy	149	186	1,402	1,297	(1,253)	(1,111)	5	258	7,087	8,751
Developing our built environment	20,532	27,116	35,430	35,850	(14,898)	(8,734)	3,182	9,771	504,276	459,670
Enhancing our natural environment	4,610	7,973	3,173	3,341	1,437	4,632	342	323	34,857	35,543
Governance and leadership	18,984	20,829	275	3,717	18,709	17,112	4,812	6,994	9,438	36,108
Total functions and activities	**46,587**	**56,809**	**44,013**	**47,787**	**2,574**	**9,022**	**10,284**	**17,348**	**557,970**	**547,391**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 2(b). Council functions/activities – component descriptions

Details relating to the Council's functions/activities as reported in Note 2(a) are as follows:

Caring for our community

Includes supporting Aboriginal, cultural and linguistically diverse communitites; ageing populations; children and families; community support and information; health; library progrmas; regulatory/compliance programs; safety; volunteering and youth.

Strengthening our economy

Includes Council's branding and marketing; art and culture; business and industry development and support; education and training; leadership and communication; heritage; and tourism.

Developing our built environment

Includes cemeteries; community commercial and industrial buildings; cycleways and pathways; environmental health; parks and gardens; recreational facilities; transport; sewage infrastructure; streetscape improvements; tradewaste; and water infrastructure.

Enhancing our natural environment

Includes air; biodiversity; climate change; environmental protection and leadership; natural heritage; stormwater and drainage water; and waste and recycling.

Governance and leadership

Includes palnning for our future; civic leadership; communcaition; corporate management; customer service; being an employer of choice; inforamtion systems management; and plant and equipment.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations

$ '000	2018	2017
(a) Rates and annual charges		
Ordinary rates		
Residential	6,662	6,535
Farmland	1,762	1,714
Mining	2,035	2,032
Business	1,729	1,704
Total ordinary rates	**12,188**	**11,985**
Special rates		
Sewerage services	6,693	6,561
Parking	247	243
Total special rates	**6,940**	**6,804**
Annual charges (pursuant to s.496, s.496A, s.496B, s.501 & s.611)		
Domestic waste management services	3,522	3,418
Stormwater management services	240	240
Water supply services	1,660	1,492
Sewerage services	349	339
Waste management services (non-domestic)	535	511
Gas mains	22	26
Total annual charges	**6,328**	**6,026**
TOTAL RATES AND ANNUAL CHARGES	25,456	24,815

Council has used 2016 year valuations provided by the NSW Valuer General in calculating its rates.

Accounting policy for rates and annual charges

Rates, annual charges, grants and contributions (including developer contributions) are recognised as revenue when the Council obtains control over the assets comprising these receipts. Developer contributions may only be expended for the purposes for which the contributions were required, but the Council may apply contributions according to the priorities established in work schedules.

Control over assets acquired from rates and annual charges is obtained at the commencement of the rating year as it is an enforceable debt linked to the rateable property or, where earlier, upon receipt of the rates.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	2018	2017
(b) User charges and fees		
Specific user charges (per s.502 – specific 'actual use' charges)		
Water supply services	4,926	4,935
Trade waste	98	120
Septic approval	138	102
Total specific user charges	**5,162**	**5,157**
Other user charges and fees		
(i) Fees and charges – statutory and regulatory functions (per s.608)		
Planning and building regulation	732	608
Private works – section 67	89	74
Regulatory/ statutory fees	40	33
Section 149 certificates (EPA Act)	70	73
Total fees and charges – statutory/regulatory	**931**	**788**
(ii) Fees and charges – other (incl. general user charges (per s.608))		
Cemeteries	147	160
Fire and emergency services levy (FESL) implementation	–	67
Hall and park hire	42	56
Leaseback fees – Council vehicles	104	97
Swimming centres	307	308
Other	10	10
Total fees and charges – other	**610**	**698**
TOTAL USER CHARGES AND FEES	6,703	6,643

Accounting policy for user charges and fees

User charges and fees are recognised as revenue when the service has been provided.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	2018	2017
(c) Interest and investment revenue (including losses)		
Interest		
– Overdue rates and annual charges (incl. special purpose rates)	113	122
– Cash and investments	774	689
TOTAL INTEREST AND INVESTMENT REVENUE	887	811
Interest revenue is attributable to:		
Unrestricted investments/financial assets:		
Overdue rates and annual charges (general fund)	113	86
General Council cash and investments	741	689
Restricted investments/funds – external:		
Water fund operations	33	36
Total interest and investment revenue recognised	**887**	**811**

Accounting policy for interest and investment revenue

Interest income is recognised using the effective interest rate at the date that interest is earned.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	Notes	2018	2017
(d) Other revenues			
Rental income – investment property	10	689	–
Rental income – other council properties		62	420
Fines – parking		9	38
Fines – other		53	2
Legal fees recovery – other		61	38
Commissions and agency fees		4	10
Diesel rebate		70	72
Esbank house		2	7
Inspections		2	2
Insurance claim recoveries		182	132
Library charges		15	17
Remediation reversal		–	3,669
Sale of abandoned vehicles		2	2
Sales – aquatic centre		87	82
Sales – general		32	9
Sales – tourism		42	48
Other		103	52
TOTAL OTHER REVENUE		1,415	4,600

Accounting policy for other revenue

Council recognises revenue when the amount of revenue can be reliably measured, it is probable that future economic benefits will flow to the Council and specific criteria have been met for each of the Council's activities as described below. Council bases its estimates on historical results, taking into consideration the type of customer, the type of transaction and the specifics of each arrangement.

Parking fees and fines are recognised as revenue when the service has been provided, or when the penalty has been applied, whichever occurs first.

Rental income is accounted for on a straight-line basis over the lease term.

Miscellaneous sales are recognised when physical possession has transferred to the customer which is deemed to be the point of transfer of risks and rewards.

Other income is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	2018 Operating	2017 Operating	2018 Capital	2017 Capital
(e) Grants				
General purpose (untied)				
Current year allocation				
Financial assistance	4,509	6,681	–	–
Other				
Pensioners' rates subsidies – general component	293	313	–	–
Total general purpose	**4,802**	**6,994**	**–**	**–**
Specific purpose				
Pensioners' rates subsidies:				
– Water	89	92	–	–
– Sewerage	86	90	–	–
Water supplies	–	66	–	–
Sewerage services	–	–	653	7,714
Community centres	77	18	–	–
Environmental protection	317	183	–	–
Heritage and cultural	11	4	1,298	72
Library – per capita	75	66	–	–
LIRS subsidy	141	77	–	–
Recreation and culture	–	–	464	16
Street lighting	70	69	–	–
Transport (roads to recovery)	1,118	1,585	–	–
Transport (other roads and bridges funding)	–	–	1,015	155
Waste services	–	–	–	140
Other	68	7	–	–
Total specific purpose	**2,052**	**2,257**	**3,430**	**8,097**
Total grants	**6,854**	**9,251**	**3,430**	**8,097**
Grant revenue is attributable to:				
– Commonwealth funding	6,098	8,268	652	–
– State funding	738	976	2,778	8,097
– Other funding	18	7	–	–
	6,854	**9,251**	**3,430**	**8,097**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	Notes	2018 Operating	2017 Operating	2018 Capital	2017 Capital
(f) Contributions					
Developer contributions:					
(s7.4 & s7.11 – EP&A Act, s64 of the LGA):					
Cash contributions					
S 7.4 – contributions using planning agreements		–	–	209	214
S 7.11 – contributions towards amenities/services		–	–	80	14
S 7.12 – fixed development consent levies		–	–	271	420
S 64 – water supply contributions		–	–	144	107
S 64 – sewerage service contributions		–	–	130	96
Total developer contributions – cash		**–**	**–**	**834**	**851**
Total developer contributions	22	**–**	**–**	**834**	**851**
Other contributions:					
Cash contributions					
Community services		23	1	–	–
Employment		92	70	–	–
Fire contribution		232	441	–	–
Hazard reduction		22	30	–	–
Other councils – joint works/services		5	–	–	–
Rebates		95	123	–	–
Roads and bridges		–	–	–	613
RMS contributions (regional roads, block grant)		452	445	66	–
Waste		5	8	–	–
Other		16	10	–	–
Total other contributions – cash		**942**	**1,128**	**66**	**613**
Total other contributions		**942**	**1,128**	**66**	**613**
Total contributions		942	1,128	900	1,464
TOTAL GRANTS AND CONTRIBUTIONS		7,796	10,379	4,330	9,561

Accounting policy for contributions

Control over grants and contributions is normally obtained upon their receipt (or acquittal) and is valued at the fair value of the granted or contributed asset at the date of transfer.

Where grants or contributions recognised as revenues during the financial year were obtained on condition that they be expended in a particular manner or used over a particular period and those conditions were un-discharged at reporting date, the unused grant or contribution is disclosed above.

A liability is recognised in respect of revenue that is reciprocal in nature to the extent that the requisite service has not been provided at reporting date.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 3. Income from continuing operations (continued)

$ '000	2018	2017
(g) Unspent grants and contributions		
Certain grants and contributions are obtained by Council on condition that they be spent in a specified manner:		
Operating grants		
Unexpended at the close of the previous reporting period	3,557	184
Add: operating grants recognised in the current period but not yet spent	2,454	3,493
Less: operating grants recognised in a previous reporting period now spent	(3,296)	(120)
Unexpended and held as restricted assets (operating grants)	2,715	3,557
Capital grants		
Unexpended at the close of the previous reporting period	426	824
Add: capital grants recognised in the current period but not yet spent	787	171
Less: capital grants recognised in a previous reporting period now spent	(262)	(569)
Unexpended and held as restricted assets (capital grants)	951	426
Contributions		
Unexpended at the close of the previous reporting period	1,778	1,448
Add: contributions recognised in the current period but not yet spent	560	669
Less: contributions recognised in a previous reporting period now spent	(331)	(339)
Unexpended and held as restricted assets (contributions)	2,007	1,778

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 4. Expenses from continuing operations

$ '000	2018	2017
(a) Employee benefits and on-costs		
Salaries and wages	11,536	11,472
Travel expenses	19	23
Employee leave entitlements (ELE)	2,168	1,919
Superannuation	1,370	1,344
Superannuation – defined benefit plans	34	24
Workers' compensation insurance	662	618
Fringe benefit tax (FBT)	35	35
Payroll tax	70	92
Training costs (other than salaries and wages)	238	226
Protective clothing	48	62
Corporate uniforms	13	11
Central west group apprentices	353	506
Other	34	27
Total employee costs	**16,580**	**16,359**
Less: capitalised costs	(709)	(283)
TOTAL EMPLOYEE COSTS EXPENSED	15,871	16,076

Accounting policy for employee benefits and on-costs
Employee benefit expenses are recorded when the service has been provided by the employee.

Retirement benefit obligations
All employees of the Council are entitled to benefits on retirement, disability or death. Council contributes to various defined benefit plans and defined contribution plans on behalf of its employees.

Superannuation plans
Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

Council participates in a Defined Benefit Plan under the Local Government Superannuation Scheme, however, when sufficient information to account for the plan as a defined benefit is not available and therefore Council accounts for its obligations to defined benefit plans on the same basis as its obligations to defined contribution plans, i.e. as an expense when it becomes payable – refer to Note 17 for more information.

(b) Borrowing costs			
(i) Interest bearing liability costs			
Interest on overdraft		1	–
Interest on loans		647	731
Total interest bearing liability costs expensed		**648**	**731**
(ii) Other borrowing costs			
Discount adjustments relating to movements in provisions (other than ELE)			
– Remediation liabilities	12	(60)	–
Interest applicable on interest free (and favourable) loans to Council		93	120
Total other borrowing costs		**33**	**120**
TOTAL BORROWING COSTS EXPENSED		681	851

Accounting policy for borrowing costs
Borrowing costs incurred for the construction of any qualifying asset are capitalised during the period of time that is required to complete and prepare the asset for its intended use or sale. Other borrowing costs are expensed.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 4. Expenses from continuing operations (continued)

$ '000	2018	2017
(c) Materials and contracts		
Raw materials and consumables	4,879	5,520
Contractor and consultancy costs	4,526	5,091
Auditors remuneration [2]	57	89
Legal expenses:		
– Legal expenses: planning and development	7	28
– Legal expenses: other	107	109
Operating leases:		
– Operating lease rentals: minimum lease payments [1]	25	6
TOTAL MATERIALS AND CONTRACTS	9,601	10,843

Operating leases

Leases in which a significant portion of the risks and rewards of ownership are not transferred to Council as lessee are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the income statement on a straight-line basis over the period of the lease.

1. Operating lease payments are attributable to:

Other	25	6
	25	**6**

2. Auditor remuneration

During the year the following fees were paid or payable for services provided by the auditor of Council, related practices and non-related audit firms

Auditors of the Council – NSW Auditor-General:

(i) Audit and other assurance services		
Audit and review of financial statements	41	65
Remuneration for audit and other assurance services	**41**	**65**
Total Auditor-General remuneration	**41**	**65**

Non NSW Auditor-General audit firms:

(i) Audit and other assurance services		
Audit and review of financial statements	–	24
Other audit and assurance services - internal audit services	16	–
Remuneration for audit and other assurance services	**16**	**24**
Total remuneration of non NSW Auditor-General audit firms	**16**	**24**
Total Auditor remuneration	**57**	**89**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 4. Expenses from continuing operations (continued)

$ '000	Notes	2018	2017
(d) Depreciation, amortisation and impairment			
Depreciation and amortisation			
Plant and equipment		595	627
Office equipment		133	160
Furniture and fittings		14	12
Infrastructure:			
– Buildings – specialised		1,045	2,154
– Other structures		504	643
– Roads		5,160	4,244
– Bridges		156	177
– Footpaths		359	294
– Stormwater drainage		467	421
– Water supply network		1,530	1,377
– Sewerage network		1,724	1,695
– Swimming pools		27	106
Other assets:			
– Library books		44	67
Reinstatement, rehabilitation and restoration assets:			
– Tip assets	9 & 11	98	159
Total depreciation and amortisation costs		11,856	12,136
TOTAL DEPRECIATION, AMORTISATION AND IMPAIRMENT / REVALUATION DECREMENT COSTS EXPENSED		11,856	12,136

Accounting policy for depreciation, amortisation and impairment expenses

Depreciation and amortisation
Depreciation and amortisation are calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives. Useful lives are included in Note 9 for IPPE assets.

Impairment of non-financial assets
Other assets are tested for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash inflows that are largely independent of the cash inflows from other assets or groups of assets (cash-generating units). Non-financial assets that suffered an impairment are reviewed for possible reversal of the impairment at each reporting date.

Impairment losses for revalued assets are firstly offset against the amount in the revaluation surplus for the class of asset, with only the excess to be recognised in the Income Statement.

Impairment of financial assets
Council assesses at the end of each reporting period whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 4. Expenses from continuing operations (continued)

$ '000	2018	2017
(e) Other expenses		
Advertising	130	224
Bad and doubtful debts	–	371
Bank charges	94	136
Commissions	41	14
Councillor expenses – mayoral fee	22	29
Councillor expenses – councillors' fees	95	77
Councillors' expenses (incl. mayor) – other (excluding fees above)	26	18
– Contributions emergency services	534	504
– Donations, contributions and assistance	351	361
Electricity and heating	855	697
Insurance	1,054	1,103
Lease fees	42	36
Office expenses (including computer expenses)	432	437
Postage	85	87
Printing and stationery	117	184
Street lighting	401	337
Subscriptions and publications	253	243
Telephone and communications	258	232
Valuation fees	102	187
Council election expenses	136	–
Other	59	92
Total other expenses	**5,087**	**5,369**
TOTAL OTHER EXPENSES	5,087	5,369

Accounting policy for other expenses

Other expenses are recorded on an accruals basis as the Council receives the goods or services.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 5. Gains or losses from the disposal of assets

$ '000	Notes	2018	2017
Property (excl. investment property)	9		
Proceeds from disposal – property		6	–
Net gain/(loss) on disposal		**6**	**–**
Plant and equipment	9		
Proceeds from disposal – plant and equipment		149	126
Less: carrying amount of plant and equipment assets sold/written off		(83)	(83)
Net gain/(loss) on disposal		**66**	**43**
Infrastructure	9		
Less: carrying amount of infrastructure assets sold/written off		(990)	(2,555)
Net gain/(loss) on disposal		**(990)**	**(2,555)**
Financial assets (1)	6		
Proceeds from disposal/redemptions/maturities – financial assets		–	4,000
Less: carrying amount of financial assets sold/redeemed/matured		–	(4,000)
Net gain/(loss) on disposal		**–**	**–**
NET GAIN/(LOSS) ON DISPOSAL OF ASSETS		(918)	(2,512)

Accounting policy for disposal of assets

The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the asset is derecognised.

Note 6(a). Cash and cash equivalent assets

	2018	2017
Cash and cash equivalents		
Cash on hand and at bank	421	117
Cash-equivalent assets		
– Deposits at call	3,550	1,250
– Short-term deposits	30,000	28,500
Total cash and cash equivalents	**33,971**	**29,867**

Accounting policy for cash and cash equivalents

For Statement of Cash Flow presentation purposes, cash and cash equivalents includes cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 6(b). Restricted cash, cash equivalents and investments – details

$ '000	2018 Current	2018 Non-current	2017 Current	2017 Non-current
Total cash, cash equivalents and investments	33,971	–	29,867	–
attributable to:				
External restrictions (refer below)	21,052	–	16,033	–
Internal restrictions (refer below)	12,919	–	13,833	–
Unrestricted	–	–	1	–
	33,971	**–**	**29,867**	**–**

$ '000	2018	2017
Details of restrictions		
External restrictions – included in liabilities		
Specific purpose unexpended loans – general	1,981	2,089
Specific purpose unexpended loans – sewer	1,931	–
External restrictions – included in liabilities	3,912	2,089
External restrictions – other		
Developer contributions – general	2,007	1,778
Specific purpose unexpended grants	3,642	3,954
Specific purpose unexpended grants-water fund	24	29
Water supplies	3,756	2,882
Sewerage services	4,839	3,333
Domestic waste management	2,872	1,968
External restrictions – other	17,140	13,944
Total external restrictions	21,052	16,033
Internal restrictions		
Plant and vehicle replacement	680	1,500
Employees leave entitlement	747	1,056
Carry over works	1,372	–
Deposits, retentions and bonds	808	695
Election	35	82
Land and building	7,731	7,672
Works in progress	1,546	2,828
Total internal restrictions	**12,919**	**13,833**
TOTAL RESTRICTIONS	33,971	29,866

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 7. Receivables

$ '000	2018 Current	2018 Non-current	2017 Current	2017 Non-current
Purpose				
Rates and annual charges	1,379	–	1,284	–
Interest and extra charges	332	–	348	–
User charges and fees	1,446	–	1,559	–
Accrued revenues				
– Interest on investments	167	–	136	–
– Other income accruals	14	–	4	–
Government grants and subsidies	1,371	–	1,847	–
Net GST receivable	664	–	360	–
Other debtors	268	–	236	–
Total	**5,641**	**–**	**5,774**	**–**
Less: provision for impairment				
Rates and annual charges	(106)	–	(106)	–
Other debtors	(23)	–	(275)	–
Total provision for impairment – receivables	**(129)**	**–**	**(381)**	**–**
TOTAL NET RECEIVABLES	5,512	–	5,393	–
Externally restricted receivables				
Water supply				
– Specific purpose grants	5	–	10	–
– Rates and availability charges	104	–	104	–
– Other	1,452	–	1,389	–
Sewerage services				
– Specific purpose grants	274	–	1,385	–
– Rates and availability charges	500	–	463	–
– Other	34	–	60	–
Total external restrictions	**2,369**	**–**	**3,411**	**–**
Unrestricted receivables	**3,143**	**–**	**1,982**	**–**
TOTAL NET RECEIVABLES	5,512	–	5,393	–

Movement in provision for impairment of receivables	**2018**	**2017**
Balance at the beginning of the year	381	217
+ new provisions recognised during the year	–	263
– amounts already provided for and written off this year	(252)	(99)
Balance at the end of the year	**129**	**381**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 7. Receivables (continued)

Accounting policy for receivables

Recognition and measurement
Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the reporting date which are classified as non-current assets. Loans and receivables are included in other receivables (Note 8) and receivables (Note 7) in the Statement of Financial Position. Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Cash flows relating to short-term receivables are not discounted if the effect of discounting is immaterial.

Impairment
For loans and receivables the amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in profit or loss.

Collectability of receivables is reviewed on an on-going basis. Debts that are known to be uncollectible are written off by reducing the carrying amount directly. An allowance account (provision for impairment of receivables) is used when there is objective evidence that Council will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or financial reorganisation, and default or delinquency in payments (more than 30 days overdue) are considered indicators that the receivable is impaired. When a receivable for which an impairment allowance had been recognised becomes uncollectable in a subsequent period it is written off against the allowance account. Subsequent recoveries of amounts previously written off are credited against other expenses in the Income statement.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 8. Inventories and other assets

$ '000	2018 Current	2018 Non-current	2017 Current	2017 Non-current
(a) Inventories				
(i) Inventories at cost				
Stores and materials	607	–	796	–
Total inventories at cost	**607**	**–**	**796**	**–**
TOTAL INVENTORIES	607	–	796	–
(b) Other assets				
Prepayments	266	–	245	–
TOTAL OTHER ASSETS	266	–	245	–
Externally restricted assets				
Water				
Stores and materials	156	–	153	–
Total water	**156**	**–**	**153**	**–**
Sewerage				
Stores and materials	18	–	23	–
Total sewerage	**18**	**–**	**23**	**–**
Total externally restricted assets	174	–	176	–
Total unrestricted assets	699	–	865	–
TOTAL INVENTORIES AND OTHER ASSETS	**873**	**–**	**1,041**	**–**

Other disclosures

Accounting policy

Raw materials and stores, work in progress and finished goods
Raw materials and stores, work in progress and finished goods are stated at the lower of cost and net realisable value. Costs are assigned to individual items of inventory on basis of weighted average costs. Costs of purchased inventory are determined after deducting rebates and discounts. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Inventory held for distribution
Inventory held for distribution is held at cost, adjusted where applicable for any loss of service potential.

Land held for resale/capitalisation of borrowing costs
Land held for resale is stated at the lower of cost and net realisable value. Cost is assigned by specific identification and includes the cost of acquisition, and development and borrowing costs during development. When development is completed borrowing costs and other holding charges are expensed as incurred.

Borrowing costs included in the cost of land held for resale are those costs that would have been avoided if the expenditure on the acquisition and development of the land had not been made. Borrowing costs incurred while active development is interrupted for extended periods are recognised as expenses.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 9(a). Infrastructure, property, plant and equipment

Asset class	as at 30/6/2017			Asset movements during the reporting period								as at 30/6/2018		
$ '000	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount	Additions renewals	Additions new assets	Carrying value of disposals	Depreciation expense	WIP transfers	Tfrs from/(to) investment property	Revaluation decrements to equity (ARR)	Revaluation increments to equity (ARR)	Gross carrying amount	Accumulated depreciation and impairment	Net carrying amount
Capital work in progress	8,278	–	8,278	1,210	–	–	–	(8,266)	–	–	–	1,222	–	1,222
Plant and equipment	17,241	15,347	1,894	1,066	–	(83)	(595)	54	–	–	–	17,866	15,530	2,336
Office equipment	4,058	3,776	282	34	63	–	(133)	–	–	–	–	4,156	3,909	247
Furniture and fittings	399	313	86	7	–	–	(14)	–	–	–	–	406	327	79
Land:														
– Operational land	17,211	–	17,211	–	–	–	–	–	–	(140)	–	17,071	–	17,071
– Community land	20,164	–	20,164	–	–	–	–	–	–	–	–	20,164	–	20,164
Infrastructure:														
– Buildings – specialised	73,387	19,910	53,477	293	280	(27)	(1,045)	–	(5,494)	–	–	66,038	18,554	47,484
– Other structures	22,335	11,367	10,968	281	2,269	–	(504)	178	–	–	–	25,064	11,872	13,192
– Roads	283,454	68,529	214,925	2,587	1,793	(803)	(5,160)	40	–	–	844	287,431	73,205	214,226
– Bridges	21,453	2,408	19,045	95	–	(62)	(156)	27	–	–	–	21,492	2,543	18,949
– Footpaths	14,187	3,172	11,015	2,647	–	(14)	(359)	277	–	–	–	17,092	3,526	13,566
– Bulk earthworks (non-depreciable)	25,639	–	25,639	–	–	–	–	–	–	–	–	25,639	–	25,639
– Stormwater drainage	41,964	17,469	24,495	–	74	–	(467)	–	–	–	–	42,039	17,936	24,103
– Water supply network	88,665	55,071	33,594	249	169	(25)	(1,530)	18	–	–	682	90,858	57,701	33,157
– Sewerage network	107,413	41,517	65,896	3,365	98	(37)	(1,724)	7,699	–	–	1,581	117,889	41,011	76,878
– Swimming pools	2,737	140	2,597	25	6	–	(27)	–	–	–	–	2,767	168	2,599
Other assets:														
– Library books	994	880	114	–	–	–	(44)	–	–	–	–	994	924	70
Reinstatement, rehabilitation and restoration assets (refer Note 12)**:**														
– Tip assets	3,568	2,158	1,410	–	–	(21)	(98)	–	–	(153)	–	8,210	7,072	1,138
TOTAL INFRASTRUCTURE, PROPERTY, PLANT AND EQUIP.	**753,147**	**242,057**	**511,090**	**11,859**	**4,752**	**(1,072)**	**(11,856)**	**27**	**(5,494)**	**(293)**	**3,107**	**766,398**	**254,278**	**512,120**

Renewals are defined as the replacement of existing assets (as opposed to the acquisition of new assets).

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 9(a). Infrastructure, property, plant and equipment (continued)

Accounting policy for infrastructure, property, plant and equipment

Infrastructure, property, plant and equipment are held at fair value. Independent valuations are performed at least every five years, however the carrying amount of assets is assessed at each reporting date to confirm that it is not materially different from current fair value.

Water and sewerage network assets are indexed at each reporting period in accordance with the Rates Reference Manual issued by Crown Lands and Water (CLAW).

Increases in the carrying amounts arising on revaluation are credited to the asset revaluation reserve. To the extent that the increase reverses a decrease previously recognising profit or loss relating to that asset class, the increase is first recognised as profit or loss. Decreases that reverse previous increases of assets in the same class are first charged against revaluation reserves directly in equity to the extent of the remaining reserve attributable to the class; all other decreases are charged to the Income Statement.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the income statement during the financial period in which they are incurred.

Land is not depreciated. Depreciation on other assets is calculated using the straight line method to allocate their cost, net of their residual values, over their estimated useful lives as follows:

Plant and equipment	Years	**Other equipment**	Years
Office equipment	5 to 10	Playground equipment	5 to 15
Office furniture	5 to 20	Benches, seats etc.	10 to 20
Computer equipment	3		
Vehicles	5 to 8	**Buildings**	
Heavy plant/road making equipment	5 to 8	Buildings: masonry	50 to 100
Other plant and equipment	5 to 15	Buildings: other	20 to 40
Water and sewer assets		**Stormwater assets**	
Dams and reservoirs	80 to 100	Drains	80 to 100
Bores	20 to 40	Culverts	50 to 80
Reticulation pipes: PVC	70 to 80	Flood control structures	80 to 100
Reticulation pipes: other	25 to 75		
Pumps and telemetry	15 to 20		
Transportation assets		**Other infrastructure assets**	
Sealed roads: surface	12 to 20	Bulk earthworks	20
Sealed roads: structure	50	Swimming pools	50
Unsealed roads	20	Unsealed roads	20
Bridge: concrete	100	Other open space/recreational assets	5 to 50
Bridge: other	50	Other infrastructure	5 to 50
Road pavements	70		
Kerb, gutter and footpaths	32 to 80		

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date. Gains and losses on disposals are determined by comparing proceeds with carrying amount. These are included in the Income statement.

Land under roads
Land under roads is land under roadways and road reserves including land under footpaths, nature strips and median strips.

Council has elected not to recognise land under roads acquired before 1 July 2008 in accordance with AASB 1051 Land Under Roads.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 9(a). Infrastructure, property, plant and equipment (continued)

Accounting policy for infrastructure, property, plant and equipment (continued)

Land under roads acquired after 1 July 2008 is recognised in accordance with AASB 116 Property, Plant and Equipment.

Crown reserves
Crown Reserves under Council's care and control are recognised as assets of the Council. While ownership of the reserves remains with the Crown, Council retains operational control of the reserves and is responsible for their maintenance and use in accordance with the specific purposes to which the reserves are dedicated. Improvements on Crown Reserves are also recorded as assets. Council recognises 0.806 hectares with a carrying value of $21,600 and 687.36 hectares with a net carrying value of nil due to extensive restrictions on the use of this land in the Community Land asset class. The maintenance costs incurred by Council and revenues relating to the reserves are recognised within Council's Income Statement.

Rural Fire Service assets
Under section 119 of the *Rural Fire Services Act 1997 (NSW)* , *"all fire fighting equipment purchased or constructed wholly or from money to the credit of the Fund is to be vested in the council of the area for or on behalf of which the fire fighting equipment has been purchased or constructed".*

Until such time as discussions on this matter have concluded and the legislation changed, Council will recognise rural fire service assets including land, buildings, plant and vehicles.

Note 9(b). Externally restricted infrastructure, property, plant and equipment

$ '000	2018			2017		
Class of asset	Gross carrying amount	Accumulated depn. and impairment	Net carrying amount	Gross carrying amount	Accumulated depn. and impairment	Net carrying amount
Water supply						
WIP	271	–	**271**	26	–	**26**
Plant and equipment	1,969	1,899	**70**	1,969	1,863	**106**
Office equipment	56	56	**–**	56	56	**–**
Infrastructure	90,858	57,701	**33,157**	88,665	55,071	**33,594**
Total water supply	**93,154**	**59,656**	**33,498**	**90,716**	**56,990**	**33,726**
Sewerage services						
WIP	140	–	**140**	7,706	–	**7,706**
Plant and equipment	315	261	**54**	349	275	**74**
Office equipment	8	8	**–**	8	8	**–**
Infrastructure	117,889	41,011	**76,878**	107,413	41,517	**65,896**
Total sewerage services	**118,352**	**41,280**	**77,072**	**115,476**	**41,800**	**73,676**
Domestic waste management						
Land						
– Operational land	1,037	–	**1,037**	1,172	–	**1,172**
– Community land	463	–	**463**	463	–	**463**
Total DWM	**1,500**	**–**	**1,500**	**1,635**	**–**	**1,635**
TOTAL RESTRICTED IPP&E	**213,006**	**100,936**	**112,070**	**207,827**	**98,790**	**109,037**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 10. Investment property

$ '000	2018	2017
(a) Investment property at fair value		
Investment property on hand	5,494	–
Reconciliation of annual movement:		
– Transfers from/(to) owner occupied (Note 10)	5,494	–
CLOSING BALANCE – INVESTMENT PROPERTY	**5,494**	**–**

(b) Valuation basis

The basis of valuation of investment property is fair value, being the amounts for which the properties could be exchanged between willing parties in arms length transaction, based on current prices in an active market for similar properties in the same location and condition and subject to similar leases.

The 2018 revaluations were based on independent assessments made by:
APV Valuers & Asset Management

(c) Contractual obligations at reporting date

Refer to Note 16 for disclosures relating to any capital and service obligations that have been contracted.

(d) Leasing arrangements – Council as lessor

The investment property are leased to tenants under long-term operating leases with rentals payable monthly.

Future minimum lease payments receivable under non-cancellable investment property operating leases not recognised in the financial statements are receivable as follows:

Within 1 year	204	–
Later than 1 year but less than 5 years	420	–
Later than 5 years	440	–
Total minimum lease payments receivable	**1,064**	**–**

Council lease terms are between 1 and 10 years. All rental payments are due either monthly or annually.

(e) Investment property income and expenditure – summary

Rental income from investment property:		
– Minimum lease payments	689	–
Direct operating expenses on investment property:		
– that generated rental income	(292)	–
Net revenue contribution from investment property	**397**	**–**
Total income attributable to investment property	**397**	**–**

Accounting policy for investment property
Investment property, principally comprising freehold office buildings, is held for long-term rental yields and is not occupied by the Council. Changes in fair values are recorded in the income statement as part of other income.

Properties that are under construction for future use as investment property are regarded as investment property. These are also carried at fair value unless the fair value cannot yet be reliably determined. Where that is the case, the property will be accounted for at cost until either the fair value becomes reliably determinable or construction is complete.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 11. Payables and borrowings

$ '000	2018 Current	2018 Non-current	2017 Current	2017 Non-current
Payables				
Goods and services – operating expenditure	4,977	–	2,290	–
Accrued expenses:				
– Borrowings	55	–	57	–
– Other expenditure accruals	616	9	489	21
Security bonds, deposits and retentions	809	–	695	–
ATO – net GST payable	–	–	10	–
Total payables	**6,457**	**9**	**3,541**	**21**
Income received in advance				
Payments received in advance	1,135	–	975	–
Total income received in advance	**1,135**	**–**	**975**	**–**
Borrowings				
Loans – secured [1]	2,091	17,876	1,921	16,168
Loan discount	(98)	–	(191)	–
Total borrowings	**1,993**	**17,876**	**1,730**	**16,168**
TOTAL PAYABLES AND BORROWINGS	9,585	17,885	6,246	16,189

(a) Payables and borrowings relating to restricted assets

	2018 Current	2018 Non-current	2017 Current	2017 Non-current
Externally restricted assets				
Water	347	917	154	1,073
Sewer	1,401	12,702	1,139	10,030
Payables and borrowings relating to externally restricted assets	1,748	13,619	1,293	11,103
Total payables and borrowings relating to restricted assets	1,748	13,619	1,293	11,103
Total payables and borrowings relating to unrestricted assets	7,837	4,266	4,953	5,086
TOTAL PAYABLES AND BORROWINGS	9,585	17,885	6,246	16,189

1. Loans are secured over the general rating income of Council

Disclosures on liability interest rate risk exposures, fair value disclosures and security can be found in Note 18.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 11. Payables and borrowings (continued)

$ '000

(b) Changes in liabilities arising from financing activities

Class of borrowings	2017 Opening balance as at 1/7/17	Cash flows	Non-cash changes: Acquisition	Non-cash changes: Fair value changes	Non-cash changes: Other non-cash movements	2018 Closing balance as at 30/6/18
Loans – secured	18,089	(1,922)	3,800	–	–	**19,967**
Loan discount	(191)	–	–	–	93	**(98)**
TOTAL	**17,898**	**(1,922)**	**3,800**	**–**	**93**	**19,869**

$ '000	2018	2017
(c) Financing arrangements		
(i) Unrestricted access was available at balance date to the following lines of credit:		
Bank overdraft facilities [1]	500	500
Credit cards/purchase cards	43	25
Total financing arrangements	**543**	**525**
Drawn facilities as at balance date:		
– Credit cards/purchase cards	18	9
Total drawn financing arrangements	**18**	**9**
Undrawn facilities as at balance date:		
– Bank overdraft facilities	500	500
– Credit cards/purchase cards	25	16
Total undrawn financing arrangements	**525**	**516**

1. The bank overdraft facility may be drawn at any time and may be terminated by the bank without notice.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 11. Payables and borrowings (continued)

Accounting policy for payables and borrowings

Payables
These amounts represent liabilities for goods and services provided to the Council prior to the end of financial year that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

Borrowings
Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method. Fees paid on the establishment of loan facilities are recognised as transaction costs of the loan to the extent that it is probable that some or all of the facility will be drawn down. In this case, the fee is deferred until the draw down occurs. To the extent there is no evidence that it is probable that some or all of the facility will be drawn down, the fee is capitalised as a prepayment for liquidity services and amortised over the period of the facility to which it relates.

Borrowings are removed from the Statement of Financial Position when the obligation specified in the contract is discharged, cancelled or expired. The difference between the carrying amount of a financial liability that has been extinguished or transferred to another party and the consideration paid, including any non-cash assets transferred or liabilities assumed, is recognised in other income or finance cost.

Borrowings are classified as current liabilities unless Council has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

Finance leases
Leases of property, plant and equipment where Council, as lessee, has substantially all the risks and rewards of ownership are classified as finance leases. Finance leases are capitalised at the lease’s inception at the fair value of the leased property or, if lower, the present value of the minimum lease payments. The corresponding rental obligations, net of finance charges, are included in other short-term and long-term payables. Each lease payment is allocated between the liability and finance cost. The finance cost is charged to the income statement over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period.

The property, plant and equipment acquired under finance leases is depreciated over the asset's useful life or over the shorter of the asset’s useful life and the lease term if there is no reasonable certainty that Council will obtain ownership at the end of the lease term.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 12. Provisions

$ '000	2018 Current	2018 Non-current	2017 Current	2017 Non-current
Provisions				
Employee benefits:				
Annual leave	1,288	–	1,228	–
Long service leave	2,253	196	2,046	246
Asset remediation/restoration:				
Asset remediation/restoration (future works)	–	8,210	–	8,270
Sub-total – asset remediation/restoration	**–**	**8,210**	**–**	**8,270**
TOTAL PROVISIONS	**3,541**	**8,406**	**3,274**	**8,516**

(a) Provisions relating to restricted assets
There are no restricted assets (external or internal) applicable to the above provisions

$ '000	2018	2017
(b) Current provisions not anticipated to be settled within the next twelve months		
The following provisions, even though classified as current, are not expected to be settled in the next 12 months.		
Provisions – employees benefits	2,133	2,104
	2,133	**2,104**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 12. Provisions (continued)

$ '000

(c) Description of and movements in provisions

2018	ELE provisions					
	Annual leave	Sick leave	Long service leave	ELE on-costs	Other employee benefits	Total
At beginning of year	1,228	–	2,292	–	–	3,520
Other	60	–	157	–	–	217
Total ELE provisions at end of year	**1,288**	**–**	**2,449**	**–**	**–**	**3,737**

2017	ELE provisions					
	Annual leave	Sick leave	Long service leave	ELE on-costs	Other employee benefits	Total
At beginning of year	–	–	–	–	–	–
Other	1,228	–	2,292	–	–	3,520
Total ELE provisions at end of year	**1,228**	**–**	**2,292**	**–**	**–**	**3,520**

2018	Other provisions	
	Asset remediation	Total
At beginning of year	8,270	8,270
Changes to provision:		
Unwinding of discount	(60)	(60)
Total other provisions at end of year	**8,210**	**8,210**

2017	Other provisions	
	Asset remediation	Total
At beginning of year	11,939	11,939
Changes to provision:		
Additional provisions	1,499	1,499
Remeasurement effects	(5,168)	(5,168)
Total other provisions at end of year	**8,270**	**8,270**

Nature and purpose of non-employee benefit provisions

Asset remediation
Council has a legal/public obligation to make, restore, rehabilitate and reinstate the council tip and quarry.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 12. Provisions (continued)

Accounting policy for provisions

Provisions are recognised when Council has a present legal or constructive obligation as a result of past events, it is probable that an outflow of resources will be required to settle the obligation, and the amount has been reliably estimated.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

Provisions are measured at the present value of management's best estimate of the expenditure required to settle the present obligation at the reporting date. The discount rate used to determine the present value reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the passage of time is recognised as interest expense.

Employee benefits

Short-term obligations

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave and accumulating sick leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

Other long-term employee benefit obligations

The liability for long service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

The obligations are presented as current liabilities in the Statement of Financial Position if the Council does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 12. Provisions (continued)

Provisions for close-down and restoration, and environmental clean-up costs – tips and quarries

Restoration
Close down and restoration costs include the dismantling and demolition of infrastructure and the removal of residual materials and remediation of disturbed areas. Estimated close down and restoration costs are provided for in the accounting period when the obligation arising from the related disturbance occurs, whether this occurs during the development or during the operation phase, based on the net present value of estimated future costs.

Provisions for close down and restoration costs do not include any additional obligations which are expected to arise from future disturbance. The costs are estimated on the basis of a closure plan. The cost estimates are calculated annually during the life of the operation to reflect known developments, eg updated cost estimates and revisions to the estimated lives of operations, and are subject to formal review at regular intervals

Rehabilitation
Where rehabilitation is conducted systematically over the life of the operation, rather than at the time of closure, provision is made for the estimated outstanding continuous rehabilitation work at each reporting date and the cost is charged to the Income Statement.

Provision is made for the estimated present value of the costs of environmental clean up obligations outstanding at the reporting date. These costs are charged to the Income Statement. Movements in the environmental clean up provisions are presented as an operating cost, except for the unwinding of the discount which is shown as a borrowing cost.

Remediation procedures generally commence soon after the time the damage, remediation process and estimated remediation costs become known, but may continue for many years depending on the nature of the disturbance and the remediation techniques.

As noted above, the ultimate cost of environmental remediation is uncertain and cost estimates can vary in response to many factors including changes to the relevant legal requirements, the emergence of new restoration techniques or experience at other locations. The expected timing of expenditure can also change, for example in response to changes in quarry reserves or production rates. As a result there could be significant adjustments to the provision for close down and restoration and environmental clean up, which would affect future financial results.

Other movements in the provisions for close down and restoration costs, including those resulting from new disturbance, updated cost estimates, changes to the estimated lives of operations and revisions to discount rates are capitalised within property, plant and equipment. These costs are then depreciated over the lives of the assets to which they relate.

Close down and restoration costs are a normal consequence of tip and quarry operations, and the majority of close down and restoration expenditure is incurred at the end of the life of the operations. Although the ultimate cost to be incurred is uncertain, Council estimates the respective costs based on feasibility and engineering studies using current restoration standards and techniques.

Self-insurance
Council has decided to self-insure for various risks, including public liability and professional indemnity.
A provision for self-insurance has been made to recognise outstanding claims. Council also maintains cash to meet expected future claims; refer to Note 6(a).

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 13. Accumulated surplus, revaluation reserves, changes in accounting policies, changes in accounting estimates and errors

Nature and purpose of reserves

Infrastructure, property, plant and equipment revaluation reserve
The infrastructure, property, plant and equipment revaluation reserve is used to record increments / decrements of non-current asset values due to their revaluation.

Note 14. Statement of cash flows – additional information

$ '000	Notes	2018	2017
(a) Reconciliation of cash assets			
Total cash and cash equivalent assets	6a	33,971	29,867
Less bank overdraft	13	–	–
Balance as per the Statement of Cash Flows		**33,971**	**29,867**
(b) Reconciliation of net operating result to cash provided from operating activities			
Net operating result from Income Statement		**2,573**	**9,022**
Adjust for non-cash items:			
Depreciation and amortisation		11,856	12,136
Net losses/(gains) on disposal of assets		918	2,512
Non-cash capital grants and contributions		–	(613)
Amortisation of premiums, discounts and prior period fair valuations			
– Interest exp. on interest-free loans received by Council (previously fair valued)		93	120
Unwinding of discount rates on reinstatement provisions		(60)	(3,669)
+/- Movement in operating assets and liabilities and other cash items:			
Decrease/(increase) in receivables		133	(572)
Increase/(decrease) in provision for doubtful debts		(252)	164
Decrease/(increase) in inventories		189	(77)
Decrease/(increase) in other assets		(21)	(17)
Increase/(decrease) in payables		2,687	1,246
Increase/(decrease) in accrued interest payable		(2)	(10)
Increase/(decrease) in other accrued expenses payable		115	(354)
Increase/(decrease) in other liabilities		264	(56)
Increase/(decrease) in employee leave entitlements		217	(162)
Net cash provided from/(used in) operating activities from the Statement of Cash Flows		**18,710**	**19,670**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 15. Interests in other entities (continued)

$ '000

Associates

Council has incorporated the following associates into its consolidated financial statements.

(a) Net carrying amounts – Council's share

Name of entity	Nature of relationship	Measurement method	2018	2017
Upper Macquarie County Council	Associate	Equity	231	223
Total carrying amounts – material associates			**231**	**223**

(b) Details

Name of entity	Principal activity	Place of business
Upper Macquarie County Council	Weed Control	Bathurst

(c) Relevant interests and fair values

Name of entity	Quoted fair value 2018	Quoted fair value 2017	Interest in outputs 2018	Interest in outputs 2017	Interest in ownership 2018	Interest in ownership 2017	Proportion of voting power 2018	Proportion of voting power 2017
Upper Macquarie County Council	N/A	N/A	25%	25%	25%	25%	25%	25%

(d) Summarised financial information for associates

	Upper Macquarie County Council 2018	Upper Macquarie County Council 2017
Statement of financial position		
Current assets		
Cash and cash equivalents	822	855
Other current assets	72	75
Non-current assets	**175**	**116**
Current liabilities		
Current financial liabilities (excluding trade and other payables and provisions)	52	33
Other current liabilities	77	57
Non-current liabilities		
Non-current financial liabilities (excluding trade and other payables and provisions)	**16**	**65**
Net assets	**924**	**891**
Reconciliation of the carrying amount		
Opening net assets (1 July)	891	835
Profit/(loss) for the period	33	56
Closing net assets	**924**	**891**
Council's share of net assets (%)	**25.0%**	**25.0%**
Council's share of net assets ($)	**231**	**223**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 15. Interests in other entities (continued)

$ '000

Associates (continued)

(d) Summarised financial information for associates (continued)

	Upper Macquarie County Council	
	2018	**2017**
Statement of comprehensive income		
Income	1,193	1,560
Interest income	14	5
Depreciation and amortisation	(50)	(48)
Other expenses	(1,124)	(1,461)
Profit/(loss) for period	**33**	**56**
Total comprehensive income	**33**	**56**
Share of income – Council (%)	**25.0%**	**25.0%**
Profit/(loss) – Council ($)	**8**	**14**
Total comprehensive income – Council ($)	**8**	**14**
Summarised Statement of cash flows		
Cash flows from operating activities	158	(105)
Cash flows from investing activities	(105)	(4)
Net increase (decrease) in cash and cash equivalents	**53**	**(109)**

(i) County Councils

Council is a member of the Upper Macquarie County Council, a body corporate established under the *Local* Government Act 1993 (NSW) to control weeds. Council is one of four constituent councils and does not have significant influence over the County Council. Accordingly, the County Council has not been consolidated in the financial statements.

Accounting policy for associates

Interests in associates are accounted for using the equity method in accordance with AASB128 Investments in *Associates and Joint Ventures*. Under this method, the investment is initially recognised as a cost and the carrying amount is increased or decreased to recognise the Council's share of the profit or loss and other comprehensive income of the investee after the date of acquisition.

If the Council's share of losses of an associate equals or exceeds its interest in the associate, the Council discontinues recognising its share of further losses.

The Council's share in the associate's gains or losses arising from transactions between itself and its associate are eliminated.

Adjustments are made to the associate's accounting policies where they are different from those of the Council for the purpose of the consolidated financial statements.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 16. Commitments for expenditure

$ '000	2018	2017
(a) Capital commitments (exclusive of GST)		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Property, plant and equipment		
Water assets	61	164
Sewer assets	1	107
Portland Sewer Treatment Plant	–	4,007
Roads	25	–
Total commitments	**87**	**4,278**
These expenditures are payable as follows:		
Within the next year	87	4,278
Total payable	**87**	**4,278**
Sources for funding of capital commitments:		
Unrestricted general funds	–	3,637
Externally restricted reserves	62	641
Internally restricted reserves	25	–
Total sources of funding	**87**	**4,278**

Details of capital commitments
Council's roads commitment is for a study to take place in order to complete a large capital works project in the coming financial year. Council's water assets commitment is for various projects, but mostly Dam Safety works and upgrade works to be done at Oakey Park Water Treatment Plant.

(b) Operating lease commitments (non-cancellable)

a. Commitments under non-cancellable operating leases at the reporting date, but not recognised as liabilities are payable:

Within the next year	22	22
Later than one year and not later than 5 years	60	82
Total non-cancellable operating lease commitments	**82**	**104**

b. Non-cancellable operating leases include the following assets:
Viatek Office Printer Lease
Terms: 11 printers leased for a period of 60 months, $1,792 per month commencing May 2017, finishing April 2022

Conditions relating to operating leases:
– All operating lease agreements are secured only against the leased asset.
– No lease agreements impose any financial restrictions on Council regarding future debt etc.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 17. Contingencies and other liabilities/assets not recognised

The following assets and liabilities do not qualify for recognition in the Statement of Financial Position, but their knowledge and disclosure is considered relevant to the users of Council's financial report.

LIABILITIES NOT RECOGNISED:

1. Guarantees

(i) Defined benefit superannuation contribution plans

Council participates in an employer-sponsored defined benefit superannuation scheme, and makes contributions as determined by the superannuation scheme's trustees.

Member councils bear responsibility of ensuring there are sufficient funds available to pay out the required benefits as they fall due.

While the scheme's most recent full actuarial review indicated that the net assets of the scheme were sufficient to meet the accrued benefits of the scheme's defined benefit member category, member councils are required to make contributions in future years where the scheme goes into deficit (as has occurred in previous years).

The Local Government Superannuation Scheme however is unable to provide Council with an accurate estimate of any share of the net deficit and accordingly Council has not recorded any net liability from its defined benefit scheme obligations in accordance with AASB 119.

Future planned contributions being made to the defined benefit scheme to rectify past (and projected) deficit positions will be recognised as an expense when they become payable – similar to the accounting for defined contributions plans.

Member councils are treated as Pooled Employers for the purposes of AASB119. Pooled Employers are required to pay standard employer contributions and additonal lump sum contributions to the Fund.

The standard employer contributions were determined using the new entrant rate method under which a contribution rate sufficeint to fund the total benefits over the working life-time of a typical new entrant is calculated. The current standard employer contribution rates are:

Division B	1.9 times employee contributions
Division C	2.5% salaries
Division D	1.64 times employee contributions

The additional lump sum contribution for each Pooled Employer is a share of the total additional contributions of $40.0 million per annum from 1 July 2017 for 4 years to 30 June 2021, apportioned according to each employer's share of the accured liabilities as at 30 June 2017. These additional lump sum contributions are used to fund the defecit of assets to accrued liabilities as 30 June 2017.

The adequacy of contributions is assessed at each triennial actuarial investigatoin and monitored annually between triennials.

As stated above, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses.

However, there is no relief under the Fund's trust deed for employrers to walk away from their defined benefit obligations. Under limited circumstances, an employer may withdraw from the plan when there are no active members, on full payment of outstanding additional contributions. There is no provision for allocation of any surplus which may be present at the date of withdrawal of the entity.

There are no specific provisions under the Fund's trust deed dealing with deficits or suplus on wind-up.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 17. Contingencies and other liabilities/assets not recognised (continued)

LIABILITIES NOT RECOGNISED (continued)**:**

1. Guarantees (continued)

(i) Defined benefit superannuation contribution plans (continued)

There is no provision for the allocation of any surplus which may be present at the date of withdrawal of an employer.

The plan is a defined benefit plan. However, each sponsoring employer is exposed to the actuarial risks associated with current and former employees of other sponsoring employers and hence shares in the associated gains and losses (to the extent that they are not bourne by members). As such, there is not sufficient reliable information to allow each sponsoring employer to account for its proportionate share of the defined benefit obligation, sub-group assets and costs associated with the sub-group in the same way as it would for a single employer sponsored defined benefit plan.

The amount of Council employer contributions to the defined benefit section of the Fund and recognised as an expense and disclosed as part of superannuation expenses at Note 4 (a) for the year ending 30 June 2018 was $34,274.

The last valuation of the Fund was by the Actuary, Mr Richard Boyfield, FIAA on 12 December 2017, relating to the period ended 30 June 2017.

Council's expected contributions to the Fund for the next annual reporting reporting period is $336,257.20.

The estimated employer reserves financial position for the Pooled Employers at 30 June 2018 is:

Employer reserves only *	$ millions	Asset Coverage
Assets	1,817.8	
Past Service Liabilities	1,787.5	101.7%
Vested Benefits	1,778.0	102.2%

* excluding member accounts and reserves in both assets and liabilites.

The key economic long term assumptions used to calculate the present value of accrued benefits are:

Investment return	6.0% per annum
Salary inflation *	3.5% per annum
Increase in CPI	2.5% per annum

* Plus promotional increases

The contribution requirements may vary from the current rates if the overall sub-group experience is not in line with the actuarial assumptions in determining the funding program, however any adjustment to the funding program would be the same for all sponsoring employers in the Pooled Employers group.

Please note that the estimated employer reserves financial position above is a preliminary calculation and once all the relevant information has been received by the Funds Actuary, the 2018 triennial review will be completed around December 2018.

Council's additional lump sum contribution is around 0.42% of the total additonal lump sum contributions for all Pooled Employers (of $40m each year from 1 July 2017 to 30 June 2021) provides an indication of the level of participation of Council compared with other employers in the Pooled Employer sub-group.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 17. Contingencies and other liabilities/assets not recognised (continued)

LIABILITIES NOT RECOGNISED (continued)**:**

1. Guarantees (continued)

(ii) Statewide Limited

Council is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. Council's share of the net assets or liabilities reflects Council's contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30/6 this year may result in future liabilities or benefits as a result of past events that Council will be required to fund or share in respectively.

(iii) StateCover Limited

Council is a member of StateCover Mutual Limited and holds a partly paid share in the entity.

StateCover is a company providing workers compensation insurance cover to the NSW local government industry and specifically Council.

Council has a contingent liability to contribute further equity in the event of the erosion of the company's capital base as a result of the company's past performance and/or claims experience or as a result of any increased prudential requirements from APRA.

These future equity contributions would be required to maintain the company's minimum level of net assets in accordance with its licence requirements.

(iv) Other guarantees

Council has provided no other guarantees other than those listed above.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 17. Contingencies and other liabilities/assets not recognised (continued)

LIABILITIES NOT RECOGNISED (continued)**:**

2. Other liabilities

(i) Third party claims

The Council is involved from time to time in various claims incidental to the ordinary course of business including claims for damages relating to its services.

Council believes that it is appropriately covered for all claims through its insurance coverage and does not expect any material liabilities to eventuate.

(ii) Potential land acquisitions due to planning restrictions imposed by Council

Council has classified a number of privately owned land parcels as local open space or bushland.

As a result, where notified in writing by the various owners, Council will be required to purchase these land parcels.

At reporting date, reliable estimates as to the value of any potential liability (and subsequent land asset) from such potential acquisitions has not been possible.

ASSETS NOT RECOGNISED:

(i) Land under roads

As permitted under AASB 1051, Council has elected not to bring to account land under roads that it owned or controlled up to and including 30/6/08.

(ii) Infringement notices/fines

Fines and penalty income, the result of Council issuing infringement notices is followed up and collected by the Infringement Processing Bureau.

Council's revenue recognition policy for such income is to account for it as revenue on receipt.

Accordingly, at year end, there is a potential asset due to Council representing issued but unpaid infringement notices.

Due to the limited information available on the status, value and duration of outstanding notices, Council is unable to determine the value of outstanding income.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 18. Financial risk management

$ ’000

Risk management

Council’s activities expose it to a variety of financial risks including **(1)** price risk, **(2)** credit risk, **(3)** liquidity risk and **(4)** interest rate risk.

The Council’s overall risk management program focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Council.

Council does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by Council’s finance section under policies approved by the Council.

The fair value of Council’s financial assets and financial liabilities approximates their carrying amount.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 18. Financial risk management (continued)

$ '000

Council's objective is to maximise its return on cash and investments whilst maintaining an adequate level of liquidity and preserving capital.

Council's finance area manages the cash and Investments portfolio with the assistance of independent advisors.

Council has an investment policy which complies with the *Local Government Act 1993* and Ministerial Investment Order 625. This policy is regularly reviewed by Council and its staff and a monthly Investment report is provided to Council setting out the make-up and performance of the portfolio as required by Local Government regulations.

The risks associated with the investments held are:

– **Price risk** – the risk that the capital value of Investments may fluctuate due to changes in market prices, whether there changes are caused by factors specific to individual financial instruments or their issuers or are caused by factors affecting similar instruments traded in a market.

– **Interest rate risk** – the risk that movements in interest rates could affect returns and income.

– **Credit risk** – the risk that the investment counterparty will not complete their obligations particular to a financial instrument, resulting in a financial loss to Council – be it of a capital or income nature.

Council manages these risks (amongst other measures) by diversifying its portfolio and only purchasing investments with high credit ratings or capital guarantees.

(a) Market risk – price risk and interest rate risk

The following represents a summary of the sensitivity of Council's Income Statement and accumulated surplus (for the reporting period) due to a change in either the price of a financial asset or the interest rates applicable.

It is assumed that the change in interest rates would have been constant throughout the reporting period.

	Increase of values/rates		Decrease of values/rates	
2018	**Profit**	**Equity**	**Profit**	**Equity**
Possible impact of a 1% movement in interest rates	141	141	(141)	(141)
2017				
Possible impact of a 1% movement in interest rates	120	120	(120)	(120)

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 18. Financial risk management (continued)

$ '000

(b) Credit risk

Council's major receivables comprise (i) rates and annual charges and (ii) user charges and fees.

The major risk associated with these receivables is credit risk – the risk that debts due and payable to Council may not be repaid in full.

Council manages this risk by monitoring outstanding debt and employing stringent debt recovery procedures. It also encourages ratepayers to pay their rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of Council to secure a charge over the land relating to the debts – that is, the land can be sold to recover the debt. Council is also able to charge interest on overdue rates and annual charges at higher than market rates which further encourages the payment of debt.

There are no significant concentrations of credit risk, whether through exposure to individual customers, specific industry sectors and/or regions.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

Council makes suitable provision for doubtful receivables as required.

There are no material receivables that have been subjected to a re-negotiation of repayment terms.

A profile of Council's receivables credit risk at balance date follows:

	2018 Rates and annual charges	2018 Other receivables	2017 Rates and annual charges	2017 Other receivables
(i) Ageing of receivables – %				
Current (not yet overdue)	9%	63%	10%	67%
Overdue	91%	37%	90%	33%
	100%	**100%**	**100%**	**100%**

(ii) Ageing of receivables – value	2018	2017
Rates and annual charges		
Current	125	129
< 1 year overdue	880	766
1 – 2 years overdue	132	148
2 – 5 years overdue	126	141
> 5 years overdue	116	100
	1,379	**1,284**
Other receivables		
Current	2,665	3,013
0 – 30 days overdue	100	94
31 – 60 days overdue	104	192
61 – 90 days overdue	72	82
> 91 days overdue	1,286	1,109
	4,227	**4,490**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 18. Financial risk management (continued)

$ '000

(c) Liquidity risk

Payables and borrowings are both subject to liquidity risk – the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due.

Council manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer.

Payment terms can (in extenuating circumstances) also be extended and overdraft facilities utilised as required.

Borrowings are also subject to interest rate risk – the risk that movements in interest rates could adversely affect funding costs and debt servicing requirements. Council manages this risk by borrowing long term and fixing the interest rate on a 4-year renewal basis. The Finance Section regularly reviews interest rate movements to determine if it would be advantageous to refinance or renegotiate part or all of the loan portfolio.

The contractual undiscounted cash outflows (ie. principal and interest) of Council's payables and borrowings are set out in the maturity table below:

$ '000	Weighted average interest rate	Subject to no maturity	payable in: ≤ 1 Year	1 – 5 Years	> 5 Years	Total cash outflows	Actual carrying values
2018							
Trade/other payables	0.00%	809	5,654	-	-	6,463	**6,466**
Loans and advances	3.63%	-	2,141	6,226	11,601	19,968	**19,869**
Total financial liabilities		**809**	**7,795**	**6,226**	**11,601**	**26,431**	**26,335**
2017							
Trade/other payables	0.00%	695	2,775	-	-	3,470	**3,562**
Loans and advances	3.69%	-	2,570	8,215	12,351	23,136	**17,898**
Total financial liabilities		**695**	**5,345**	**8,215**	**12,351**	**26,606**	**21,460**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 19. Material budget variations

$ '000

Council's original financial budget for 17/18 was adopted by the Council on 26 June 2017 and is not required to be audited.

While the Income Statement included in this General Purpose Financial Report must disclose the original budget adopted by Council, the *Local Government Act 1993* requires Council to review its financial budget on a quarterly basis, so that it is able to manage the various variations between actuals versus budget that invariably occur throughout the year.

This note sets out the details of **material variations** between Council's original budget and its actual results for the year as per the Income Statement – even though such variations may have been adjusted for during each quarterly budget review.

Note that for variations* of budget to actual :
Material variations represent those variances that amount to **10%** or more of the original budgeted figure.
F = Favourable budget variation, **U** = Unfavourable budget variation

$ '000	2018 Budget	2018 Actual	2018 ---------- Variance* ----------		
REVENUES					
Rates and annual charges	25,474	25,456	(18)	(0%)	U
User charges and fees	7,251	6,703	(548)	(8%)	U
Interest and investment revenue	809	887	78	10%	F
Other revenues	811	1,415	604	74%	F
Better billing of investment property rental income, better collection of fines.					
Operating grants and contributions	7,864	7,796	(68)	(1%)	U
Capital grants and contributions	3,655	4,330	675	18%	F
Additional capital grants received throughout the year that were not orignally budgeted for.					

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 19. Material budget variations (continued)

$ '000	2018 Budget	2018 Actual	2018 ---------- Variance* ----------		
EXPENSES					
Employee benefits and on-costs	14,866	15,871	(1,005)	(7%)	U
Borrowing costs	931	681	250	27%	F
Original budget amount was incorrect, some old loans have finished over the past 24 months.					
Materials and contracts	10,166	9,601	565	6%	F
Depreciation and amortisation	10,479	11,856	(1,377)	(13%)	U
Additional sealed roads were discovered throughout the financial year which were required to be depreciated.					
Other expenses	5,414	5,087	327	6%	F
Net losses from disposal of assets	–	918	(918)	0%	U
At the time of budgeting magnitude of asset disposals was unknown.					

Budget variations relating to Council's Cash Flow Statement include:

Cash flows from operating activities	14,487	18,710	4,223	29.2%	F
Additional grant and other revenue received during the year that was not expected at time of budgeting.					
Cash flows from investing activities	(13,267)	(16,484)	(3,217)	24.2%	U
Capital program increased due to carry forward items bought into revised budget.					
Cash flows from financing activities	(1,970)	1,878	3,848	(195.3%)	F
Portland Sewerage Treatment Plant loan drawndown during financial year and loan repayments were down due to incorrect original budget allocation.					

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement

$ '000

The Council measures the following asset and liability classes at fair value on a recurring basis:

– Infrastructure, property, plant and equipment – Investment property – Financial assets and liabilities

The fair value of assets and liabilities must be estimated in accordance with various accounting standards for either recognition and measurement requirements or for disclosure purposes.

AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a 'level' in the fair value hierarchy as follows:

Level 1: Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2: Inputs other than quoted prices included within level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3: Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values:

2018		Fair value measurement hierarchy			
		Level 1	Level 2	Level 3	Total
Recurring fair value measurements	Date of latest valuation	Quoted prices in active mkts	Significant observable inputs	Significant unobservable inputs	
Financial assets					
Investments					
– 'Held to maturity'	30/06/18	30,000	–	–	30,000
Total financial assets		**30,000**	**–**	**–**	**30,000**
Financial liabilities					
Bonds and security deposits	30/06/18	–	808	–	808
Accrued interest	30/06/18	55	–	–	55
Total financial liabilities		**55**	**808**	**–**	**863**
Investment property					
Investment properties	1/02/17	–	5,494	–	5,494
Total investment property		**–**	**5,494**	**–**	**5,494**
Infrastructure, property, plant and equipment					
Operational land	30/06/18	–	17,071	–	17,071
Community land	1/02/17	–	20,164	–	20,164
Plant and equipment	30/06/18	–	2,336	–	2,336
Office equipment	30/06/18	–	247	–	247
Furniture and fittings	30/06/18	–	79	–	79
Buildings	1/02/17	–	47,484	–	47,484
Other structures	30/06/17	–	13,192	–	13,192
Roads	1/02/17	–	214,226	–	214,226
Bridges	1/02/17	–	18,949	–	18,949
Footpaths	1/02/17	–	13,566	–	13,566
Bulk earthworks	1/02/17	–	25,639	–	25,639
Stormwater drainage	1/02/17	–	24,103	–	24,103
Water supply	30/06/18	–	33,157	–	33,157
Sewerage network	30/06/18	–	76,878	–	76,878
Swimming pools	1/02/17	–	2,599	–	2,599
Library books	30/06/18	–	70	–	70
Tip asset rehabiliation	30/06/18	–	1,138	–	1,138
Work in Progress	30/06/18	–	1,220	–	1,220
Total infrastructure, property, plant and equipment		**–**	**512,118**	**–**	**512,118**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

$ '000

(1) The following table presents all assets and liabilities that have been measured and recognised at fair values: (continued)

2017		Fair value measurement hierarchy			
		Level 1	Level 2	Level 3	Total
Recurring fair value measurements	Date of latest valuation	Quoted prices in active mkts	Significant observable inputs	Significant unobservable inputs	
Financial assets					
Investments					
– 'Held to maturity'	30/06/17	23,000	–	–	23,000
Total financial assets		**23,000**	**–**	**–**	**23,000**
Financial liabilities					
Bonds and security deposits	30/06/17	–	695	–	695
Accrued interest	30/06/17	57	–	–	57
Total financial liabilities		**57**	**695**	**–**	**752**
Infrastructure, property, plant and equipment					
Operational land	1/02/17	–	17,211	–	17,211
Community land	1/02/17	–	20,164	–	20,164
Plant and equipment	30/06/17	–	1,894	–	1,894
Office equipment	30/06/17	–	282	–	282
Furniture and fittings	30/06/17	–	86	–	86
Buildings	1/02/17	–	53,477	–	53,477
Other structures	30/06/17	–	10,968	–	10,968
Roads	1/02/17	–	214,925	–	214,925
Bridges	1/02/17	–	19,045	–	19,045
Footpaths	1/02/17	–	11,015	–	11,015
Bulk earthworks	1/02/17	–	25,639	–	25,639
Stormwater drainage	1/02/17	–	24,495	–	24,495
Water supply	1/02/17	–	33,594	–	33,594
Sewerage network	1/02/17	–	65,896	–	65,896
Swimming pools	1/02/17	–	2,597	–	2,597
Library books	30/06/17	–	114	–	114
Tip asset rehabiliation	30/06/17	–	1,410	–	1,410
Work in Progress	30/06/17	–	8,278	–	8,278
Total infrastructure, property, plant and equipment		**–**	**511,090**	**–**	**511,090**

(2) Transfers between level 1 and level 2 fair value hierarchies

During the year, there were no transfers between level 1 and level 2 fair value hierarchies for recurring fair value measurements.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

$ '000

(3) Valuation techniques used to derive level 2 and level 3 fair values

Where Council is unable to derive fair valuations using quoted market prices of identical assets (ie. level 1 inputs) Council instead utilises a spread of both observable inputs (level 2 inputs) and unobservable inputs (level 3 inputs).

The fair valuation techniques Council has employed while utilising level 2 and level 3 inputs are as follows:

Financial assets

All of Council's cash and investments are classified as level 1

Financial liabilities

Bonds and securities are listed at their historical value. This figure represents the maximum exposure to Council for these financial liabilities. At the reporting date Council is unsure if the works have been completed satisfactorily, or if any cleaning and repairs needs to be undertaken to Council's assets, therefire there is uncertainty around how much, if any of the bond needs to be retained.

Investment property

Council's Infrastructure, Property Plant and Equipment are valued at fair value using a variety of inputs. Most common are cost per square metre, consumption rates and useful lives. These inputs relate to Specialised Buildings, including investment properties.

Infrastructure, property, plant and equipment (IPP&E)

Council's Infrastructure, Property Plant and Equipment are valued at fair value using a variety of inputs. Most common are cost per square metre, consumption rates and useful lives. These inputs relate to Specialised Buildings, Roads, Bulk earthworks, bridges, stormwater drainage, water supply and sewerage network.

Other inputs are depreciated replacement costs which have been applied to Library books. Tip Assets and swimming pools. Again, the unobservable input that sits behind these calculations are unit costs.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

$ '000

(4). Fair value measurements using significant unobservable inputs (level 3)

a. The following tables present the changes in level 3 fair value asset classes.

	Property plant and equipment	Total
Opening balance – 1/7/16	409,006	409,006
Purchases (GBV)	13,787	13,787
Disposals (WDV)	(2,637)	(2,637)
Depreciation and impairment	(12,136)	(12,136)
FV gains – other comprehensive income	103,183	103,183
Other movement (details here)	(114)	(114)
Closing balance – 30/6/17	**511,089**	**511,089**
Transfers from/(to) another asset class	(5,494)	(5,494)
Purchases (GBV)	16,611	16,611
Disposals (WDV)	(1,072)	(1,072)
Depreciation and impairment	(11,856)	(11,856)
FV gains – other comprehensive income	2,814	2,814
Other movement - transfer from WIP to P&L	27	27
Closing balance – 30/6/18	**512,119**	**512,119**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

$ '000

(4). Fair value measurements using significant unobservable inputs (level 3) (continued)

b. Significant unobservable valuation inputs used (for level 3 asset classes) and their relationship to fair value.

The following table summarises the quantitative information relating to the significant unobservable inputs used in deriving the various level 3 asset class fair values.

Class	Fair value (30/6/18) $'000	Valuation technique/s	Unobservable inputs
IPP&E			
Specialised buildings	47,484	Depreciated historical cost	Cost per sq metre, consumption rate, condition, useful life
Road infrastructure	214,226	Depreciated historical cost	Cost per sq metres dimensiions and specification, pattern of consumption components useful life residual value asset condition
Bulk earthworks	25,639	Current replacement cost	Cost per Sq metre
Footpaths	13,566	Depreciated historical cost	Cost per sq metre pattern of consumption components useful lives asset conditions
Bridges	18,949	Depreciated historical cost	Cost per Sq metre, dimensions and specifications, pattern of consumption components, useful lives, asset conditions
Stormwater drainage	24,103	Depreciated historical cost	Cost per unit/ per metre
Water supply network	33,157	Depreciated historical cost	Unit rates, pattern of consumption, components, iuseful life, residual value, asset condition
Sewerage network	76,878	Depreciated historical cost	Unit rates, pattern of consumption, components, iuseful life, residual value, asset condition
Other structures	13,192	Depreciated historical cost	Unit rates, pattern of consumption, components, iuseful life, residual value, asset condition
Library books	70	Depreciated historical cost	Unit Costs
Tip assets	1,138	Depreciated historical cost	Unit Costs
Swimming pools	2,599	Depreciated historical cost	Cost per unit

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 20. Fair value measurement (continued)

$ '000

(4). Fair value measurements using significant unobservable inputs (level 3) (continued)

c. The valuation process for level 3 fair value measurements

Water and Sewer assets are subject to a full revaluation process by a registered valuer each 5 years. During the interim years water and sewer assets are incrementally revalued via and index published by the NSW Office of Water.

Tip Assets shown in the balance sheet represent the taking up of, and restatement of the provision for tip remediation. In this regard the Tip Asset represents the net present value of the future expenditure on tip remediation and then depreciated over the life of the tip.

(5). Highest and best use

All of Council's non-financial assets are considered as being utilised for their highest and best use.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 21. Related party transactions

$

a. Key management personnel

Key management personnel (KMP) of the Council are those persons having the authority and responsibility for planning, directing and controlling the activities of the council, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement is:

Compensation:	**2018**	**2017**
Short-term benefits	1,016,043	1,056,719
Post-employment benefits	109,841	85,765
Other long-term benefits	26,251	308,903
Termination benefits	17,124	246,677
Total	**1,169,259**	**1,698,064**

b. Other transactions with KMP and their related parties

Council has determined that transactions at arm's length between KMP and Council as part of Council delivering a public service objective (e.g. access to library or Council swimming pool by KMP) will not be disclosed.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 22. Statement of developer contributions

$ '000

Under the *Environmental Planning and Assessment Act 1979*, Council has significant obligations to provide Section 7.11 (contributions towards provision or improvement of amenities or services) infrastructure in new release areas.

It is possible that the funds contributed may be less than the cost of this infrastructure, requiring Council to borrow or use general revenue to fund the difference.

SUMMARY OF CONTRIBUTIONS AND LEVIES

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Roads	1,000	78	–	–	–	–	**1,078**	–
Bushfire	127	2	–	–	–	–	**129**	–
S7.11 contributions – under a plan	**1,127**	**80**	**–**	**–**	**–**	**–**	**1,207**	**–**
S7.12 levies – under a plan	**455**	**271**	**–**	**–**	**(221)**	**–**	**505**	**–**
Total S7.11 and S7.12 revenue under plans	**1,582**	**351**	**–**	**–**	**(221)**	**–**	**1,712**	**–**
S7.4 planning agreements	196	209	–	–	(110)	–	**295**	
Total contributions	**1,778**	**560**	**–**	**–**	**(331)**	**–**	**2,007**	**–**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 22. Statement of developer contributions (continued)

$ '000

S7.11 CONTRIBUTIONS – UNDER A PLAN

CONTRIBUTION PLAN

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Roads	1,000	78	–	–	–	–	**1,078**	
Bushfire	127	2	–	–	–	–	**129**	
Total	**1,127**	**80**	**–**	**–**	**–**	**–**	**1,207**	**–**

S7.12 LEVIES – UNDER A PLAN

CONTRIBUTION PLAN

PURPOSE	Opening balance	Contributions received during the year		Interest earned in year	Expenditure during year	Internal borrowing (to)/from	Held as restricted asset	Cumulative internal borrowings due/(payable)
		Cash	Non-cash					
Other S 7.12 Plan 12/13	209	261	–	–	(221)	–	**249**	
Other (previous yrs)	246	10	–	–	–	–	**256**	
Total	**455**	**271**	**–**	**–**	**(221)**	**–**	**505**	**–**

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 23. Financial result and financial position by fund

Income Statement by fund

$ '000	2018	2018	2018
Continuing operations	**Water**	**Sewer**	**General**[1]
Income from continuing operations			
Rates and annual charges	1,660	7,041	16,755
User charges and fees	5,000	144	1,559
Interest and investment revenue	33	–	854
Other revenues	1	–	1,414
Grants and contributions provided for operating purposes	89	86	7,621
Grants and contributions provided for capital purposes	144	783	3,403
Total income from continuing operations	**6,927**	**8,054**	**31,606**
Expenses from continuing operations			
Employee benefits and on-costs	1,499	1,397	12,975
Borrowing costs	56	454	171
Materials and contracts	3,544	2,327	3,730
Depreciation and amortisation	1,566	1,746	8,544
Other expenses	223	422	4,442
Net losses from the disposal of assets	25	27	866
Total expenses from continuing operations	**6,913**	**6,373**	**30,728**
Operating result from continuing operations	14	1,681	878
Net operating result attributable to each council fund	14	1,681	878
Net operating result for the year before grants and contributions provided for capital purposes	(130)	898	(2,525)

[1] General fund refers to all Council's activities other than Water and Sewer.
NB. All amounts disclosed above are gross – that is, they include internal charges and recoveries made between the funds.

Lithgow City Council

Notes to the Financial Statements
as at 30 June 2018

Note 23. Financial result and financial position by fund (continued)

Statement of Financial Position by fund

$ '000	2018	2018	2018
ASSETS	**Water**	**Sewer**	**General**[1]
Current assets			
Cash and cash equivalents	3,780	6,770	23,421
Receivables	1,561	808	3,143
Inventories	156	18	433
Other	–	–	266
Total current assets	5,497	7,596	27,263
Non-current assets			
Infrastructure, property, plant and equipment	33,498	77,072	401,550
Investment property	–	–	5,494
Total non-current assets	33,498	77,072	407,044
TOTAL ASSETS	**38,995**	**84,668**	**434,307**
LIABILITIES			
Current liabilities			
Payables	7	371	6,079
Income received in advance	184	–	951
Borrowings	156	1,030	807
Provisions	–	–	3,541
Total current liabilities	347	1,401	11,378
Non-current liabilities			
Payables	–	–	9
Borrowings	917	12,702	4,257
Provisions	–	–	8,406
Total non-current liabilities	917	12,702	12,672
TOTAL LIABILITIES	**1,264**	**14,103**	**24,050**
Net assets	**37,731**	**70,565**	**410,257**
EQUITY			
Accumulated surplus	14,501	35,630	157,966
Revaluation reserves	23,230	34,935	252,291
Total equity	**37,731**	**70,565**	**410,257**

[1] General Fund refers to all Council's activities other than Water and Sewer.
NB. All amounts disclosed above are gross – that is, they include internal receivables and payables between the funds.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 24(a). Statement of performance measures – consolidated results

$ '000	Amounts 2018	Indicator 2018	Prior periods 2017	Prior periods 2016	Benchmark
Local government industry indicators – consolidated					
1. Operating performance ratio					
Total continuing operating revenue [1] excluding capital grants and contributions less operating expenses / Total continuing operating revenue [1] excluding capital grants and contributions	(839) / 42,257	-1.99%	4.18%	-7.75%	> 0.00%
2. Own source operating revenue ratio					
Total continuing operating revenue [1] excluding all grants and contributions / Total continuing operating revenue [1]	34,461 / 46,587	73.97%	64.90%	67.23%	> 60.00%
3. Unrestricted current ratio					
Current assets less all external restrictions [2] / Current liabilities less specific purpose liabilities [3, 4]	16,761 / 9,245	1.81x	2.72x	4.08x	> 1.5x
4. Debt service cover ratio					
Operating result [1] before capital excluding interest and depreciation/impairment/amortisation / Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	11,698 / 2,603	4.49x	5.45x	2.91x	> 2x
5. Rates, annual charges, interest and extra charges outstanding percentage					
Rates, annual and extra charges outstanding / Rates, annual and extra charges collectible	1,605 / 27,095	5.92%	5.81%	5.13%	10%
6. Cash expense cover ratio					
Current year's cash and cash equivalents plus all term deposits / Monthly payments from cash flow of operating and financing activities	33,971 / 2,624	12.95 mths	9.1 mths	8.8 mths	> 3 mths

Notes

[1] Excludes fair value adjustments and reversal of revaluation decrements, net gain/(loss) on sale of assets and the net share of interests in joint ventures and associates.

[2] Refer Notes 6-8 inclusive.
Also excludes any real estate and land for resale not expected to be sold in the next 12 months.

[3] Refer to Notes 11 and 12.

[4] Refer to Note 11(b) and 12(b) – excludes all payables and provisions not expected to be paid in the next 12 months (incl. ELE).

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 24(b). Statement of performance measures – by fund

$ '000	General indicators [5] 2018	General indicators [5] 2017	Water indicators 2018	Water indicators 2017	Sewer indicators 2018	Sewer indicators 2017	Benchmark
Local government industry indicators – by fund							
1. Operating performance ratio							
Total continuing operating revenue [(1)] excluding capital grants and contributions less operating expenses / Total continuing operating revenue [(1)] excluding capital grants and contributions	**-6.24%**	2.13%	**0.20%**	6.45%	**12.35%**	11.52%	> 0.00%
2. Own source operating revenue ratio							
Total continuing operating revenue [(1)] excluding capital grants and contributions / Total continuing operating revenue [(1)]	**65.12%**	66.39%	**96.64%**	96.10%	**89.21%**	47.26%	> 60.00%
3. Unrestricted current ratio							
Current assets less all external restrictions [(2)] / Current liabilities less specific purpose liabilities [(3, 4)]	**1.81x**	2.72x	**15.77x**	29.47x	**4.04x**	4.62x	> 1.5x

Notes

(1) - (4) Refer to Notes at Note 24a above.

(5) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 24(b). Statement of performance measures – by fund (continued)

$ '000	General indicators [5] 2018	General indicators 2017	Water indicators 2018	Water indicators 2017	Sewer indicators 2018	Sewer indicators 2017	Benchmark
Local government industry indicators – by fund (continued)							
4. Debt service cover ratio							
Operating result [1] before capital excluding interest and depreciation/impairment/amortisation / Principal repayments (Statement of Cash Flows) plus borrowing costs (Income Statement)	**3.58x**	7.80x	**8.06x**	9.31x	**6.82x**	2.35x	> 2x
5. Rates, annual charges, interest and extra charges outstanding percentage							
Rates, annual and extra charges outstanding / Rates, annual and extra charges collectible	**5.44%**	5.37%	**6.27%**	6.97%	**7.10%**	6.71%	< 10% regional & rural
6. Cash expense cover ratio							
Current year's cash and cash equivalents plus all term deposits / Monthly payments from cash flow of operating and financing activities	**8.93 months**	7.16 months	**0.00 months**	0.00 months	**0.00 months**	0.00 months	> 3 months

Notes

(1) Refer to Notes at Note 24a above.

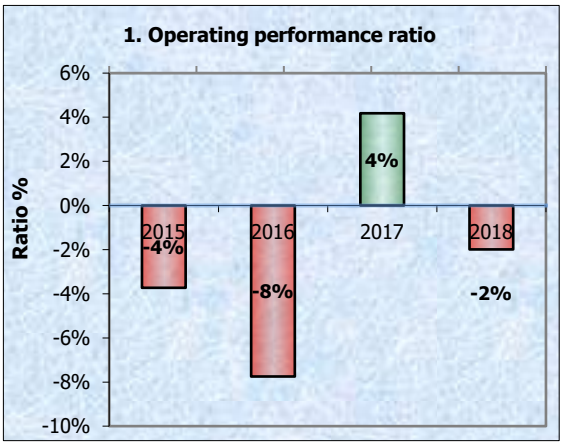
(5) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

END OF AUDITED FINANCIAL STATEMENTS

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

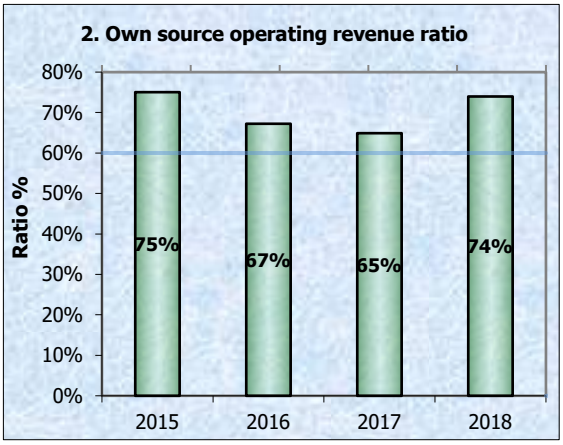
Note 24(c). Statement of performance measures – consolidated results (graphs)



Purpose of operating performance ratio	Commentary on 2017/18 result
	2017/18 ratio -1.99%
This ratio measures Council's achievement of containing operating expenditure within operating revenue.	This ratio has been improving (2017 spike due to FAGS grant prepayment) due to the implementation of Council's improvement plan and improved budgetary control.

Benchmark: ——— Minimum >=0.00%
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

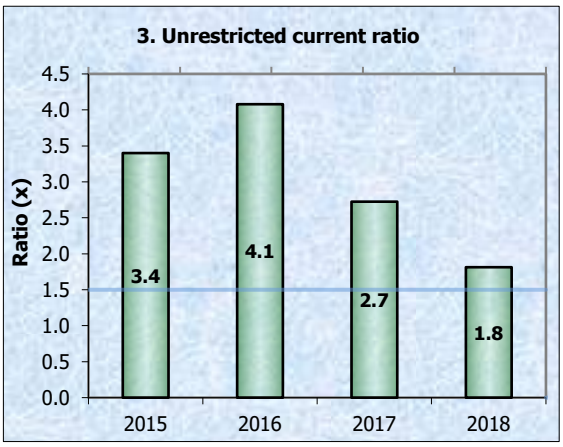
Ratio achieves benchmark
Ratio is outside benchmark



Purpose of own source operating revenue ratio	Commentary on 2017/18 result
	2017/18 ratio 73.97%
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.	Council has had a sound performance in this ratio and performed above the KPI.

Benchmark: ——— Minimum >=60.00%
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio achieves benchmark
Ratio is outside benchmark



Purpose of unrestricted current ratio	Commentary on 2017/18 result
	2017/18 ratio 1.81x
To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.	Council has continued with a strong performace in this ratio. This reflects Council's high levels of cash reserves.

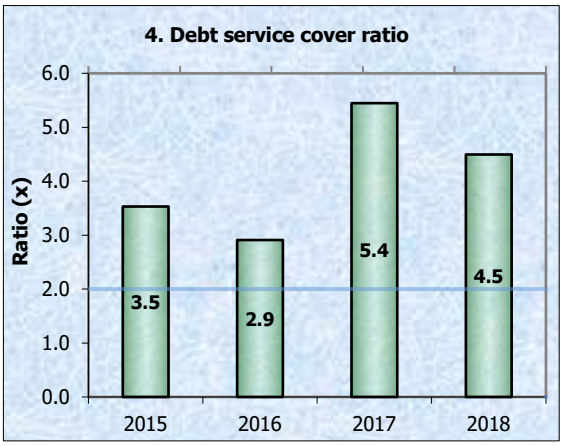
Benchmark: ——— Minimum >=1.50
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio achieves benchmark
Ratio is outside benchmark

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 24(c). Statement of performance measures – consolidated results (graphs)

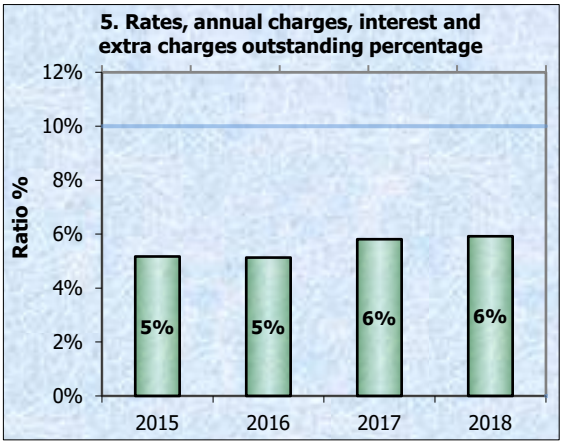


Purpose of debt service cover ratio	Commentary on 2017/18 result
	2017/18 ratio 4.49x
This ratio measures the availability of operating cash to service debt including interest, principal and lease payments	Council has recorded a strong result for this ratio, over twice the KPI. Council is able to service its loan obligations with current cash reserve levels.

Benchmark: ——— Minimum >=2.00

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio achieves benchmark
Ratio is outside benchmark

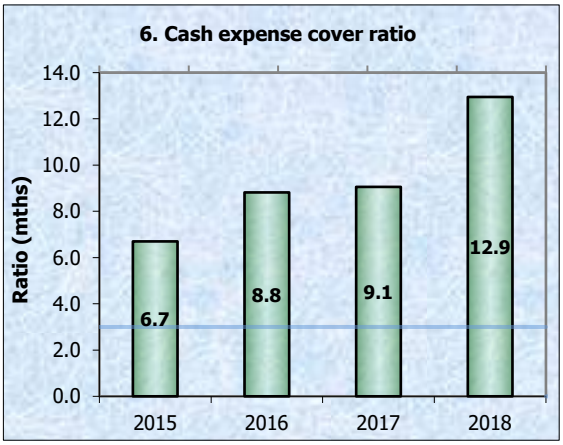


Purpose of rates and annual charges outstanding ratio	Commentary on 2017/18 result
	2017/18 ratio 5.92%
To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.	This ratio has increased by 0.11% which is reflective of the economic conditions facing the LGA. Council is still performing well below the benchmark in this KPI.

Benchmark: ——— Maximum <10.00%

Source for Benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio is within Benchmark
Ratio is outside Benchmark



Purpose of cash expense cover ratio	Commentary on 2017/18 result
	2017/18 ratio 12.95 mths
This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.	Council still has high levels of cash reserves which has resulted in high performance for this ratio.

Benchmark: ——— Minimum >=3.00

Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio achieves benchmark
Ratio is outside benchmark

Lithgow City Council

Notes to the Financial Statements
for the year ended 30 June 2018

Note 25. Council information and contact details

Principal place of business:
180 Mort St
Lithgow NSW 2790

Contact details

Mailing address:
PO Box 19
Lithgow NSW 2790

Opening hours:
Monday to Friday
8:15am to 4:30pm

Telephone: 02 6354 9999
Facsimile: 02 6351 4259

Internet: http://www.council.lithgow.com
Email: council@lithgow.nsw.gov.au

Officers

GENERAL MANAGER
Graeme Faulkner

RESPONSIBLE ACCOUNTING OFFICER
Ross Gurney

PUBLIC OFFICER
Graeme Faulkner

Elected members

MAYOR
Raymond Thompson

COUNCILLORS
Cassandra Coleman
Wayne McAndrew
Stephen Lesslie
Maree Statham
Ronald Smith
Steven Ring
Darryl Goodwin
Deanna Goodsell

Other information

ABN: 59 986 092 492

INDEPENDENT AUDITOR'S REPORT

Report on the general purpose financial report

Lithgow City Council

To the Councillors of the Lithgow City Council

Opinion

I have audited the accompanying financial report of Lithgow City Council (the Council), which comprise the Income Statement and Statement of Comprehensive Income for the year ended 30 June 2018, the Statement of Financial Position as at 30 June 2018, the Statement of Changes in Equity and Statement of Cash Flows for the year then ended, notes comprising significant accounting policies and other explanatory information, and the Statement by Councillors and Management.

In my opinion,

- the Council's accounting records have been kept in accordance with the requirements of the *Local Government Act 1993*, Chapter 13, Part 3, Division 2 (the Division)
- the financial report:
  - has been presented, in all material respects, in accordance with the requirements of this Division
  - is consistent with the Council's accounting records
  - presents fairly, in all material respects, the financial position of the Council as at 30 June 2018, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- all information relevant to the conduct of the audit has been obtained
- no material deficiencies in the accounting records or financial report have come to light during the audit.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the special purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the special purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Report

The Councillors are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the *Local Government Act 1993*, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting except where the Council will be dissolved or amalgamated by an Act of Parliament, or otherwise cease operations.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- on the Original Budget information included in the Income Statement, Statement of Cash Flows, and Note 19 Material budget variations
- on the Special Schedules. A separate opinion has been provided on Special Schedule 2 - Permissible income for general rates
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.

Dominika Ryan
Director, Financial Audit Services

30 October 2018
SYDNEY

audit office
OF NEW SOUTH WALES

Mr Graeme Faulkner
General Manager
Lithgow City Council
PO Box 19
LITHGOW NSW 2790

Contact: Dominika Ryan
Phone no: (02) 9275 7336
Our ref: D1825158/FA1755

30 October 2018

Dear Mr Faulkner

Report on the Conduct of the Audit

for the year ended 30 June 2018

Lithgow City Council

I have audited the general purpose financial statements of the Lithgow City Council (the Council) for the year ended 30 June 2018 as required by section 415 of the *Local Government Act 1993* (the Act).

I expressed an unmodified opinion on the Council's general purpose financial statements.

This Report on the Conduct of the Audit (the Report) for the Council for the year ended 30 June 2018 is issued in accordance with section 417 of the Act. This Report should be read in conjunction with my audit opinion on the general purpose financial statements issued under section 417(2) of the Act

INCOME STATEMENT

Operating result

	2018 $m	2017 $m	Variance %
Rates and annual charges revenue	25.5	24.8	▲ 2.8
Grants and contributions revenue	12.1	19.9	▼ 39.2
Operating result for the year	2.6	9.0	▼ 71.1
Net operating result before capital amounts	(1.8)	(0.5)	▲ 260

The current year rates and annual charges revenue is largely consistent with 2016-17.

There was a $7.8 million decrease in grants and contributions for 2017-18. This is a result of the additional Financial Assistance Grant payments for 2017-18 received in 2016-17. In 2016-17, the Council also received additional capital funding for sewerage services projects.

Council's operating result in 2017-18 was $6.4 million lower than the previous year. This is a result of decrease in grants and contributions noted above offset by $1.2 million decrease in materials and contracts.

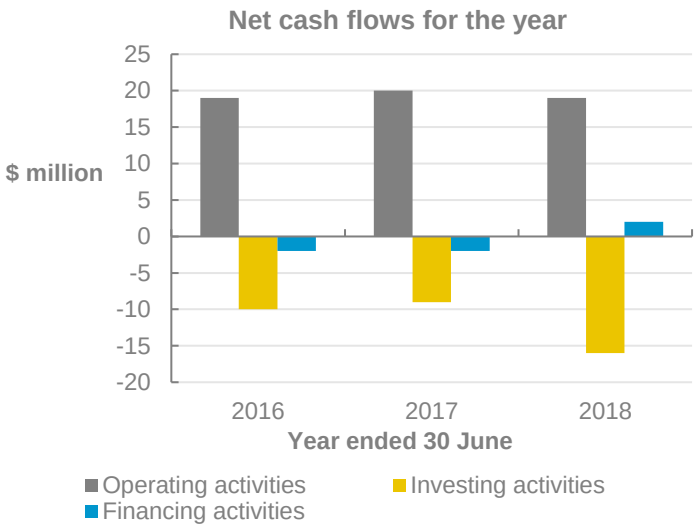
The net operating result before capital amounts increased from a loss of $500,000 to $1.8 million. This is mainly due to decrease in revenue particularly other revenue and grants and contributions for operating purposes.

STATEMENT OF CASH FLOWS

Net cash from operating activities remained steady over the previous three years, allowing Council to invest its operating cashflow surpluses into infrastructure projects.

Net cash used in investing activities increased by $7.7 million. This is mainly due to absence of sale of investment securities in 2017-18.

The Council increased its borrowings by $3.8 million while its repayments of borrowings remain consistent to prior year. As such the net cash flow for financing activities has increased and is positive.



FINANCIAL POSITION

Cash and Investments

Cash and Investments	2018	2017	Commentary
	$m	$m	
External restrictions	21.1	16.0	Externally restricted cash and investments are restricted in their use by externally imposed requirements. The increase of $5.1 million can be attributed to various restriction categories including special purpose unexpended loans, developer contributions, water, sewerage services and domestic waste management.
Internal restrictions	12.9	13.9	
Unrestricted	--	--	
Cash and investments	**34.0**	**29.9**	
			Internally restricted cash and investments are restricted in the use by resolution or policy of Council to reflect identified programs of works and any forward plans identified by Council. Internal restrictions related to plant and vehicle replacement decreased by $820,000, works in progress decreased by $1.3 million and carry over works increased by $1.4 million.

Debt

At 30 June 2018, Council had external borrowings of $19.9 million (30 June 2017: $17.9 million). The Council took out a new loan worth $3.8 million for capital project in Portland. The loans are secured over Council's general rating income. It had access to a $500,000 (30 June 2017: $500,000) bank overdraft facility. This facility was unused at year end.

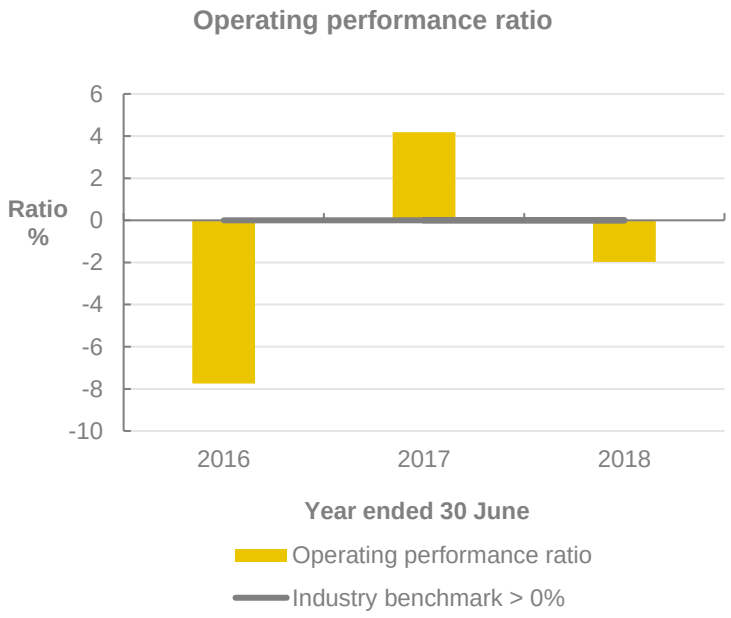
PERFORMANCE RATIOS

The definition of each ratio analysed below (except for the 'building and infrastructure renewals ratio') is included in Note 24 of the Council's audited general purpose financial statements. The 'building and infrastructure renewals ratio' is defined in Council's Special Schedule 7 which has not been audited.

Operating performance ratio

Council's operating performance ratio dropped below the industry benchmark for 2017-18 due to a decrease in other revenue and operating grants and contributions. Council's 2016-17 ratio reflects the advanced receipt of 2017-18 financial assistance grant instalments from the Commonwealth Government in 2016-17. Without these receipts, Council would not have met the industry benchmark (the ratio would have been 0.7 per cent in deficit).

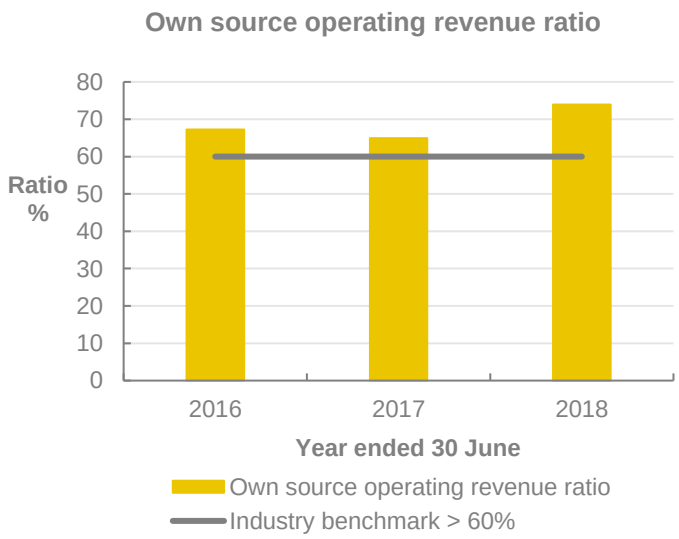
The 'operating performance ratio' measures how well council contained operating expenditure within operating revenue (excluding capital grants and contributions, fair value adjustments, and reversal of revaluation decrements). The benchmark set by the Office of Local Government (OLG) is greater than zero per cent.



Own source operating revenue ratio

Council's own source operating revenue ratio exceeded the industry benchmark over the past three years. The current year ratio of 74.0 per cent increased from the previous year. This is mainly due to the significant decrease in total continuing operating revenue.

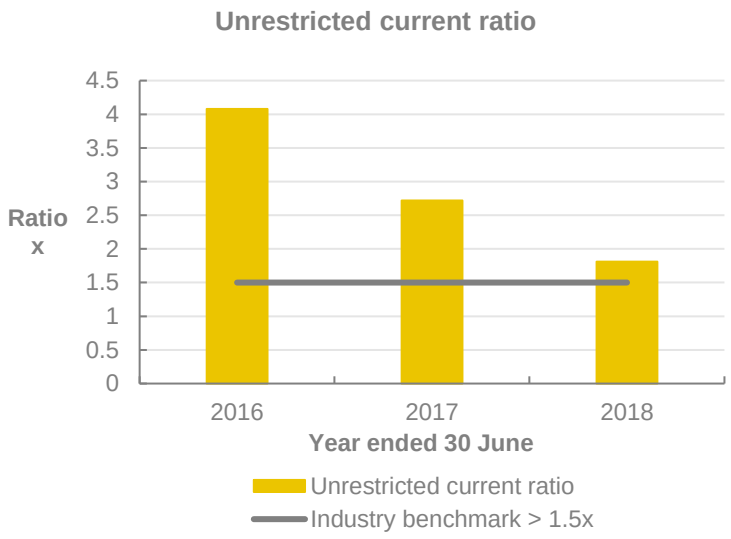
The 'own source operating revenue ratio' measures council's fiscal flexibility and the degree to which it relies on external funding sources such as operating grants and contributions. The benchmark set by OLG is greater than 60 per cent.



Unrestricted current ratio

Council's unrestricted current ratio exceeded the industry benchmark over the past three years. This indicates Council has sufficient liquidity to meet its current liabilities as and when they fall due. The steady decrease in the ratio reflects the effect of the increasing external restrictions being applied to cash and other current assets.

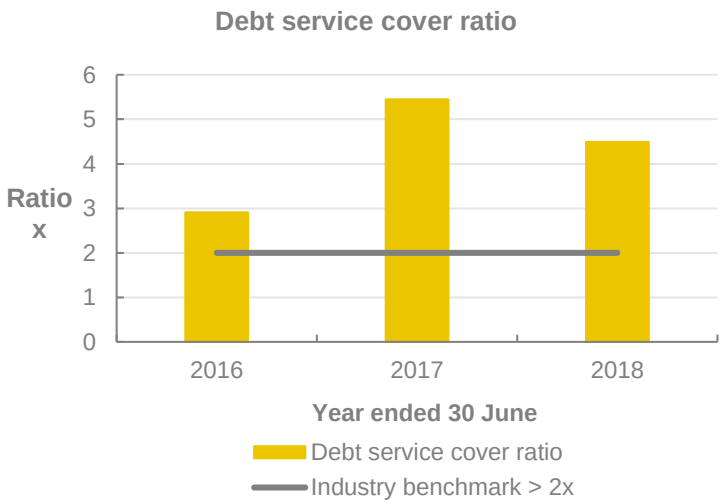
The 'unrestricted current ratio' is specific to local government and represents council's ability to meet its short-term obligations as they fall due. The benchmark set by OLG is greater than 1.5 times.



Debt service cover ratio

Council's debt service cover ratio exceeded the industry benchmark over the past three years. The ratio indicates Council has adequate revenue to cover the principal repayments and borrowing costs of its debt.

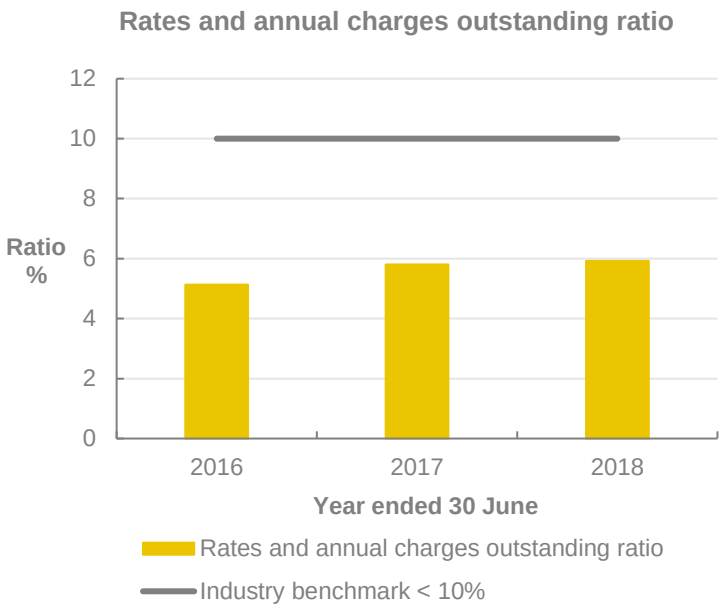
The 'debt service cover ratio' measures the operating cash to service debt including interest, principal and lease payments. The benchmark set by OLG is greater than two times.



Rates and annual charges outstanding ratio

Council's rates and annual charges outstanding ratio is better than the benchmark for rural councils over the past three years. Economic conditions in the local government area have remained consistent year on year, resulting in stable debt recovery rates and few write offs.

The 'rates and annual charges outstanding ratio' assesses the impact of uncollected rates and annual charges on council's liquidity and the adequacy of debt recovery efforts. The benchmark set by OLG is less than 10 per cent for regional and rural councils.

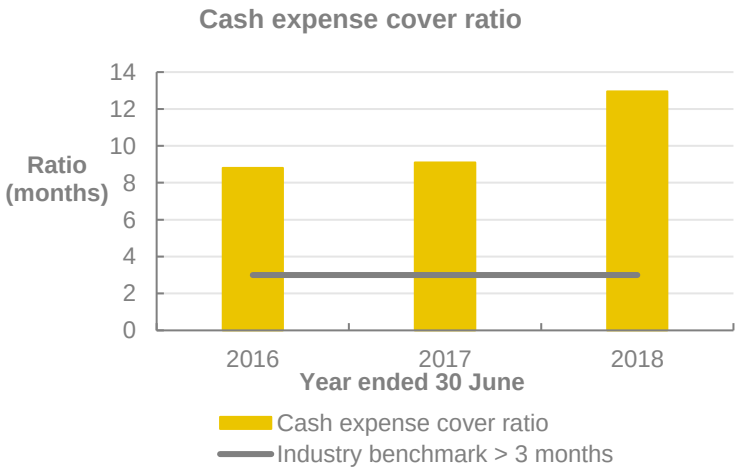


Cash expense cover ratio

At 30 June 2018, Council had the capacity to cover 13 months of cash expenditure without additional cash inflows.

Council's high levels of liquidity means its cash expense cover ratio far exceeded the industry benchmark over the past three years.

This liquidity ratio indicates the number of months the council can continue paying for its immediate expenses without additional cash inflow. The benchmark set by OLG is greater than three months.



OTHER MATTERS

New accounting standards implemented

AASB 2016-2 'Disclosure Initiative – Amendments to AASB 107'	
Effective for annual reporting periods beginning on or after 1 January 2017	This Standard requires entities to provide disclosures that enable users of financial statements to evaluate changes (both cash flows and non-cash changes) in liabilities arising from financing activities. Council's disclosure of the changes in their liabilities arising from financing activities is disclosed in Note 11.

Council entities

Council's interest in 'council entities' include:

- Upper Macquarie County Council
- Statewide Limited
- StateCover Limited.

Alternate external audit arrangements are in place for the above 'council entities'. I have obtained sufficient audit evidence to be satisfied Council's general purpose financial statements materially reflect Council's interest in the entities.

Legislative compliance

My audit procedures did not identify any instances of non-compliance with legislative requirements or a material deficiency in the Council's accounting records or financial reports. The Council's:

- accounting records were maintained in a manner and form to allow the general purpose financial statements to be prepared and effectively audited
- staff provided all accounting records and information relevant to the audit.

Dominika Ryan
Director, Financial Audit Services

cc: Mr Ray Thompson, Mayor
Mr Tim Hurst, Acting Chief Executive of the Office of Local Government

Lithgow City Council

SPECIAL PURPOSE FINANCIAL STATEMENTS
for the year ended 30 June 2018

"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."

Lithgow CITY COUNCIL

Lithgow City Council

Special Purpose Financial Statements
for the year ended 30 June 2018

Contents

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Income Statement – Sewerage Business Activity	4
Statement of Financial Position – Water Supply Business Activity	5
Statement of Financial Position – Sewerage Business Activity	6
3. Notes to the Special Purpose Financial Statements	7
4. Auditor's Report	17

Background

(i) These Special Purpose Financial Statements have been prepared for the use by both Council and the Office of Local Government in fulfilling their requirements under National Competition Policy.

(ii) The principle of competitive neutrality is based on the concept of a 'level playing field' between persons/entities competing in a market place, particularly between private and public sector competitors.

Essentially, the principle is that government businesses, whether Commonwealth, state or local, should operate without net competitive advantages over other businesses as a result of their public ownership.

(iii) For Council, the principle of competitive neutrality and public reporting applies only to declared business activities.

These include **(a)** those activities classified by the Australian Bureau of Statistics as business activities being water supply, sewerage services, abattoirs, gas production and reticulation, and **(b)** those activities with a turnover of more than $2 million that Council has formally declared as a business activity (defined as Category 1 activities).

(iv) In preparing these financial statements for Council's self-classified Category 1 businesses and ABS-defined activities, councils must **(a)** adopt a corporatisation model and **(b)** apply full cost attribution including tax-equivalent regime payments and debt guarantee fees (where the business benefits from Council's borrowing position by comparison with commercial rates).

Lithgow City Council

Special Purpose Financial Statements
for the year ended 30 June 2018

Statement by Councillors and Management
made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting,
- the NSW Office of Water Best-Practice Management of Water and Sewerage Guidelines.

To the best of our knowledge and belief, these financial statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 29 October 2018.

Raymond Thompson
Mayor
29 October 2018

Councillor Steve Ring
29 October 2018

Graeme Faulkner
General manager
29 October 2018

Ross Gurney
Responsible accounting officer
29 October 2018

Lithgow City Council

Income Statement of Council's Water Supply Business Activity
for the year ended 30 June 2018

$ '000	2018	2017
Income from continuing operations		
Access charges	1,660	1,492
User charges	4,926	4,935
Fees	74	65
Interest	33	36
Grants and contributions provided for non-capital purposes	89	158
Other income	1	1
Total income from continuing operations	**6,783**	**6,687**
Expenses from continuing operations		
Employee benefits and on-costs	1,499	1,377
Borrowing costs	56	64
Materials and contracts	3,544	1,844
Depreciation, amortisation and impairment	1,566	1,398
Water purchase charges	–	1,474
Loss on sale of assets	25	2
Other expenses	223	197
Total expenses from continuing operations	**6,913**	**6,356**
Surplus (deficit) from continuing operations before capital amounts	**(130)**	**331**
Grants and contributions provided for capital purposes	144	107
Surplus (deficit) from continuing operations after capital amounts	**14**	**438**
Surplus (deficit) from all operations before tax	**14**	**438**
Less: corporate taxation equivalent (30%) [based on result before capital]	–	(99)
SURPLUS (DEFICIT) AFTER TAX	**14**	**339**
Plus opening retained profits	14,247	13,809
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	–	99
Closing retained profits	**14,261**	**14,247**
Return on capital %	**-0.2%**	**1.2%**
Subsidy from Council	**955**	**408**
Calculation of dividend payable:		
Surplus (deficit) after tax	14	339
Less: capital grants and contributions (excluding developer contributions)	–	(0)
Surplus for dividend calculation purposes	**14**	**338**
Potential dividend calculated from surplus	**7**	**169**

Lithgow City Council

Income Statement of Council's Sewerage Business Activity
for the year ended 30 June 2018

$ '000	2018	2017
Income from continuing operations		
Access charges	7,041	6,901
Liquid trade waste charges	98	120
Fees	46	49
Grants and contributions provided for non-capital purposes	86	90
Profit from the sale of assets	–	9
Other income	–	1
Total income from continuing operations	**7,271**	**7,170**
Expenses from continuing operations		
Employee benefits and on-costs	1,397	1,406
Borrowing costs	454	391
Materials and contracts	2,327	2,489
Depreciation, amortisation and impairment	1,746	1,709
Loss on sale of assets	27	–
Other expenses	422	349
Total expenses from continuing operations	**6,373**	**6,344**
Surplus (deficit) from continuing operations before capital amounts	**898**	**826**
Grants and contributions provided for capital purposes	783	7,810
Surplus (deficit) from continuing operations after capital amounts	**1,681**	**8,636**
Surplus (deficit) from all operations before tax	**1,681**	**8,636**
Less: corporate taxation equivalent (30%) [based on result before capital]	(269)	(248)
SURPLUS (DEFICIT) AFTER TAX	**1,412**	**8,388**
Plus opening retained profits	31,844	23,208
Plus adjustments for amounts unpaid:		
– Corporate taxation equivalent	269	248
Closing retained profits	**33,525**	**31,844**
Return on capital %	**1.8%**	**1.7%**
Subsidy from Council	**675**	**537**
Calculation of dividend payable:		
Surplus (deficit) after tax	1,412	8,388
Less: capital grants and contributions (excluding developer contributions)	(653)	(7,714)
Surplus for dividend calculation purposes	**759**	**674**
Potential dividend calculated from surplus	**379**	**337**

Lithgow City Council

Statement of Financial Position – Council's Water Supply Business Activity
as at 30 June 2018

$ '000	2018	2017
ASSETS		
Current assets		
Cash and cash equivalents	3,780	2,912
Receivables	1,561	1,503
Inventories	156	153
Total current assets	**5,497**	**4,568**
Non-current assets		
Infrastructure, property, plant and equipment	33,498	33,727
Total non-current assets	**33,498**	**33,727**
TOTAL ASSETS	**38,995**	**38,295**
LIABILITIES		
Current liabilities		
Payables	7	7
Income received in advance	184	–
Borrowings	156	147
Total current liabilities	**347**	**154**
Non-current liabilities		
Borrowings	917	1,073
Total non-current liabilities	**917**	**1,073**
TOTAL LIABILITIES	**1,264**	**1,227**
NET ASSETS	37,731	37,068
EQUITY		
Accumulated surplus	14,501	14,488
Revaluation reserves	23,230	22,580
TOTAL EQUITY	37,731	37,068

Lithgow City Council

Statement of Financial Position – Council's Sewerage Business Activity
as at 30 June 2018

$ '000	2018	2017
ASSETS		
Current assets		
Cash and cash equivalents	6,770	3,333
Receivables	808	1,908
Inventories	18	23
Total current Assets	**7,596**	**5,264**
Non-current assets		
Infrastructure, property, plant and equipment	77,072	73,677
Total non-current assets	**77,072**	**73,677**
TOTAL ASSETS	**84,668**	**78,941**
LIABILITIES		
Current liabilities		
Payables	371	223
Borrowings	1,030	916
Total current liabilities	**1,401**	**1,139**
Non-current liabilities		
Borrowings	12,702	10,030
Total non-current liabilities	**12,702**	**10,030**
TOTAL LIABILITIES	**14,103**	**11,169**
NET ASSETS	70,565	67,772
EQUITY		
Accumulated surplus	35,630	33,948
Revaluation reserves	34,935	33,824
TOTAL EQUITY	70,565	67,772

Lithgow City Council

Special Purpose Financial Statements
for the year ended 30 June 2018

Contents of the notes accompanying the financial statements

Note	Details	Page
1	Summary of significant accounting policies	8
2	Water Supply Business Best-Practice Management disclosure requirements	12
3	Sewerage Business Best-Practice Management disclosure requirements	14

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 1. Significant accounting policies

A statement summarising the supplemental accounting policies adopted in the preparation of the Special Purpose Financial Statements (SPFS) for National Competition Policy (NCP) reporting purposes follows.

These financial statements are SPFS prepared for use by Council and the Office of Local Government. For the purposes of these statements, the Council is a non-reporting not-for-profit entity.

The figures presented in these Special Purpose Financial Statements have been prepared in accordance with the recognition and measurement criteria of relevant Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board (AASB) and Australian Accounting Interpretations.

The disclosures in these Special Purpose Financial Statements have been prepared in accordance with the Local Government Act 1993 (NSW), the Local Government (General) Regulation, and the Local Government Code of Accounting Practice and Financial Reporting.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current values of non-current assets. Certain taxes and other costs, appropriately described, have been imputed for the purposes of the National Competition Policy.

The Statement of Financial Position includes notional assets/liabilities receivable from/payable to Council's general fund. These balances reflect a notional intra-entity funding arrangement with the declared business activities.

National Competition Policy

Council has adopted the principle of ‘competitive neutrality’ in its business activities as part of the National Competition Policy which is being applied throughout Australia at all levels of government.

The framework for its application is set out in the June 1996 NSW government policy statement titled 'Application of National Competition Policy to Local Government'.

The Pricing and Costing for Council Businesses, A Guide to Competitive Neutrality issued by the Office of Local Government in July 1997 has also been adopted.

The pricing and costing guidelines outline the process for identifying and allocating costs to activities and provide a standard for disclosure requirements.

These disclosures are reflected in Council’s pricing and/or financial reporting systems and include taxation equivalents, Council subsidies, return on investments (rate of return), and dividends paid.

Declared business activities

In accordance with *Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality,* Council has declared that the following are to be considered as business activities:

Category 1

(where gross operating turnover is over $2 million)

***a. Water Supply* Service**

Comprising the whole of the water supply operations and net assets servicing the Lithgow area.

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 1. Significant accounting policies (continued)

***b. Sewerage (Waste Water)* Service**

Comprising the whole of the sewerage reticulation & treatment operations and net assets servicing the Lithgow area.

Category 2

(where gross operating turnover is less than $2 million)

Council does not operate any Category 2 businesses.

Monetary amounts

Amounts shown in the financial statements are in Australian currency and rounded to the nearest thousand dollars, except for Note 2 (Water Supply Best-Practice Management Disclosures) and Note 3 (Sewerage Best-Practice Management Disclosures).

As required by Crown Lands and Water (CLAW), the amounts shown in Note 2 and Note 3 are disclosed in whole dollars.

(i) Taxation-equivalent charges

Council is liable to pay various taxes and financial duties. Where this is the case, they are disclosed as a cost of operations just like all other costs.

However, where Council does not pay some taxes which are generally paid by private sector businesses, such as income tax, these equivalent tax payments have been applied to all Council-nominated business activities and are reflected in Special Purpose Financial Statements.

For the purposes of disclosing comparative information relevant to the private sector equivalent, the following taxation equivalents have been applied to all Council-nominated business activities (this does not include Council's non-business activities):

Notional rate applied (%)

Corporate income tax rate – **30%**

Land tax – the first $629,000 of combined land values attracts **0%**. For the combined land values in excess of $629,001 up to $3,846,000 the rate is **1.6% + $100**. For the remaining combined land value that exceeds $3,846,000 a premium marginal rate of **2.0%** applies.

Payroll tax – **5.45%** on the value of taxable salaries and wages in excess of $750,000.

In accordance with Crown Lands and Water (CLAW), a payment for the amount calculated as the annual tax equivalent charges (excluding income tax) must be paid from water supply and sewerage business activities.

The payment of taxation equivalent charges, referred to in the NSW Office of Water Guidelines to as a 'dividend for taxation equivalent', may be applied for any purpose allowed under the *Local Government Act, 1993*.

Achievement of substantial compliance to the NSW Office of Water Guidelines is not a prerequisite for the payment of the tax equivalent charges, however the payment must not exceed $3 per assessment.

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 1. Significant accounting policies (continued)

Income tax

An income tax equivalent has been applied on the profits of the business activities.

Whilst income tax is not a specific cost for the purpose of pricing a good or service, it needs to be taken into account in terms of assessing the rate of return required on capital invested.

Accordingly, the return on capital invested is set at a pre-tax level - gain/(loss) from ordinary activities before capital amounts, as would be applied by a private sector competitor. That is, it should include a provision equivalent to the corporate income tax rate, currently 30%.

Income tax is only applied where a gain/ (loss) from ordinary activities before capital amounts has been achieved.

Since the taxation equivalent is notional – that is, it is payable to Council as the 'owner' of business operations - it represents an internal payment and has no effect on the operations of the Council. Accordingly, there is no need for disclosure of internal charges in the SPFS.

The rate applied of 30% is the equivalent company tax rate prevalent at reporting date. No adjustments have been made for variations that have occurred during the year.

Local government rates and charges

A calculation of the equivalent rates and charges payable on all category 1 businesses has been applied to all land assets owned or exclusively used by the business activity.

Loan and debt guarantee fees

The debt guarantee fee is designed to ensure that council business activities face 'true' commercial borrowing costs in line with private sector competitors.

In order to calculate a debt guarantee fee, Council has determined what the differential borrowing rate would have been between the commercial rate and Council's borrowing rate for its business activities.

(ii) Subsidies

Government policy requires that subsidies provided to customers, and the funding of those subsidies, must be explicitly disclosed.

Subsidies occur when Council provides services on a less-than-cost-recovery basis. This option is exercised on a range of services in order for Council to meet its community service obligations.

Accordingly, 'subsidies disclosed' (in relation to National Competition Policy) represents the difference between revenue generated from 'rate of return' pricing and revenue generated from prices set by Council in any given financial year.

The overall effect of subsidies is contained within the Income Statement of each reported business activity.

(iii) Return on investments (rate of return)

The NCP policy statement requires that councils with Category 1 businesses 'would be expected to generate a return on capital funds employed that is comparable to rates of return for private businesses operating in a similar field'.

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 1. Significant accounting policies (continued)

Such funds are subsequently available for meeting commitments or financing future investment strategies.

The actual rate of return achieved by each business activity is disclosed at the foot of each respective Income Statement.

The rate of return is calculated as follows:

$$\frac{\textbf{Operating result before capital income + interest expense}}{\textbf{Written down value of I,PP\&E as at 30 June}}$$

As a minimum, business activities should generate a return equal to the Commonwealth 10 year bond rate which is 2.63% at 30/6/18.

(iv) Dividends

Council is not required to pay dividends to either itself (as owner of a range of businesses) or to any external entities.

Local government water supply and sewerage businesses are permitted to pay an annual dividend from its water supply or sewerage business surplus.

Each dividend must be calculated and approved in accordance with the DPIW guidelines and must not exceed:

(i) 50% of this surplus in any one year, or

(ii) the number of water supply or sewerage assessments at 30 June 2018 multiplied by $30 (less the payment for tax equivalent charges, not exceeding $3 per assessment).

In accordance with the DPIW guidelines a Dividend Payment form, Statement of Compliance, Unqualified Independent Financial Audit Report and Compliance Audit Report are required to be submitted to the DPIW.

END OF AUDITED SPECIAL PURPOSE FINANCIAL STATEMENTS

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 2. Water supply business best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated)	2018

1. Calculation and payment of tax-equivalents
[all local government local water utilities must pay this dividend for tax equivalents]

(i)	Calculated tax equivalents	–
(ii)	Number of assessments multiplied by $3/assessment	24,840
(iii)	Amounts payable for tax equivalents [lesser of (i) and (ii)]	–
(iv)	Amounts actually paid for tax equivalents	

2. Dividend from surplus

(i)	50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	7,000
(ii)	Number of assessments multiplied by $30/assessment, less tax equivalent charges/assessment	248,400
(iii)	Cumulative surplus before dividends for the 3 years to 30 June 2018, less the cumulative dividends paid for the 2 years to 30 June 2017 and 30 June 2016	424,520

2018 Surplus	14,000	2017 Surplus	338,322	2016 Surplus	72,198
		2017 Dividend	–	2016 Dividend	–

(iv)	Maximum dividend from surplus [least of (i), (ii) and (iii) above]	7,000
(v)	Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	
(vi)	Are the overhead reallocation charges to the water business fair and reasonable? [a]	YES

3. Required outcomes for 6 criteria
[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i)	Completion of strategic business plan (including financial plan)	YES
(ii)	Full cost recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]	YES
	– Complying charges [item 2 (b) in table 1]	YES
	– DSP with commercial developer charges [item 2 (e) in table 1]	NO
	– If dual water supplies, complying charges [item 2 (g) in table 1]	YES
(iii)	Sound water conservation and demand management implemented	YES
(iv)	Sound drought management implemented	YES
(v)	Complete performance reporting form (by 15 September each year)	YES
(vi)	a. Integrated water cycle management evaluation	YES
	b. Complete and implement integrated water cycle management strategy	NO

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 2. Water supply business best-practice management disclosure requirements (continued)

Dollars amounts shown below are in whole dollars (unless otherwise indicated)			2018
National Water Initiative (NWI) financial performance indicators			
NWI F1	Total revenue (water) **Total income (w13) – grants for the acquisition of assets (w11a) – interest income (w9) – Aboriginal Communities W&S Program income (w10a)**	$'000	6,893
NWI F4	Revenue from residential usage charges (water) **Income from residential usage charges (w6b) x 100 divided by the sum of [income from residential usage charges (w6a) + income from residential access charges (w6b)]**	%	74.79%
NWI F9	Written down replacement cost of fixed assets (water) **Written down current cost of system assets (w47)**	$'000	33,498
NWI F11	Operating cost (OMA) (water) **Management expenses (w1) + operational and maintenance expenses (w2)**	$'000	5,081
NWI F14	Capital expenditure (water) **Acquisition of fixed assets (w16)**	$'000	418
NWI F17	Economic real rate of return (water) **[total income (w13) – interest income (w9) – grants for acquisition of assets (w11a) – operating costs (NWI F11) – current cost depreciation (w3)] x 100 divided by [written down current cost of system assets (w47) + plant and equipment (w33b)]**	%	0.73%
NWI F26	Capital works grants (water) **Grants for the acquisition of assets (w11a)**	$'000	–

Notes:

1. References to w (e.g. w12) refer to item numbers within Special Schedules 3 and 4 of Council's Annual Financial Statements.

2. The NWI performance indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators and Definitions.

a refer to 3.2 (2) on page 15 of the Best-Practice Management of Water Supply and Sewerage Guidelines, 2007

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 3. Sewerage business best-practice management disclosure requirements

Dollars amounts shown below are in whole dollars (unless otherwise indicated)	2018

1. Calculation and payment of tax-equivalents
[all local government local water utilities must pay this dividend for tax equivalents]

(i)	Calculated tax equivalents	–
(ii)	Number of assessments multiplied by $3/assessment	23,022
(iii)	Amounts payable for tax equivalents [lesser of (i) and (ii)]	–
(iv)	Amounts actually paid for tax equivalents	

2. Dividend from surplus

(i)	50% of surplus before dividends [calculated in accordance with Best-Practice Management for Water Supply and Sewerage Guidelines]	379,300
(ii)	Number of assessments x ($30 less tax equivalent charges per assessment)	230,220
(iii)	Cumulative surplus before dividends for the 3 years to 30 June 2018, less the cumulative dividends paid for the 2 years to 30 June 2017 and 30 June 2016	1,499,868

2018 Surplus	758,600	2017 Surplus	674,260	2016 Surplus	67,009
		2017 Dividend	–	2016 Dividend	–

(iv)	Maximum dividend from surplus [least of (i), (ii) and (iii) above]	230,220
(v)	Dividend actually paid from surplus [refer below for required pre-dividend payment criteria]	
(vi)	Are the overhead reallocation charges to the sewer business fair and reasonable? [a]	YES

3. Required outcomes for 4 criteria
[to be eligible for the payment of a 'dividend from surplus', all the criteria below need a 'YES']

(i)	Completion of strategic business plan (including financial plan)		YES
(ii)	Pricing with full cost-recovery, without significant cross subsidies [refer item 2 (a) in table 1 on page 22 of the Best-Practice Guidelines]		YES
	Complying charges	(a) Residential [item 2 (c) in table 1]	YES
		(b) Non-residential [item 2 (c) in table 1]	YES
		(c) Trade waste [item 2 (d) in table 1]	YES
	DSP with commercial developer charges [item 2 (e) in table 1]		NO
	Liquid trade waste approvals and policy [item 2 (f) in table 1]		YES
(iii)	Complete performance reporting form (by 15 September each year)		YES
(iv)	a. Integrated water cycle management evaluation		YES
	b. Complete and implement integrated water cycle management strategy		NO

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 3. Sewerage business best-practice management disclosure requirements (continued)

Dollars amounts shown below are in whole dollars (unless otherwise indicated)			2018
National Water Initiative (NWI) financial performance indicators			
NWI F2	Total revenue (sewerage) **Total income (s14) – grants for acquisition of assets (s12a) – interest income (s10) – Aboriginal Communities W&S Program income (w10a)**	$'000	7,272
NWI F10	Written down replacement cost of fixed assets (sewerage) **Written down current cost of system assets (s48)**	$'000	77,072
NWI F12	Operating cost (sewerage) **Management expenses (s1) + operational and maintenance expenses (s2)**	$'000	3,917
NWI F15	Capital expenditure (sewerage) **Acquisition of fixed assets (s17)**	$'000	3,463
NWI F18	Economic real rate of return (sewerage) **[total income (s14) – interest income (s10) – grants for acquisition of assets (s12a) – operating cost (NWI F12) – current cost depreciation (s3)] x 100 divided by [written down current cost (i.e. WDCC) of system assets (s48) + plant and equipment (s34b)]**	%	2.09%
NWI F27	Capital works grants (sewerage) **Grants for the acquisition of assets (12a)**	$'000	783

National Water Initiative (NWI) financial performance indicators Water and sewer (combined)			
NWI F3	Total income (water and sewerage) **Total income (w13 + s14) + gain/loss on disposal of assets (w14 + s15) minus grants for acquisition of assets (w11a + s12a) – interest income (w9 + s10)**	$'000	14,113
NWI F8	Revenue from community service obligations (water and sewerage) **Community service obligations (NWI F25) x 100 divided by total income (NWI F3)**	%	1.24%
NWI F16	Capital expenditure (water and sewerage) **Acquisition of fixed assets (w16 + s17)**	$'000	3,881
NWI F19	Economic real rate of return (water and sewerage) **[total income (w13 + s14) – interest income (w9 + s10) – grants for acquisition of assets (w11a + s12a) – operating cost (NWI F11 + NWI F12) – current cost depreciation (w3 + s3)] x 100 divided by [written down replacement cost of fixed assets (NWI F9 + NWI F10) + plant and equipment (w33b + s34b)]**	%	1.68%
NWI F20	Dividend (water and sewerage) **Dividend paid from surplus (2 (v) of Note 2 + 2 (v) of Note 3)**	$'000	–
NWI F21	Dividend payout ratio (water and sewerage) **Dividend (NWI F20) x 100 divided by net profit after tax (NWI F24)**	%	0.00%

Lithgow City Council

Notes to the Special Purpose Financial Statements
for the year ended 30 June 2018

Note 3. Sewerage business best-practice management disclosure requirements (continued)

Dollars amounts shown below are in whole dollars (unless otherwise indicated)			2018

National Water Initiative (NWI) financial performance indicators
Water and sewer (combined)

NWI F22	Net debt to equity (water and sewerage) **Overdraft (w36 + s37) + borrowings (w38 + s39) – cash and investments (w30 + s31) x 100 divided by [total assets (w35 + s36) – total liabilities (w40 + s41)]**	%	3.93%
NWI F23	Interest cover (water and sewerage) **Earnings before interest and tax (EBIT) divided by net interest**		4
	Earnings before interest and tax (EBIT): 1,855 **Operating result (w15a + s16a) + interest expense (w4a + s4a) – interest income (w9 + s10) – gain/loss on disposal of assets (w14 + s15) + miscellaneous expenses (w4b + w4c + s4b + s4c)**		
	Net interest: 477 **Interest expense (w4a + s4a) – interest income (w9 + s10)**		
NWI F24	Net profit after tax (water and sewerage) **Surplus before dividends (w15a + s16a) – tax equivalents paid (Note 2-1 (iv) + Note 3-1 (iv))**	$'000	912
NWI F25	Community service obligations (water and sewerage) **Grants for pensioner rebates (w11b + s12b)**	$'000	175

Notes:

1. References to w (eg. s12) refer to item numbers within Special Schedules 5 and 6 of Council's Annual Financial Statements.

2. The NWI performance indicators are based upon the National Performance Framework Handbook for Urban Performance Reporting Indicators and Definitions.

a refer to 3.2 (2) on page 15 of the Best-Practice Management of Water Supply and Sewerage Guidelines, 2007

INDEPENDENT AUDITOR'S REPORT

Report on the special purpose financial report

Lithgow City Council

To the Councillors of the Lithgow City Council

Opinion

I have audited the accompanying special purpose financial report (the financial report) of Lithgow City Council's (the Council) Declared Business Activities, which comprise the Income Statement of each Declared Business Activity for the year ended 30 June 2018, the Statement of Financial Position of each Declared Business Activity as at 30 June 2018, notes comprising a summary of Significant accounting policies and other explanatory information for the Business Activities declared by Council, and the Statement by Councillors and Management.

The Declared Business Activities of the Council are:

- water supply
- sewerage

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Council's declared Business Activities as at 30 June 2018, and its financial performance for the year then ended, in accordance with the Australian Accounting Standards described in Note 1 and the Local Government Code of Accounting Practice and Financial Reporting (LG Code).

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Report' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as the auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter - Basis of Accounting

Without modifying my opinion, I draw attention to Note 1 to the financial report which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Council's financial reporting responsibilities under the LG Code. As a result, the financial report may not be suitable for another purpose.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2018, other than the financial report and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements and Special Schedules (the Schedules).

My opinion on the financial report does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and Special Schedule 2 - Permissible income for general rates.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Financial Report

The Councillors are responsible for the preparation and fair presentation of the financial report and for determining that the accounting policies, described in Note 1 to the financial report, are appropriate to meet the requirements in the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to:

- obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial report.

A description of my responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

My opinion does *not* provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited financial report on any website where it may be presented
- about any other information which may have been hyperlinked to/from the financial report.

Dominika Ryan
Director, Financial Audit Services

30 October 2018
SYDNEY

Lithgow City Council

SPECIAL SCHEDULES
for the year ended 30 June 2018

"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."

Lithgow CITY COUNCIL

Lithgow City Council

Special Schedules
for the year ended 30 June 2018

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[1] Special Schedules are not audited (with the exception of Special Schedule 2).

Background

(i) These Special Schedules have been designed to meet the requirements of special purpose users such as;

- the NSW Grants Commission
- the Australian Bureau of Statistics (ABS),
- the NSW Office of Water (NOW), and
- the Office of Local Government (OLG).

(ii) The financial data is collected for various uses including;

- the allocation of Financial Assistance Grants,
- the incorporation of Local Government financial figures in national statistics,
- the monitoring of loan approvals,
- the allocation of borrowing rights, and
- the monitoring of the financial activities of specific services.

Lithgow City Council

Special Schedule 1 – Net Cost of Services
for the year ended 30 June 2018

$'000

Function or activity	Expenses from continuing operations	Income from continuing operations		Net cost of services
		Non-capital	Capital	
Governance	(341)	33	–	374
Administration	962	410	10	(542)
Public order and safety				
Fire service levy, fire protection, emergency services	877	292	–	(585)
Beach control	–	–	–	–
Enforcement of local government regulations	–	–	–	–
Animal control	168	37	–	(131)
Other	–	–	–	–
Total public order and safety	1,045	329	–	(716)
Health	465	176	–	(289)
Environment				
Noxious plants and insect/vermin control	–	–	–	–
Other environmental protection	211	428	–	217
Solid waste management	2,943	4,088	–	1,145
Street cleaning	–	–	–	–
Drainage	202	–	–	(202)
Stormwater management	–	240	–	240
Total environment	3,356	4,756	–	1,400
Community services and education				
Administration and education	–	–	–	–
Social protection (welfare)	–	–	–	–
Aged persons and disabled	–	–	–	–
Children's services	–	–	–	–
Total community services and education	–	–	–	–
Housing and community amenities				
Public cemeteries	277	147	–	(130)
Public conveniences	170	–	–	(170)
Street lighting	–	–	–	–
Town planning	3,277	725	560	(1,992)
Other community amenities	498	695	–	197
Total housing and community amenities	4,222	1,567	560	(2,095)
Water supplies	6,914	6,783	144	13
Sewerage services	6,372	7,271	783	1,682

Lithgow City Council

Special Schedule 1 – Net Cost of Services (continued)
for the year ended 30 June 2018

$'000

Function or activity	Expenses from continuing operations	Income from continuing operations		Net cost of services
		Non-capital	Capital	
Recreation and culture				
Public libraries	1,585	106	–	(1,479)
Museums	70	7	–	(63)
Art galleries	–	–	–	–
Community centres and halls	54	9	–	(45)
Performing arts venues	69	5	–	(64)
Other performing arts	–	–	–	–
Other cultural services	660	82	–	(578)
Sporting grounds and venues	919	59	–	(860)
Swimming pools	1,280	537	–	(743)
Parks and gardens (lakes)	829	6	1,752	929
Other sport and recreation	1,926	13	–	(1,913)
Total recreation and culture	**7,392**	**824**	**1,752**	**(4,816)**
Fuel and energy	–	–	–	–
Agriculture	–	–	–	–
Mining, manufacturing and construction				
Building control	–	–	–	–
Other mining, manufacturing and construction	–	–	–	–
Total mining, manufacturing and const.	–	–	–	–
Transport and communication				
Urban roads (UR) – local	2,386	176	1,016	(1,194)
Urban roads – regional	–	–	–	–
Sealed rural roads (SRR) – local	742	1,489	65	812
Sealed rural roads (SRR) – regional	–	–	–	–
Unsealed rural roads (URR) – local	1,221	–	–	(1,221)
Unsealed rural roads (URR) – regional	–	–	–	–
Bridges on UR – local	8	–	–	(8)
Bridges on SRR – local	49	–	–	(49)
Bridges on URR – local	–	–	–	–
Bridges on regional roads	–	–	–	–
Parking areas	33	257	–	224
Footpaths	49	–	–	(49)
Aerodromes	–	–	–	–
Other transport and communication	8,152	239	–	(7,913)
Total transport and communication	**12,640**	**2,161**	**1,081**	**(9,398)**
Economic affairs				
Camping areas and caravan parks	–	–	–	–
Other economic affairs	987	103	–	(884)
Total economic affairs	**987**	**103**	–	**(884)**
Totals – functions	**44,014**	**24,413**	**4,330**	**(15,271)**
General purpose revenues (1)		**17,844**		**17,844**
Share of interests – joint ventures and associates using the equity method	–	–		–
NET OPERATING RESULT (2)	**44,014**	**42,257**	**4,330**	**2,573**

(1) Includes: rates and annual charges (including ex gratia, excluding water and sewer), non-capital general purpose grants, interest on investments (excluding externally restricted assets) and interest on overdue rates and annual charges

(2) As reported in the Income Statement

Lithgow City Council

Special Schedule 2 – Permissible income for general rates

for the year ended 30 June 2019

$'000		Calculation 2018/19	Calculation 2017/18
Notional general income calculation [1]			
Last year notional general income yield	a	12,920	12,732
Plus or minus adjustments [2]	b	99	27
Notional general income	c = (a + b)	**13,019**	**12,759**
Permissible income calculation			
Special variation percentage [3]	d	0.00%	0.00%
Or rate peg percentage	e	2.30%	1.50%
Or crown land adjustment (incl. rate peg percentage)	f	0.00%	0.00%
Less expiring special variation amount	g	–	–
Plus special variation amount	h = d x (c – g)	–	–
Or plus rate peg amount	i = c x e	299	191
Or plus Crown land adjustment and rate peg amount	j = c x f	–	–
Sub-total	k = (c + g + h + i + j)	**13,318**	**12,950**
Plus (or minus) last year's carry forward total	l	27	(3)
Less valuation objections claimed in the previous year	m	–	–
Sub-total	n = (l + m)	**27**	**(3)**
Total permissible income	o = k + n	**13,346**	**12,947**
Less notional general income yield	p	13,340	12,920
Catch-up or (excess) result	q = o – p	**6**	**27**
Plus income lost due to valuation objections claimed [4]	r	–	–
Less unused catch-up [5]	s	–	–
Carry forward to next year	t = q + r – s	**6**	**27**

Notes

(1) The notional general income will not reconcile with rate income in the financial statements in the corresponding year. The statements are reported on an accrual accounting basis which include amounts that relate to prior years' rates income.

(2) Adjustments account for changes in the number of assessments and any increase or decrease in land value occurring during the year. The adjustments are called 'supplementary valuations' as defined in the *Valuation of Land Act 1916*.

(3) The 'special variation percentage' is inclusive of the rate peg percentage and where applicable Crown land adjustment.

(4) Valuation objections are unexpected changes in land values as a result of land owners successfully objecting to the land value issued by the Valuer-General. Councils can claim the value of the income lost due to valuation objections in any single year.

(5) Unused catch-up amounts will be deducted if they are not caught up within 2 years. Usually councils will have a nominal carry forward figure. These amounts can be adjusted for in setting the rates in a future year.

(6) Carry forward amounts which are in excess (an amount that exceeds the permissible income) require ministerial approval by order published in the *NSW Government Gazette* in accordance with section 512 of the *Local Government Act 1993*. The OLG will extract these amounts from Council's Special Schedule 2 in the financial data return (FDR) to administer this process.

INDEPENDENT AUDITOR'S REPORT

Special Schedule 2 - Permissible Income for general rates

Lithgow City Council

To the Councillors of the Lithgow City Council

Opinion

I have audited the accompanying Special Schedule 2 – Permissible Income for general rates (the Schedule) of the Lithgow City Council (the Council) for the year ending 30 June 2019.

In my opinion, the Schedule of the Council for the year ending 30 June 2019 is prepared, in all material respects in accordance with the requirements of the Local Government Code of Accounting Practice and Financial Reporting (LG Code) issued by the Office of Local Government (OLG), and is in accordance with the books and records of the Council.

My opinion should be read in conjunction with the rest of this report.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Schedule' section of my report.

I am independent of the Council in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of councils
- precluding the Auditor-General from providing non-audit services.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Emphasis of Matter – Basis of Accounting

Without modifying my opinion, I draw attention to the special purpose framework used to prepare the Schedule. The Schedule had been prepared for the purpose of fulfilling the Council's reporting obligations under the LG Code. As a result, the Schedule may not be suitable for another purpose.

Other Information

Other information comprises the information included in the Council's annual report for the year ended 30 June 2019, other than the Schedule and my Independent Auditor's Report thereon. The Councillors are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the general purpose financial statements, special purpose financial statements and the Special Schedules excluding Special Schedule 2 (the other Schedules).

My opinion on the Schedule does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information. However, as required by the *Local Government Act 1993*, I have separately expressed an opinion on the general purpose financial statements and the special purpose financial statements.

In connection with my audit of the Schedule, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the Schedule or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Councillors' Responsibilities for the Schedule

The Councillors are responsible for the preparation of the Schedule in accordance with the LG Code. The Councillors' responsibility also includes such internal control as the Councillors determine is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

In preparing the Schedule, the Councillors are responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless it is not appropriate to do so.

Auditor's Responsibilities for the Audit of the Schedule

My objectives are to:

- obtain reasonable assurance whether the Schedule as a whole is free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the Schedule.

A description of my responsibilities for the audit of the Schedule is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar8.pdf. The description forms part of my auditor's report.

My opinion does not provide assurance:

- that the Council carried out its activities effectively, efficiently and economically
- about the security and controls over the electronic publication of the audited Schedule on any website where it may be presented
- about any other information which may have been hyperlinked to/from the Schedule.

Dominika Ryan
Director, Financial Audit Services

30 October 2018
SYDNEY

Lithgow City Council

Special Schedule 3 – Water Supply Income Statement

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000	2018	2017
A Expenses and income		
Expenses		
1. Management expenses		
a. Administration	1,215	550
b. Engineering and supervision	335	372
2. Operation and maintenance expenses		
– dams and weirs		
a. Operation expenses	54	34
b. Maintenance expenses	17	24
– Mains		
c. Operation expenses	93	129
d. Maintenance expenses	574	602
– Reservoirs		
e. Operation expenses	79	81
f. Maintenance expenses	35	138
– Pumping stations		
g. Operation expenses (excluding energy costs)	2	14
h. Energy costs	32	25
i. Maintenance expenses	20	16
– Treatment		
j. Operation expenses (excluding chemical costs)	461	593
k. Chemical costs	121	130
l. Maintenance expenses	128	107
– Other		
m. Operation expenses	35	–
n. Maintenance expenses	442	402
o. Purchase of water	1,438	1,474
3. Depreciation expenses		
a. System assets	1,530	1,377
b. Plant and equipment	36	21
4. Miscellaneous expenses		
a. Interest expenses	56	64
b. Revaluation decrements	–	–
c. Other expenses	184	201
d. Impairment – system assets	–	–
e. Impairment – plant and equipment	–	–
f. Aboriginal Communities Water and Sewerage Program	–	–
g. Tax equivalents dividends (actually paid)	–	–
5. Total expenses	**6,887**	**6,354**

Lithgow City Council

Special Schedule 3 – Water Supply Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000	2018	2017
Income		
6. Residential charges		
a. Access (including rates)	1,660	1,492
b. Usage charges	4,925	4,935
7. Non-residential charges		
a. Access (including rates)	–	–
b. Usage charges	–	–
8. Extra charges	–	–
9. Interest income	33	36
10. Other income	75	66
10a. Aboriginal Communities Water and Sewerage Program	–	–
11. Grants		
a. Grants for acquisition of assets	–	–
b. Grants for pensioner rebates	89	92
c. Other grants	–	66
12. Contributions		
a. Developer charges	–	–
b. Developer provided assets	–	–
c. Other contributions	144	107
13. Total income	**6,926**	**6,794**
14. Gain (or loss) on disposal of assets	(25)	(2)
15. Operating result	**14**	**438**
15a. Operating result (less grants for acquisition of assets)	14	438

Lithgow City Council

Special Schedule 3 – Water Supply Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000	2018	2017
B Capital transactions		
Non-operating expenditures		
16. Acquisition of fixed assets		
a. New assets for improved standards	169	1,058
b. New assets for growth	–	–
c. Renewals	249	–
d. Plant and equipment	–	36
17. Repayment of debt	147	140
18. Totals	**565**	**1,234**
Non-operating funds employed		
19. Proceeds from disposal of assets	–	–
20. Borrowing utilised	–	–
21. Totals	**–**	**–**
C Rates and charges		
22. Number of assessments		
a. Residential (occupied)	7,229	7,209
b. Residential (unoccupied, ie. vacant lot)	544	555
c. Non-residential (occupied)	449	446
d. Non-residential (unoccupied, ie. vacant lot)	58	60
23. Number of ETs for which developer charges were received	– ET	– ET
24. Total amount of pensioner rebates (actual dollars)	$ 166,196	$ 171,845

Lithgow City Council

Special Schedule 4 – Water Supply Statement of Financial Position

Includes internal transactions, i.e. prepared on a gross basis
as at 30 June 2018

$'000	Current	Non-current	Total
ASSETS			
25. Cash and investments			
a. Developer charges	–	–	**–**
b. Special purpose grants	24	–	**24**
c. Accrued leave	–	–	**–**
d. Unexpended loans	–	–	**–**
e. Sinking fund	–	–	**–**
f. Other	3,756	–	**3,756**
26. Receivables			
a. Specific purpose grants	5	–	**5**
b. Rates and availability charges	104	–	**104**
c. User charges	1,433	–	**1,433**
d. Other	19	–	**19**
27. Inventories	156	–	**156**
28. Property, plant and equipment			
a. System assets	–	33,428	**33,428**
b. Plant and equipment	–	70	**70**
29. Other assets	–	–	**–**
30. Total assets	**5,497**	**33,498**	**38,995**
LIABILITIES			
31. Bank overdraft	–	–	**–**
32. Creditors	191	–	**191**
33. Borrowings	156	917	**1,073**
34. Provisions			
a. Tax equivalents	–	–	**–**
b. Dividend	–	–	**–**
c. Other	–	–	**–**
35. Total liabilities	**347**	**917**	**1,264**
36. NET ASSETS COMMITTED	**5,150**	**32,581**	**37,731**
EQUITY			
37. Accumulated surplus			14,501
38. Asset revaluation reserve			23,230
39. Other reserves			–
40. TOTAL EQUITY			**37,731**
Note to system assets:			
41. Current replacement cost of system assets			93,154
42. Accumulated **current cost** depreciation of system assets			(59,656)
43. Written down **current cost** of system assets			**33,498**

Lithgow City Council

Special Schedule 5 – Sewerage Service Income Statement

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000	2018	2017
A Expenses and income		
Expenses		
1. Management expenses		
a. Administration	401	258
b. Engineering and supervision	215	346
2. Operation and maintenance expenses		
– mains		
a. Operation expenses	186	128
b. Maintenance expenses	184	222
– Pumping stations		
c. Operation expenses (excluding energy costs)	77	134
d. Energy costs	91	87
e. Maintenance expenses	311	306
– Treatment		
f. Operation expenses (excl. chemical, energy, effluent and biosolids management costs)	387	342
g. Chemical costs	432	525
h. Energy costs	242	154
i. Effluent management	745	642
j. Biosolids management	147	–
k. Maintenance expenses	355	590
– Other		
l. Operation expenses	2	52
m. Maintenance expenses	142	130
3. Depreciation expenses		
a. System assets	1,724	1,695
b. Plant and equipment	22	14
4. Miscellaneous expenses		
a. Interest expenses	454	391
b. Revaluation decrements	–	–
c. Other expenses	230	839
d. Impairment – system assets	–	–
e. Impairment – plant and equipment	–	–
f. Aboriginal Communities Water and Sewerage Program	–	–
g. Tax equivalents dividends (actually paid)	–	–
5. Total expenses	**6,347**	**6,855**

Lithgow City Council

Special Schedule 5 – Sewerage Service Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000		2018	2017
	Income		
6.	**Residential charges** (including rates)	6,693	6,562
7.	**Non-residential charges**		
	a. Access (including rates)	–	–
	b. Usage charges	349	339
8.	**Trade waste charges**		
	a. Annual fees	98	120
	b. Usage charges	–	–
	c. Excess mass charges	–	–
	d. Re-inspection fees	–	–
9.	**Extra charges**	–	–
10.	**Interest income**	–	–
11.	**Other income**	46	50
11a.	**Aboriginal Communities Water and Sewerage Program**	–	–
12.	**Grants**		
	a. Grants for acquisition of assets	783	7,810
	b. Grants for pensioner rebates	86	90
	c. Other grants	–	–
13.	**Contributions**		
	a. Developer charges	–	–
	b. Developer provided assets	–	–
	c. Other contributions	–	–
14.	**Total income**	**8,055**	**14,971**
15.	**Gain (or loss) on disposal of assets**	(27)	9
16.	**Operating result**	**1,681**	**8,125**
16a.	**Operating result (less grants for acquisition of assets)**	898	315

Lithgow City Council

Special Schedule 5 – Sewerage Service Income Statement (continued)

Includes all internal transactions, i.e. prepared on a gross basis
for the year ended 30 June 2018

$'000	2018	2017
B Capital transactions		
Non-operating expenditures		
17. Acquisition of fixed assets		
a. New assets for improved standards	98	–
b. New assets for growth	–	331
c. Renewals	3,365	–
d. Plant and equipment	–	35
18. Repayment of debt	–	852
19. Totals	**3,463**	**1,218**
Non-operating funds employed		
20. Proceeds from disposal of assets	–	–
21. Borrowing utilised	–	–
22. Totals	**–**	**–**
C Rates and charges		
23. Number of assessments		
a. Residential (occupied)	6,831	6,802
b. Residential (unoccupied, ie. vacant lot)	365	380
c. Non-residential (occupied)	437	434
d. Non-residential (unoccupied, ie. vacant lot)	41	41
24. Number of ETs for which developer charges were received	– ET	– ET
25. Total amount of pensioner rebates (actual dollars)	$ 157,071	$ 162,043

Lithgow City Council

Special Schedule 6 – Sewerage Service Statement of Financial Position

Includes internal transactions, i.e. prepared on a gross basis
as at 30 June 2018

$'000	Current	Non-current	Total
ASSETS			
26. Cash and investments			
a. Developer charges	–	–	**–**
b. Special purpose grants	–	–	**–**
c. Accrued leave	–	–	**–**
d. Unexpended loans	1,931	–	**1,931**
e. Sinking fund	–	–	**–**
f. Other	4,839	–	**4,839**
27. Receivables			
a. Specific purpose grants	274	–	**274**
b. Rates and availability charges	500	–	**500**
c. User charges	34	–	**34**
d. Other	–	–	**–**
28. Inventories	18	–	**18**
29. Property, plant and equipment			
a. System assets	–	77,018	**77,018**
b. Plant and equipment	–	54	**54**
30. Other assets	–	–	**–**
31. Total assets	**7,596**	**77,072**	**84,668**
LIABILITIES			
32. Bank overdraft	–	–	**–**
33. Creditors	371	–	**371**
34. Borrowings	1,030	12,702	**13,732**
35. Provisions			
a. Tax equivalents	–	–	**–**
b. Dividend	–	–	**–**
c. Other	–	–	**–**
36. Total liabilities	**1,401**	**12,702**	**14,103**
37. NET ASSETS COMMITTED	**6,195**	**64,370**	**70,565**
EQUITY			
38. Accumulated surplus			35,630
39. Asset revaluation reserve			34,935
40. Other reserves			–
41. TOTAL EQUITY			**70,565**
Note to system assets:			
42. Current replacement cost of system assets			118,352
43. Accumulated **current cost** depreciation of system assets			(41,280)
44. Written down **current cost** of system assets			**77,072**

Lithgow City Council

Notes to Special Schedules 3 and 5
for the year ended 30 June 2018

Administration [1]
(item 1a of Special Schedules 3 and 5) comprises the following:

- Administration staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.
- Meter reading
- Bad and doubtful debts
- Other administrative/corporate support services

Engineering and supervision [1]
(item 1b of Special Schedules 3 and 5) comprises the following:

- Engineering staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.
- Other technical and supervision staff:
  - Salaries and allowance
  - Travelling expenses
  - Accrual of leave entitlements
  - Employment overheads.

Operational expenses (item 2 of Special Schedules 3 and 5) comprise the day to day operational expenses excluding maintenance expenses.

Maintenance expenses (item 2 of Special Schedules 3 and 5) comprise the day to day repair and maintenance expenses. (Refer to Section 5 of the Local Government Asset Accounting Manual regarding capitalisation principles and the distinction between capital and maintenance expenditure).

Other expenses (item 4c of Special Schedules 3 and 5) includes all expenses not recorded elsewhere.

Revaluation decrements (item 4b of Special Schedules 3 and 5) is to be used when I,PP&E decreases in FV.

Impairment losses (item 4d and 4e of Special Schedules 3 and 5) are to be used when the carrying amount of an asset exceeds its recoverable amount (refer to page D-31).

Aboriginal Communities Water and Sewerage Program (item 4f of Special Schedules 3 and 5) is to be used when operation and maintenance work has been undertaken on behalf of the Aboriginal Communities Water and Sewerage Program. Similarly, income for item 11a of Special Schedule 3 and item 12a of Special Schedule 5 are for services provided to the Aboriginal Communities Water and Sewerage Program and is not part of Council's water supply and sewerage revenue.

Residential charges [2] (items 6a, 6b and item 6 of Special Schedules 3 and 5 respectively) include all income from residential charges. Item 6 of Schedule 3 should be separated into 6a access charges (including rates if applicable) and 6b usage charges.

Non-residential charges [2] (items 7a, 7b of Special Schedules 3 and 5) include all income from non-residential charges separated into 7a access charges (including rates if applicable) and 7b usage charges.

Trade waste charges (item 8 of Special Schedule 5) include all income from trade waste charges separated into 8a annual fees, 8b usage charges and 8c excess mass charges and 8d re-inspection fees.

Other income (items 10 and 11 of Special Schedules 3 and 5 respectively) include all income not recorded elsewhere.

Other contributions (items 12c and 13c of Special Schedules 3 and 5 respectively) including capital contributions for water supply or sewerage services received by Council under Section 565 of the *Local Government Act*.

Notes:

[1] Administration and engineering costs for the development of capital works projects should be reported as part of the capital cost of the project and not as part of the recurrent expenditure (ie. in item 16 for water supply and item 17 for sewerage, and **not** in items 1a and 1b).

[2] To enable accurate reporting of **residential revenue from usage charges**, it is essential for councils to accurately separate their residential (item 6) charges and non-residential (item 7) charges.

Lithgow City Council

Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2018

$'000

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2017/18 Required maintenance[a]	2017/18 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
Buildings	Buildings – specialised	3,698	3,698	435	515	47,484	66,038	6%	22%	40%	32%	0%
	Sub-total	**3,698**	**3,698**	**435**	**515**	**47,484**	**66,038**	**6.0%**	**22.0%**	**40.0%**	**32.0%**	**0.0%**
Other structures	Other structures	1,818	1,818	1,558	786	13,192	25,064	49%	27%	10%	2%	12%
	Sub-total	**1,818**	**1,818**	**1,558**	**786**	**13,192**	**25,064**	**49.0%**	**27.0%**	**10.0%**	**2.0%**	**12.0%**
Roads	Sealed roads	9,456	9,456	1,685	827	215,931	258,751	9%	6%	75%	7%	3%
	Unsealed roads	1,047	1,047	910	1,265	23,933	28,680	9%	6%	75%	7%	3%
	Bridges	263	263	17	3	18,950	21,492	17%	29%	47%	7%	0%
	Footpaths	60	60	55	48	13,566	17,092	0%	7%	91%	2%	0%
	Sub-total	**10,826**	**10,826**	**2,667**	**2,143**	**272,380**	**326,015**	**9.1%**	**7.6%**	**74.0%**	**6.7%**	**2.6%**
Water supply network	Water supply network	3,226	3,226	1,436	774	33,157	90,858	11%	8%	63%	17%	1%
	Sub-total	**3,226**	**3,226**	**1,436**	**774**	**33,157**	**90,858**	**11.0%**	**8.0%**	**63.0%**	**17.0%**	**1.0%**
Sewerage network	Sewerage network	2,122	2,122	923	850	76,878	117,889	40%	17%	35%	7%	1%
	Sub-total	**2,122**	**2,122**	**923**	**850**	**76,878**	**117,889**	**40.0%**	**17.0%**	**35.0%**	**7.0%**	**1.0%**

Lithgow City Council

Special Schedule 7 – Report on Infrastructure Assets as at 30 June 2018 (continued)

$'000

Asset class	Asset category	Estimated cost to bring assets to satisfactory standard	Estimated cost to bring to the agreed level of service set by Council	2017/18 Required maintenance[a]	2017/18 Actual maintenance	Net carrying amount	Gross replacement cost (GRC)	Assets in condition as a percentage of gross replacement cost				
								1	2	3	4	5
Stormwater drainage	Stormwater drainage	6,689	6,689	99	184	24,103	42,039	0%	9%	0%	91%	0%
	Sub-total	**6,689**	**6,689**	**99**	**184**	**24,103**	**42,039**	**0.0%**	**9.0%**	**0.0%**	**91.0%**	**0.0%**
Open space/ recreational assets	Swimming pools	5	5	20	94	2,599	2,767	96%	0%	3%	1%	0%
	Sub-total	**5**	**5**	**20**	**94**	**2,599**	**2,767**	**96.0%**	**0.0%**	**3.0%**	**1.0%**	**0.0%**
	TOTAL – ALL ASSETS	**28,384**	**28,384**	**7,138**	**5,346**	**469,793**	**670,670**	**15.7%**	**11.5%**	**55.0%**	**15.7%**	**2.0%**

Notes:

a Required maintenance is the amount identified in Council's asset management plans.

Infrastructure asset condition assessment 'key'

1	**Excellent/very good**	No work required (normal maintenance)
2	**Good**	Only minor maintenance work required
3	**Satisfactory**	Maintenance work required
4	**Poor**	Renewal required
5	**Very poor**	Urgent renewal/upgrading required

Lithgow City Council

Special Schedule 7 – Report on Infrastructure Assets (continued)
for the year ended 30 June 2018

	Amounts 2018	Indicator 2018	Prior periods 2017	Prior periods 2016	Benchmark
Infrastructure asset performance indicators * consolidated					
1. Buildings and infrastructure renewals ratio (1)					
Asset renewals (2)	9,542	86.97%	99.15%	53.84%	>= 100%
Depreciation, amortisation and impairment	10,972				
2. Infrastructure backlog ratio (1)					
Estimated cost to bring assets to a satisfactory standard	28,384	6.04%	7.22%	11.03%	< 2.00%
Net carrying amount of infrastructure assets	469,793				
3. Asset maintenance ratio					
Actual asset maintenance	5,346	74.89%	81.53%	78.84%	> 100%
Required asset maintenance	7,138				
4. Cost to bring assets to agreed service level					
Estimated cost to bring assets to an agreed service level set by Council	28,384	4.23%	0.00%		
Gross replacement cost	670,670				

Notes

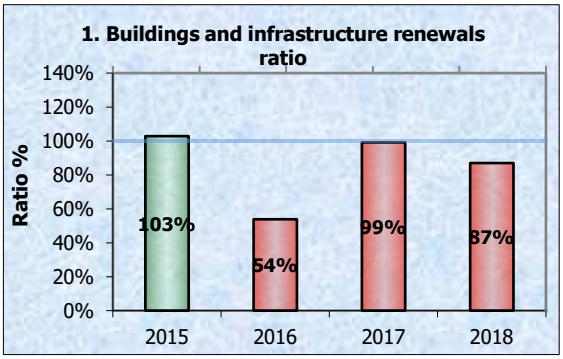
* All asset performance indicators are calculated using the asset classes identified in the previous table.

(1) Excludes Work In Progress (WIP)

(2) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Lithgow City Council

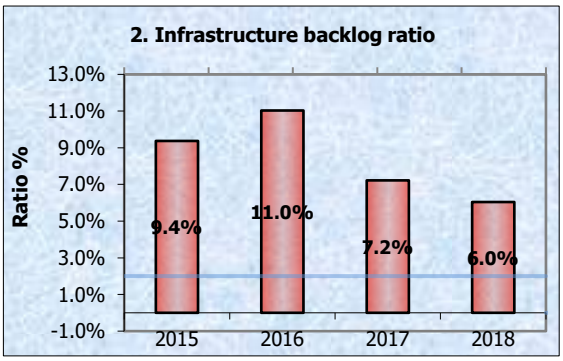
Special Schedule 7 – Report on Infrastructure Assets (continued)
for the year ended 30 June 2018



Purpose of asset renewals ratio	Commentary on 2017/18 result
	2017/18 Ratio 86.97%
To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.	Council is continuing to work towards this benchmark with implentation of an asset management module in Tech One in 2018/19 and improvements in the 2019/20FY to follow. Council's poor performance relates to delays in the Portland STP project.

Benchmark: ——— Minimum >=100.00%
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

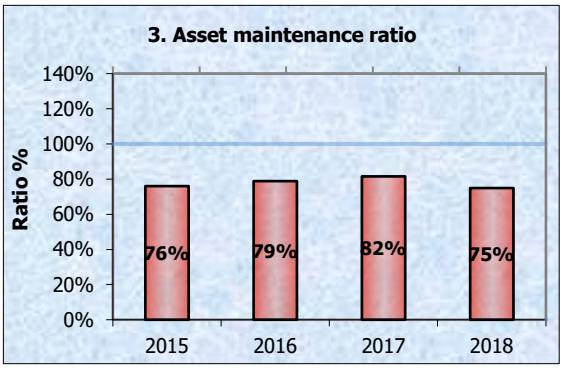
Ratio achieves benchmark
Ratio is outside benchmark



Purpose of infrastructure backlog ratio	Commentary on 2017/18 result
	2017/18 Ratio 6.04%
This ratio shows what proportion the backlog is against the total value of a Council's infrastructure.	Council continues to improve for this KPI. The implementation of the asset management module in 2018/19 see Council make further improvements.

Benchmark: ——— Maximum <2.00%
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

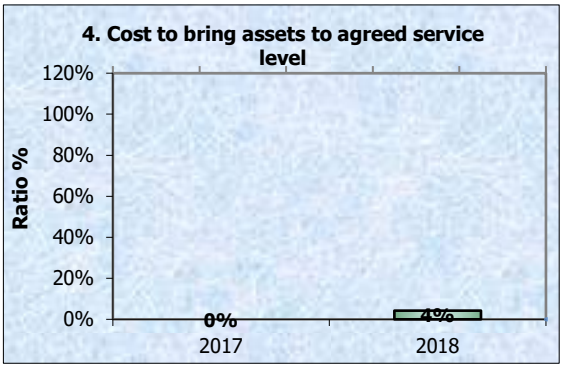
Ratio achieves benchmark
Ratio is outside benchmark



Purpose of asset maintenance ratio	Commentary on 2017/18 result
	2017/18 Ratio 74.89%
Compares actual vs. required annual asset maintenance. A ratio above 100% indicates Council is investing enough funds to stop the infrastructure backlog growing.	Council is continuing to work towards this benchmark with implentation of an asset management module in Tech One in 2018/19 and improvements in the 2019/20 FY to follow.

Benchmark: ——— Minimum >100.00%
Source for benchmark: Code of Accounting Practice and Financial Reporting #26

Ratio achieves benchmark
Ratio is outside benchmark



Purpose of agreed service level ratio	Commentary on 2017/18 result
	2017/18 Ratio 4.23%
This ratio provides a snapshot of the proportion of outstanding renewal works compared to the total value of assets under Council's care and stewardship.	Council has soundly met this KPI. With the implementation of the asset management module in 2018/19 Council is expecting to has continued strong performance for this ratio.

Lithgow City Council

Special Schedule 7 – Report on Infrastructure Assets (continued)
for the year ended 30 June 2018

	General indicators [1]		Water indicators		Sewer indicators		Benchmark
	2018	2017	2018	2017	2018	2017	
Infrastructure asset performance indicators by fund							
1. Buildings and infrastructure renewals ratio [2]							
Asset renewals [3] / Depreciation, amortisation and impairment	**76.81%**	33.90%	**16.27%**	61.95%	**195.19%**	438.88%	>= 100%
2. Infrastructure backlog ratio [2]							
Estimated cost to bring assets to a satisfactory standard / Net carrying amount of infrastructure assets	**6.40%**	6.46%	**9.73%**	6.64%	**2.76%**	11.41%	< 2.00%
3. Asset maintenance ratio							
Actual asset maintenance / Required asset maintenance	**77.88%**	89.71%	**53.90%**	75.78%	**92.09%**	69.22%	> 100%
4. Cost to bring assets to agreed service level							
Estimated cost to bring assets to an agreed service level set by Council / Gross replacement cost	**4.99%**	0.00%	**3.55%**	0.00%	**1.80%**	0.00%	

Notes

(1) General fund refers to all of Council's activities except for its water and sewer activities which are listed separately.

(2) Excludes Work In Progress (WIP)

(3) Asset renewals represent the replacement and/or refurbishment of existing assets to an equivalent capacity/performance as opposed to the acquisition of new assets (or the refurbishment of old assets) that increases capacity/performance.

Our Place Our Future

Supplementary Delivery Program 2017 - 2021

Operational Plan 2018- 2019

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

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

Council Resolution

At the Ordinary Meeting of Council held on 25 June 2018, Council resolved as follows:

18 – 165 RESOLVED

THAT

1. Council notes the receipt of 15 submissions received prior to the closing date of the 21 May 2018.
2. Council notes that operational issues from the submissions have been referred to staff to action.
3. Council respond to the community members advising them of action taken.
4. Council make the rates and annual charges for the 2018-2019 rating year as detailed in the 2018-2019 Operational Plan.
5. Council notes the officers responses to community submissions and adopts the Lithgow City Council combined Delivery Program 2017-2021 and Operational Plan 2018-2019 with the following amendments where appropriate:
    a. Due to a high risk of asset failure, $174,545 be reallocated from the Magpie Hollow Road, Rydal resealing project in the 2018/19 Operational Plan to fund the urgent investigation and repair of the Hartley Vale bridge.
    b. As a councillor initiative, $200,000 be reallocated from the Hughes Lane, Marrangaroo Project in 2018/19 Operational Plan to fund construction costs for the Wallerawang Rail overbridge.
    c. As a Councillor initiative, $170,400 be reallocated from the Magpie Hollow Road, Rydal resealing project in the 2018/19 Operational Plan to fund the Lidsdale footpath project.
    d. The addition of a 'special waste charge' of $28.00 per service for 2018/19 to fund additional costs incurred by Council's kerbside waste contractor for the processing of recyclable materials.
    e. The following programs be considered in the development of the 2019/20 and 2020/21 Draft Operational Plan capital works programs:
        i. $95,000 be considered in the 2019/20 Draft Operational Plan for the renewal of View Street, Lidsdale.
        ii. $60,000 be considered in the 2019/20 Draft Operational Plan for the renewal of Lidsdale Street west of Rose Lane to the end.
        iii. $825,000 be considered for capital upgrade of Hazelgrove Road in the 2019/20 and 2020/21 Draft Operational Plans.
        $397,148 be considered in the 2019/20 Draft Operational Plan for the renewal of Magpie Hollow Road, Rydal.
6. Council notes the officers responses to community submissions and adopts the Lithgow City Council Fees and Charges 2017-2018 with the following amendments where appropriate:
    a. The amendments in the Fees and Charges in relation to the following fees and charges be noted:
        I. Interest payable on overdue rates & charges;
        II. Section 121ZP Certificates;
        III. Property information non-financial (Valuers) monthly fee;
        IV. Metered Standpipes; and
        V. Security Deposit for Water Meter Compliance.
        VI. Annual CPI increase in Companion Animal Registration Fees
        VII. The fees and charges for that Internet/WIFI usage at the Library be changed to:
            a. Computer/WIFI – first two hours – Free of charge
            b. Computer/WIFI – subsequent hours – $2.50 per hour.
7. That the commercial learn to swim equipment storage fee be excluded from the 2018/19 fees and charges and that there be no increase in the lane hire fee.

MOVED: Councillor M Statham SECONDED: Councillor W McAndrew. CARRIED

A DIVISION was called by Councillor S Lesslie.

Divisions

FOR

Councillor S Lesslie Councillor W McAndrew Councillor C Coleman Councillor S Ring Councillor J Smith

AGAINST

Councillor M Statham

MATTER ARISING

THAT an onsite meeting inspection of Hughes Lane with Residents, Councillors and the appropriate Council Staff on the basis that the project be given project funding priority via grants or Council.

MOVED: Councillor W McAndrew SECONDED: Councillor S Ring

CARRIED - unanimously

Our Place…Our Future

I am pleased to present to you the *Supplementary Combined Delivery Program 2017/18 – 2020/21 and Operational Plan 2018/19*.

This supplementary version of the Combined Delivery Program 2017/18 2020/21 and Operational Plan 2018/19 reiterates Council's intention to engage with the community on its proposal to apply for a permanent Special Rate Variation of 9% to commence in 2019/20. This will extend the current SRV of 4.77% with an increase of 4.23% plus the annual rate peg

The expiration of the current 4.77% special rate variation on 30 June 2019 will reduce Council's general rate revenue by $624,000 and thereby reduce Council's ability to continue to deliver the current levels of service experienced by the community. The proposal to retain the current SRV of 4.77% plus apply for an additional 4.23% plus annual rate peg will ensure a projected income for 2019/20 of $1,178million. This will allow Council to increase funding for the following assets:

- Transport (sealed roads, unsealed roads, footpaths, cycleways, bridges and road drainage)
- Stormwater Drainage
- Buildings

Increasing the level of funding for these assets will allow council to renew those which are currently in a poor condition. It will also ensure that the number of assets in poor condition does not continue to grow. It is essential that our community assets are safe, in working order and meet community expectations. The expenditure will ensure that the Fit for the Future asset benchmarks are met over time.

The remainder of the increased funding (approx. $100,000 p.a.) will be spent on business improvement initiatives which will either generate additional revenue or reduce long-term costs.

In making this decision Council is ensuring that we consider the community's capacity to pay and that we continue to apply for grants and seek funding from corporate and alternative sources of sponsorship to maximise the value of our annual budgetary commitments.

Cr Ray Thompson

Mayor

.

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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 4,551km^2, 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: 4,567KM^2
POPULATION: 21,524 ERP 2016
POPULATION DENSITY:
0.5 PERSONS PER HECTARE

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

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**

$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

Lithgow CITY COUNCIL

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 FFTF 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 30 June 2018, Council has completed and implemented appropriate business improvement strategies for 25 of the 37 recommendations.

Morrison Low have identified in the Financial Management Maturity Assessment and Council has included in the Long Term Financial Plan 2019-2029 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.

Proposed Special Rate Variation

The 2019-2029 Long Term Financial Plan (LTFP) includes a Sustainable Assets Scenario, which locks in further organisational improvements and identifies the need to apply to replace the existing infrastructure special rate variation (SRV) of 4.77% when it expires. In the 2019-29 LTFP scenario, a replacement SRV is 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 budget 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 ongoing 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 is 2.7% for 2019/20) would be applied to the lower rate base resulting in a net decrease in rates of approximately $624,000. 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 2024. 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.

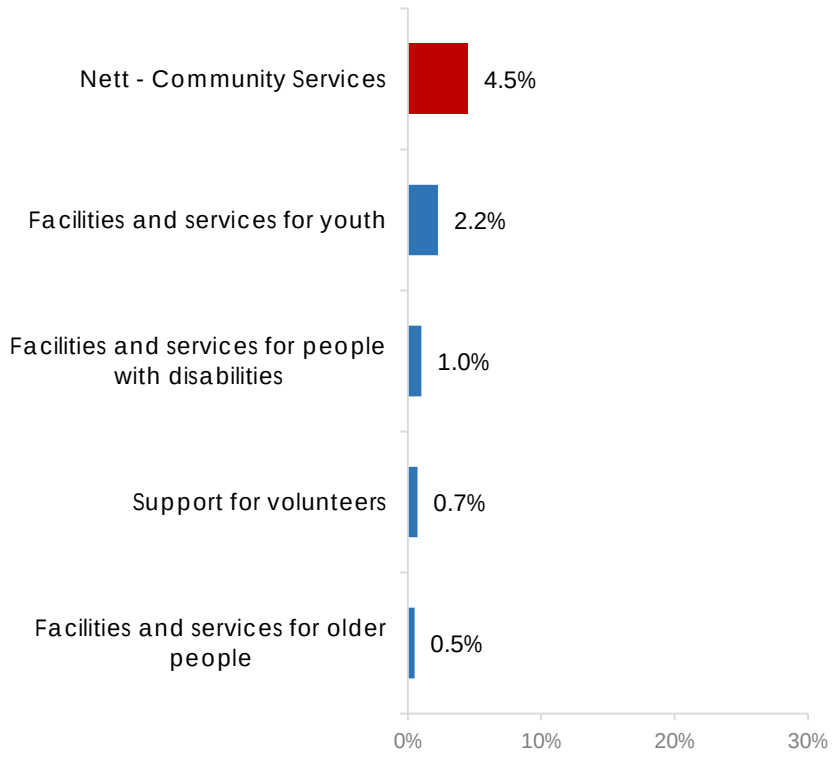
The Community Development Team is engaged with a large cross section of agencies and networks to work in partnership to deliver a range of services, events and programs across the Local Government Area. The Team advocate on behalf of the community by lobbying Government, Business and Non-Government Agencies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



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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.	NAIDOC Day held each year with participation of Council and other organisations. Community Development Officer to provide assistance to Mingaan Aboriginal Corporation and Leaving Healthy Footprints Group as required. Harmony Day held each year with participation of Council and other organisations. The Community Development Officer to attend Multicultural Group gatherings.	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 Lithgow Cares Partnership and participation in community events	Assistance provided to conduct Community Fun Days.	100% complete	
		Community Development Officer to attend meetings of the Lithgow Cares Partnership.	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: • 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: • 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.	100% of meetings attended.	
	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 'spinners' 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.

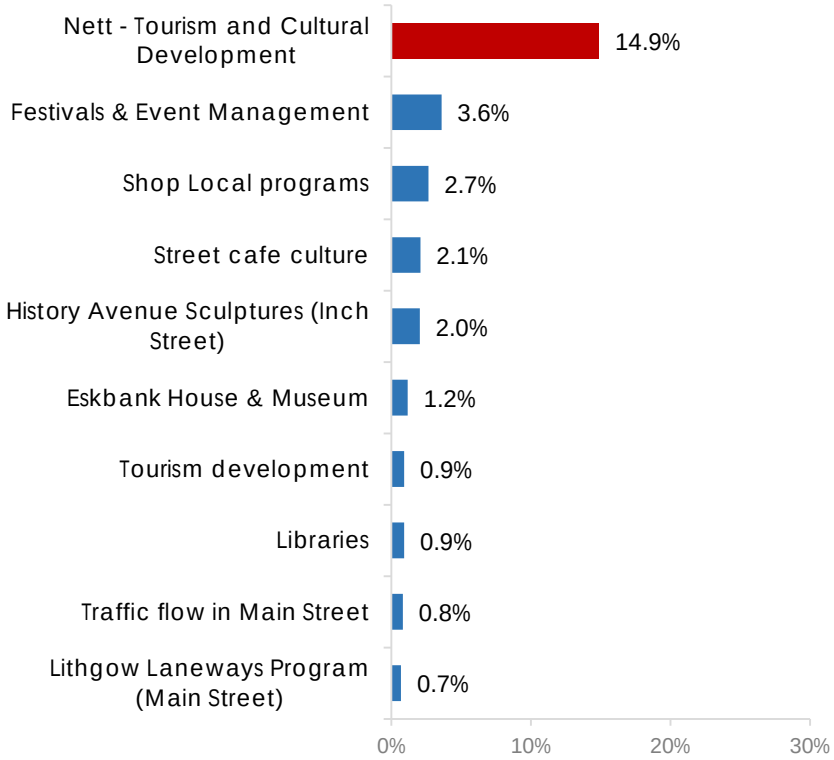
Embracing change, and adapting it to suit our local community, ensures Lithgow Library Learning Centre provides quality up-to-date resources and services.

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



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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	
		• 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.	• 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	
	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.	• The number of Reciprocal Borrowers • The number of inter-library loans.	100% processed	Library
	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	
		• 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

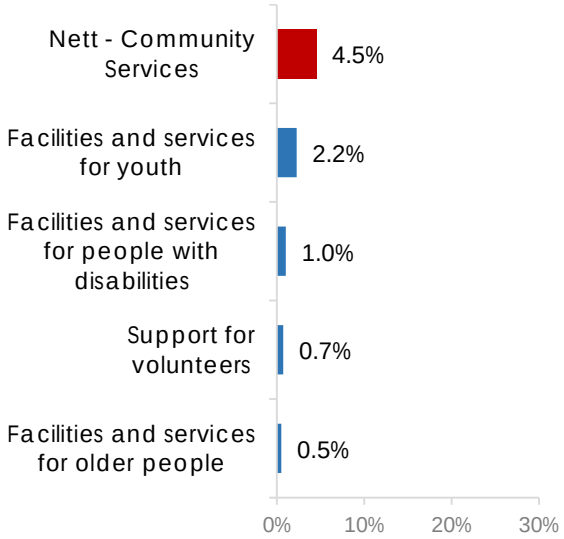
Through the commitment and hard work of the Mayor's Mental Health Taskforce, a Headspace office will be established in Lithgow in 2018. Headspace will deliver much needed mental health services to young people in Lithgow. In addition, the Community Development team has partnered with the Suicide Prevention 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



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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)		
Your 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.

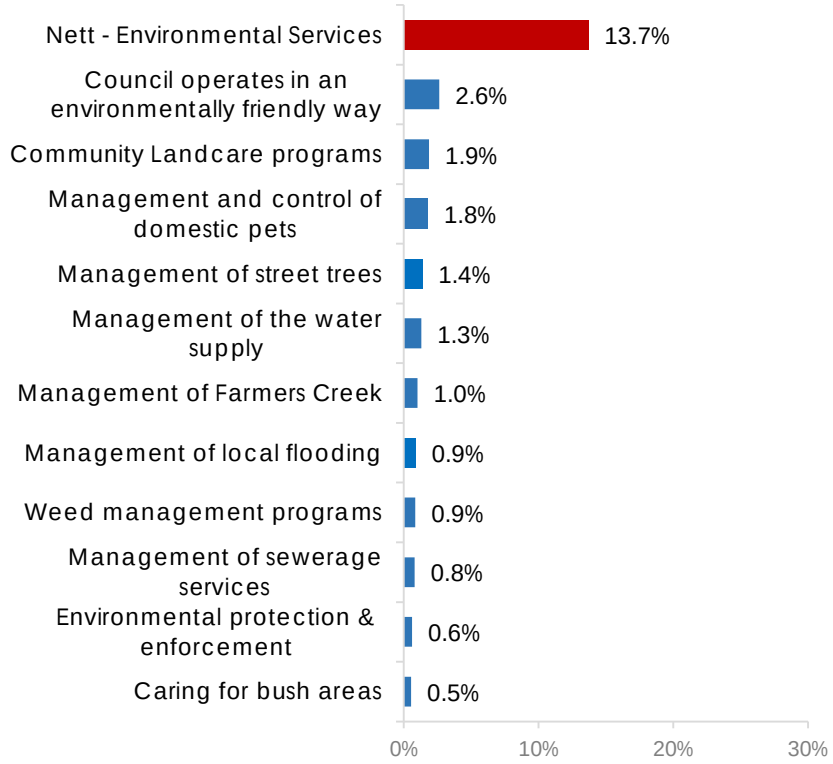
Local Primary schools students who participated in the Responsible Pet Ownership Program provided drawings of their pets which were made into the centre piece of new decorative signs at the front of the shelter as a testament to the 'significant role animals play in our lives'.

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



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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.

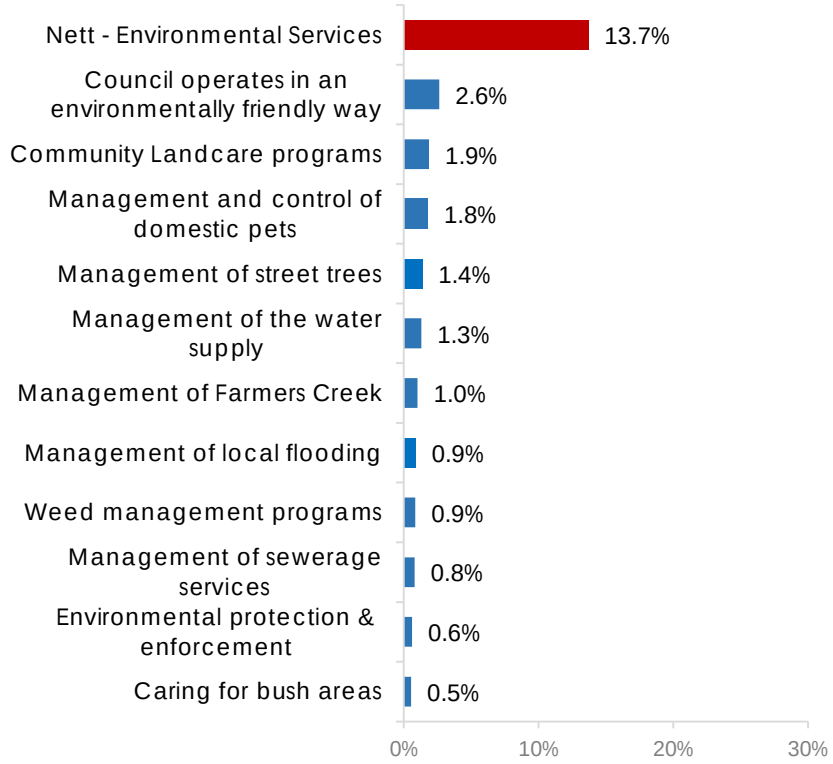
Council also works with local community organisations to deliver programs that support families experiencing family violence.

Key Council Plans & Strategies

- Crime Prevention Plan

2016 Community Satisfaction Survey – Environmental Services

Contributes to Almost 14% of Overall Satisfaction with Council



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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: • 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: • 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.

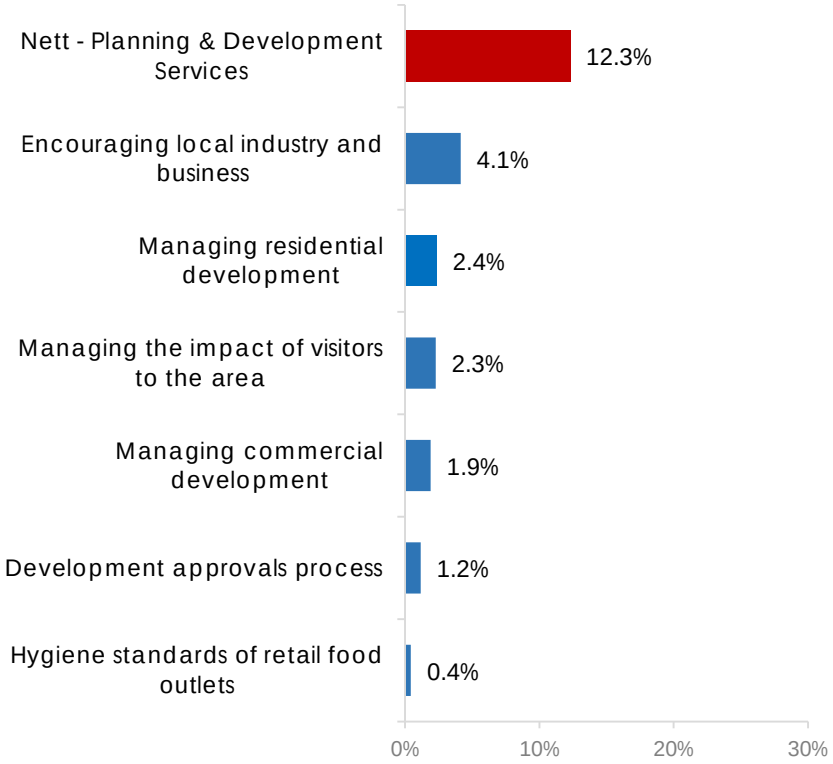
Council realises it cannot be the only player in local economic development, with economic development in the Lithgow region needing partnerships between all levels of government, the business community and residents, so the way forward will see the implementation of programs and projects that are strongly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



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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: • 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 ENCOMIC 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 ENCOMIC 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

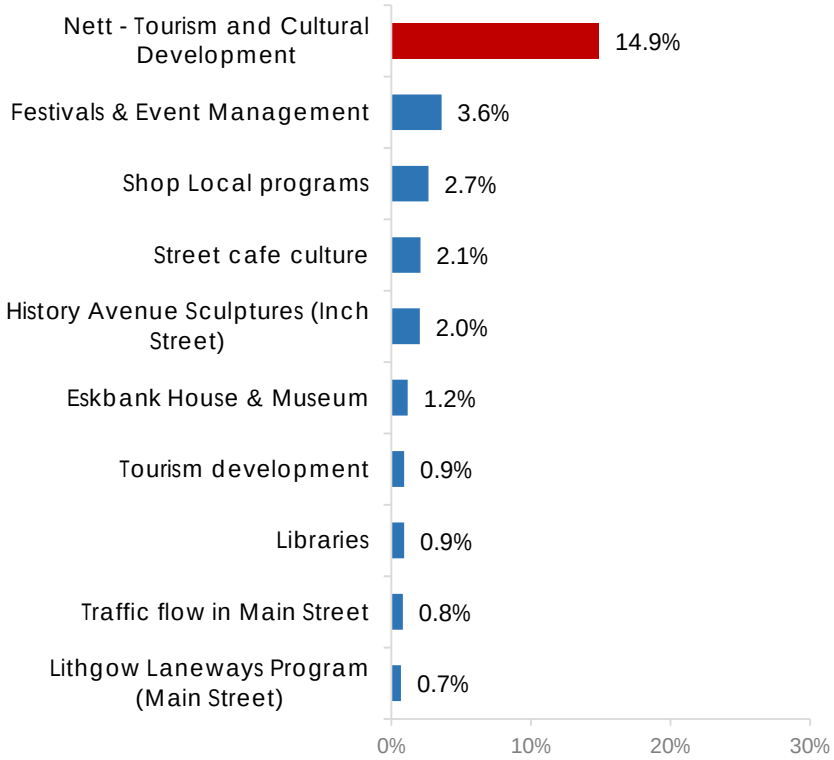
Key Facts:

- 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



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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.	100% complete	
		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
		Deliver Christmas in the Park and install Christmas decorations.	100% complete	Tourism

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. • 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:

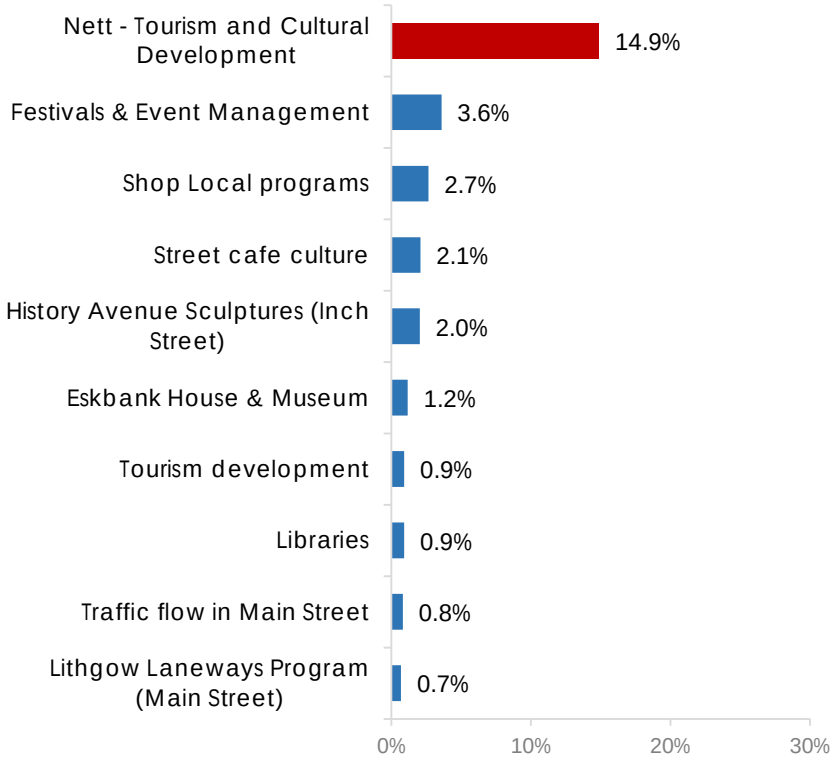
- Eskbank House Conservation Management
- Cultural Plan
- Cultural Precinct Plan

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



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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.	• 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.	• 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: • 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: • 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.

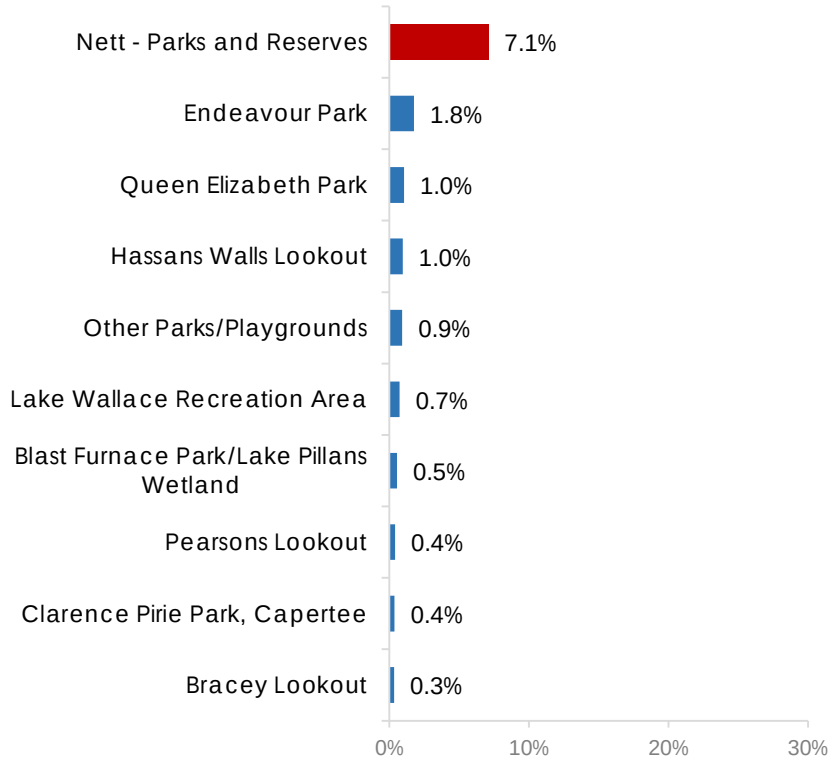
Program	Project	Grant Amount $	Council Contribution $
National Stronger Regions Fund	Blast Furnace upgrades	$545,050	$545,050
Tourism Demand Driver Infrastructure Program	Round 1 Blast Furnace	$350,000	$350,000
	Round 2 Blast Furnace	$240,000	$240,000

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



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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 envionment

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

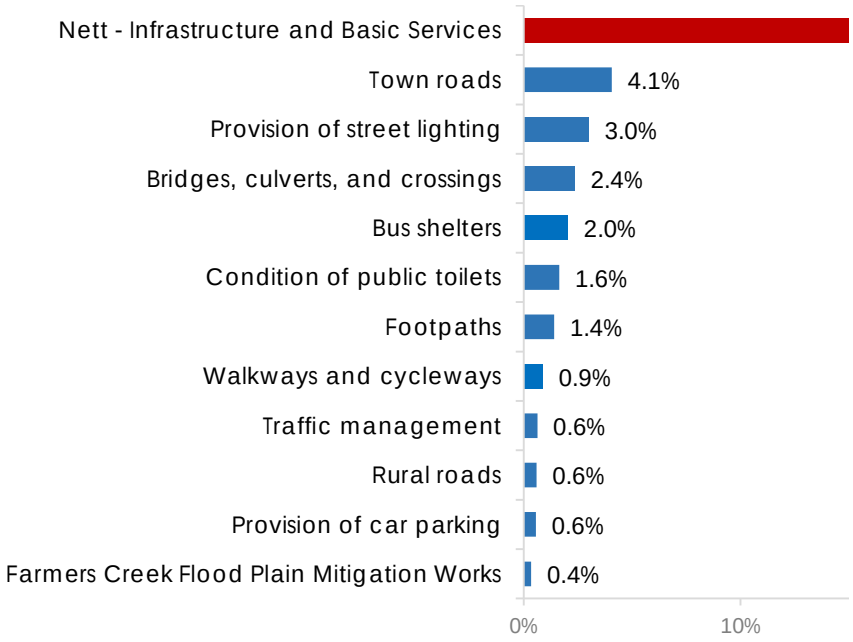
- Unsealed = 12,530m
- Sealed = 68,120m

32 Concrete bridges

10 Timber Bridges

2016 Community Satisfaction Survey – Infrastructure & Basic Services

Contributes to Almost 18% of Overall Satisfaction with Council



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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.	Seek funding for St age 2 of the Lithgow CBD Revitalisation Program	100% complete	Operations
		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: • 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
		Implement the Footpath construction program.	100% complete	Operations
		Hughes Lane, Marrangaroo • Conduct an onsite meeting inspection of Hughes Lane with residents. • Investigate funding options for reconstruction and gravel re-construction and gravel re-sheeting from GWH to end.		

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**
	BE1.4.3 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	**492,952**			**(492,952)**
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)
Wolgan Road, Lidsdale Construction of footpath between Skelly Road and Maddox Lane.	170,400			(170,400)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs $	Funded from Grants $	Funded from Special Rate Variation $	Funded from Net Revenue $
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)
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	**397,648**			**(397,648)**
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)
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 & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs $	Funded from Grants $	Funded from Special Rate Variation $	Funded from Net Revenue $
Roads to Recovery	**827,388**	**(817,138)**		**(10,250)**
Gangbenang Road, Hartley 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)
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	55,500	(55,000)		(500)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs $	Funded from Grants $	Funded from Special Rate Variation $	Funded from Net Revenue $
Removal of seal, rehabilitation of the pavement and reseal with a 20/10 two-coat bitumen seal from Railway Avenue to Rowsell Street.				
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)
Rural Unsealed Roads Renewal	**159,200**			**(159,200)**
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)	

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs $	Funded from Grants $	Funded from Special Rate Variation $	Funded from Net Revenue $
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)
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	**228,295**			**(228,295)**
Commencement of planning works for the capital upgrade of timber bridges along Glen Davis Road	53,750			(53,750)
Hartley Vale Bridge Investigation and repair.	174,545			(174,545)
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)

ROADS & INFRASTRUCTURE PROGRAM INCOME AND EXPENDITURE 2018/2019

Project	Project Costs $	Funded from Grants $	Funded from Special Rate Variation $	Funded from Net Revenue $
Wallerawang Rail Overbridge Project.	**200,000**			**(200,000)**
Construction of a pedestrian footpath on western abutments of the bridge including fence, guardrail and kerb realignments. Amend line marking to increase intersection sight distances and construct concrete traffic island to better delineate traffic flow.	200,000			(200,000)

* 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.	• 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: • 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: • 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

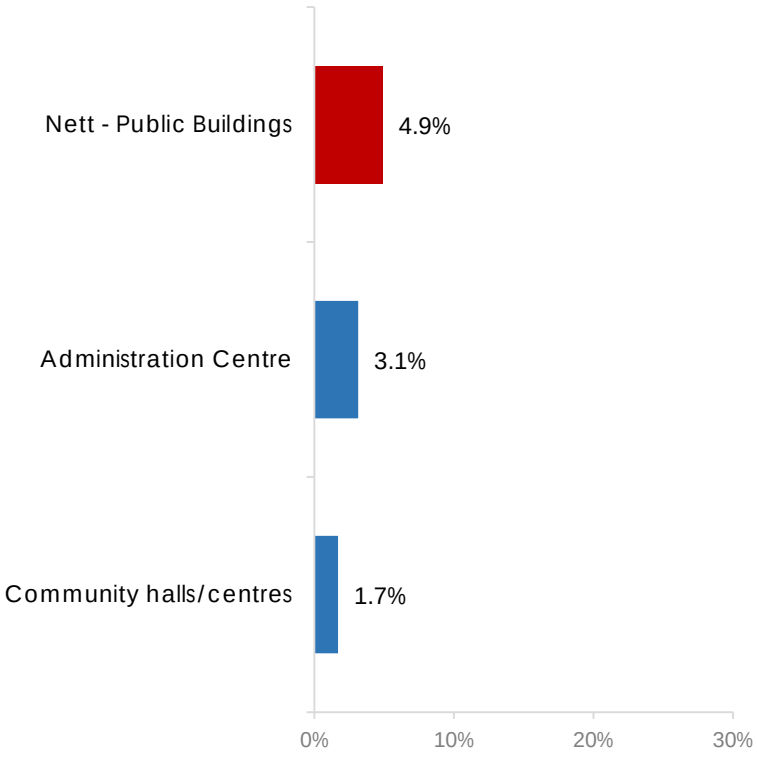
- Strategic Asset Management Plan

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



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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: • 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

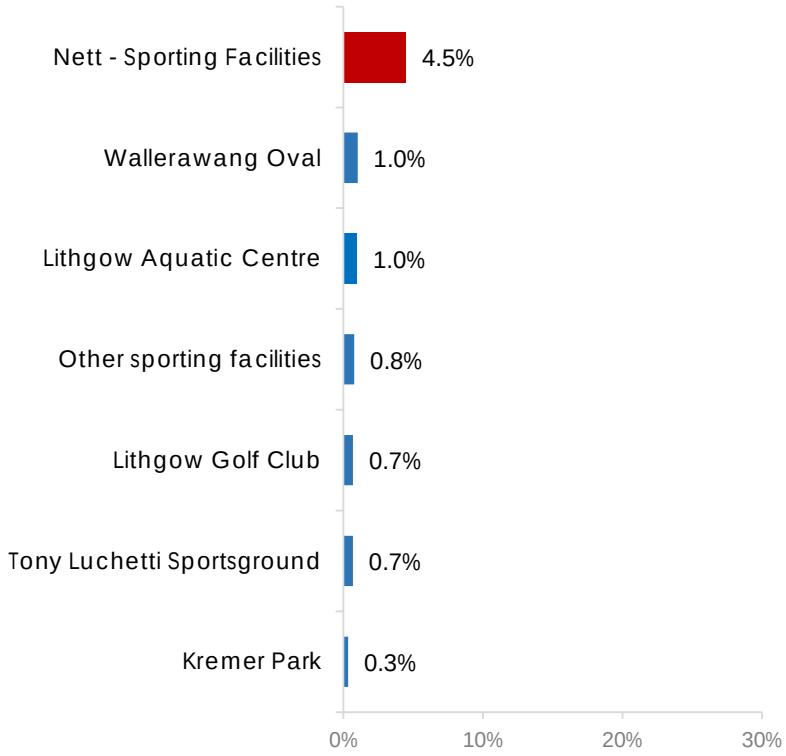
3 picnic areas and BBQ's

Garden maintenance and weekly moving of 213 hectares of open space

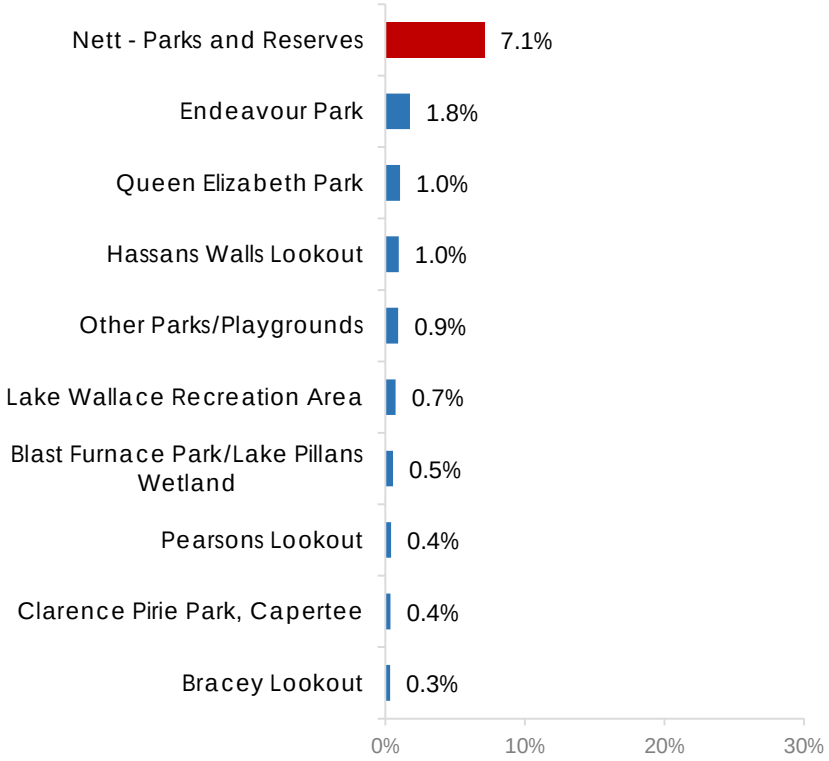
One 32 hectare Golf Course. The Golf Course and Club House are the subject of a Lease and Service Delivery Agreement between Council and the Lithgow Golf Club. As part of the Service Delivery Agreement, the Council conducts the majority of maintenance to the golf course. The estimated expenditure for maintenance in the 2018/2019 financial year is $200,000.

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



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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: • Plant new street trees • Remove dangerous trees	100% complete	Recreation
		Complete the works identified below for the following parks: • Endeavour Park • Queen Elizabeth Park • Lidsdale Park.	100% complete	
		Install or replace the following in local parks as required: • 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.	• 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	1,436,379	(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 Playing field improvements	10,000			(10,000)
Wallerawang Oval Playing field improvements	10,000			(10,000)
Skatepark Renewal Wallerawang Portland	 100,000 100,000			 (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

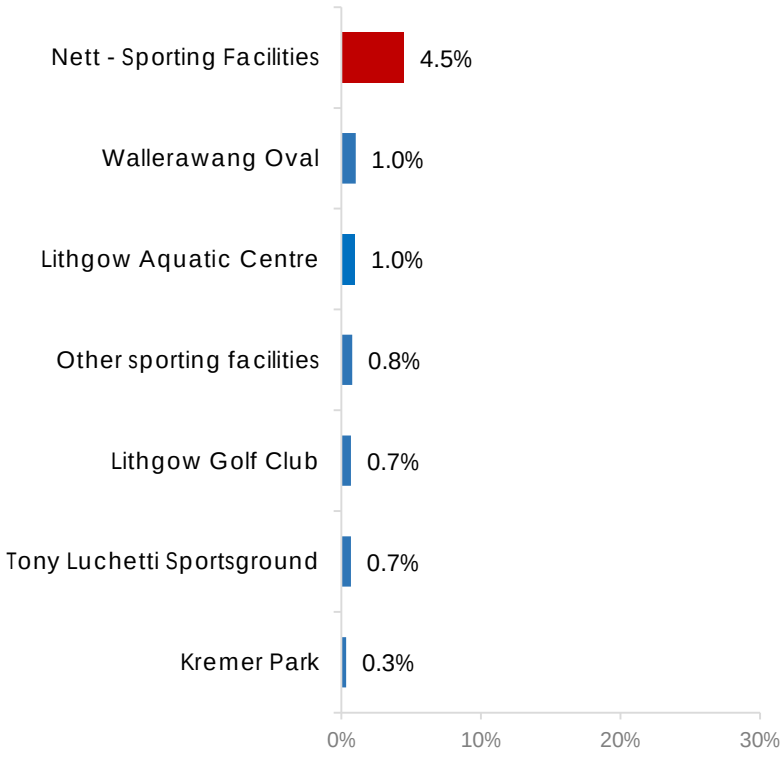
- Strategic Asset Management Plan
- Disability Inclusion Action Plan

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



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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: • Patron's utlising 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	

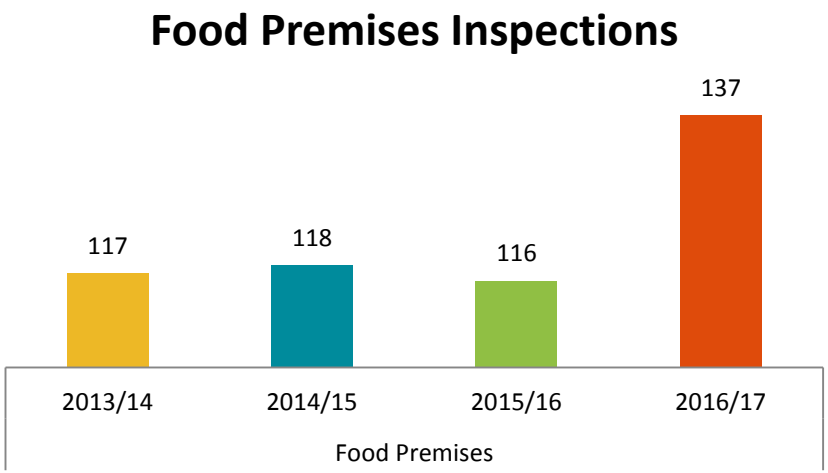
CEMETERY PROGRAM INCOME AND EXPENDITURE 2018/2019

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



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.

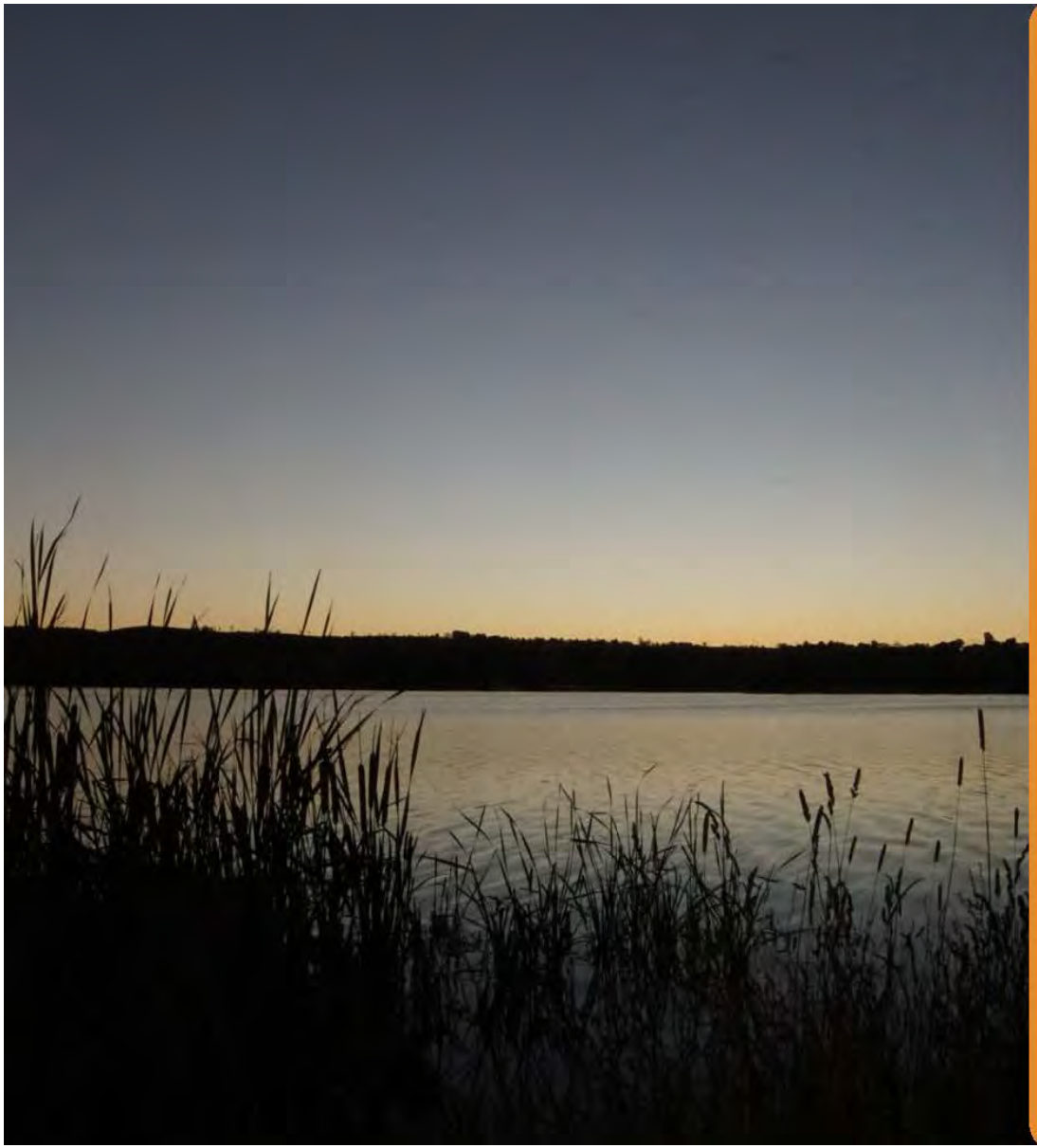
Food inspections are conducted on food premises within the Lithgow Local Government Area in accordance with the Food Regulation Partnership with the NSW Food Authority to ensure public safety and compliance with the Food Act 2003. In 2016/17, a record number of 137 Food Premises Inspections was undertaken.

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	
BE1.3 Provide an Environmental Health	BE1.3.2 Conduct public health and food	Complaints made in relation to cooling	100% investigated	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**
Inspections program.	inspections.	towers investigated, actions resolved or determined within 24 hours.		
		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.

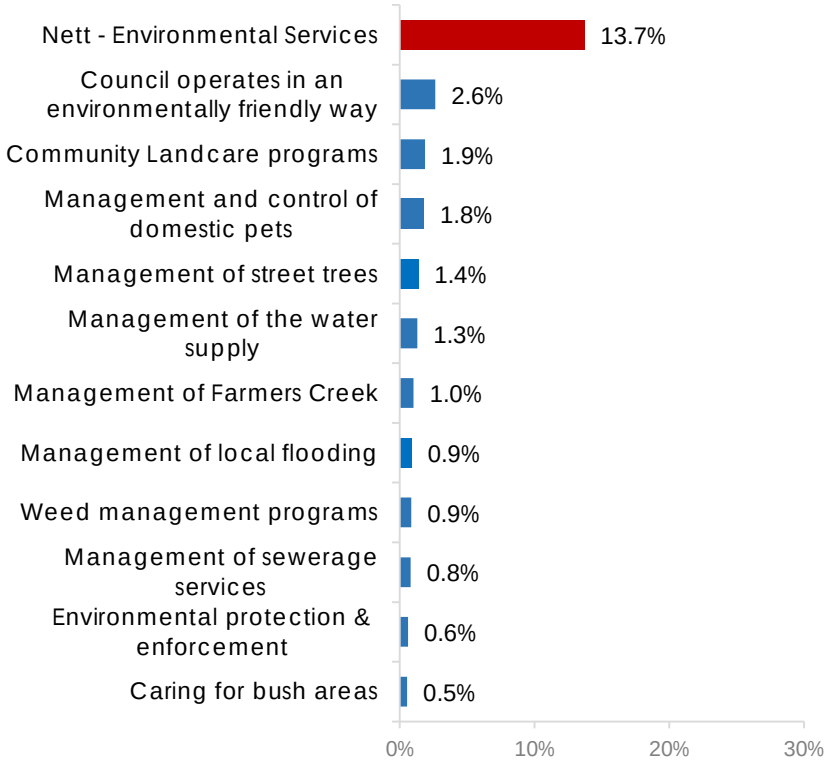
Pollution incidents or noncompliance with environmental protection licences are actioned and promptly reported to the Environmental Protection Agency to ensure no harm to the environment.

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



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NE2 – WE UNDERSTAND THE ENVIRONMENT

DELIVERY PLAN (2017 -2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	**Action**	**Performance Measure**	**Target**	**Responsible Department**
NE2.1 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	
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 – WE UNDERSTAND THE ENVIRONMENT

DELIVERY PLAN (2017 -2021)	OPERATIONAL PLAN (2018-2019)			
Delivery Program Action (4 years)	**Action**	**Performance Measure**	**Target**	**Responsible Department**
	NE2.1.8 Promote Lithgow City Council's involvement in Landcare activities through media, social media, website, Landcare newsletter and activity Calendar.	• 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: • 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: • 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: • 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.

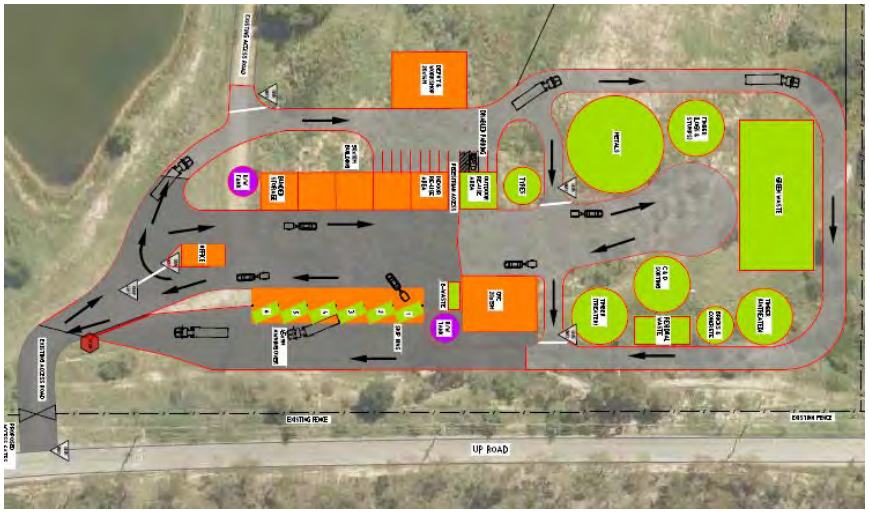
Recovered materials will be sent off-site for further processing and/or beneficial re-use.

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.



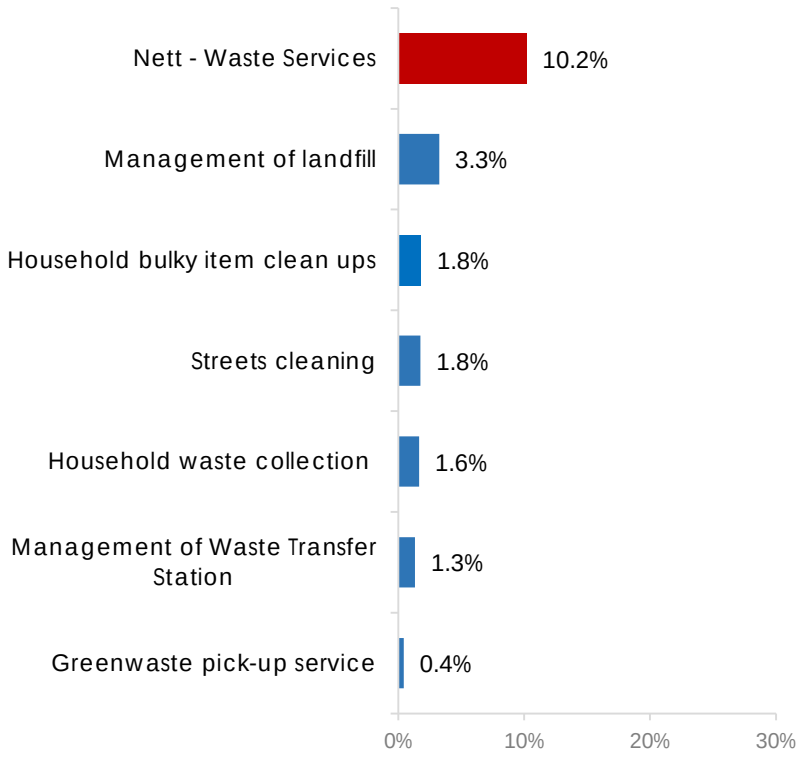
Lithgow Resource Recovery Centre – total project $2.3m commenced in 2017/18.

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



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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	
	NE1.1.1 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.

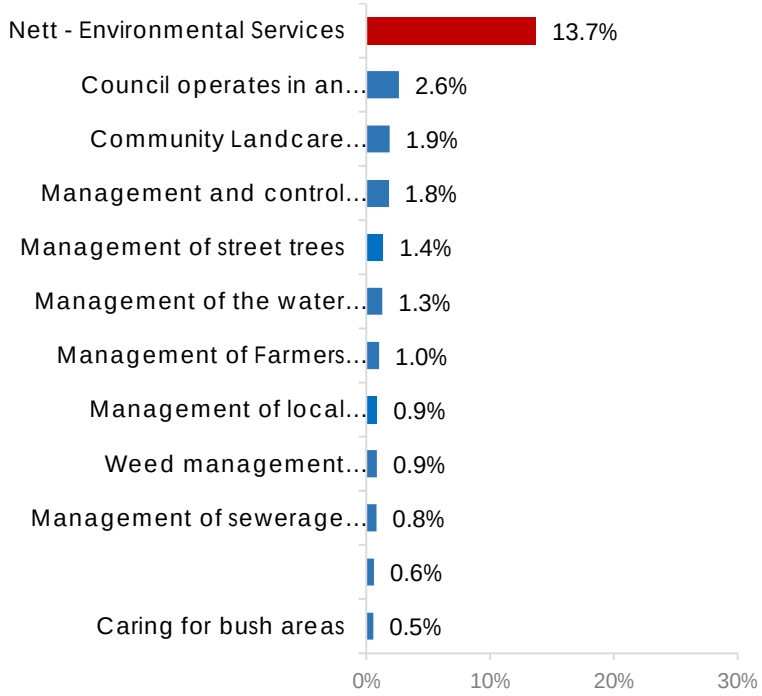
Council is also rolling out new metered standpipes across the Local Government Area to allow easier access for all residents to bulk treated potable water.

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



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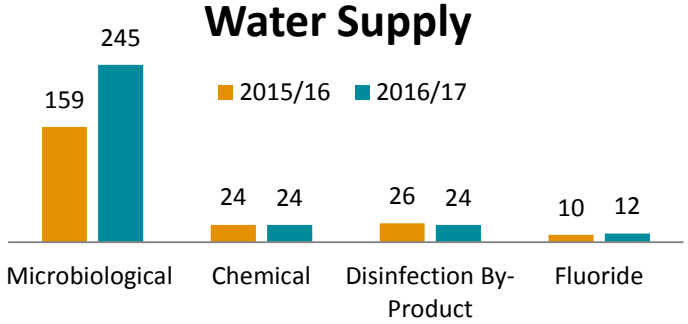
Routine Samples of the Reticulated Drinking Water Supply



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.	• 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.	GL2.2.1Investigate 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.	• 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: • 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: • 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: • 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

Find us on: facebook

- @LithgowCityCouncil
- @LithgowLibrary&Museum
- @lithgowtourism
- @revitaliseLithgow
- @LithgowIgaYouth
- @LithgowAnimalShelter
- @lithgowHalloween
- Lithgow Halloween – Businesses (closed group for Lithgow LGA Business operators)

Follow us on Twitter

- @LithgowCouncil

Follow us on Instagram

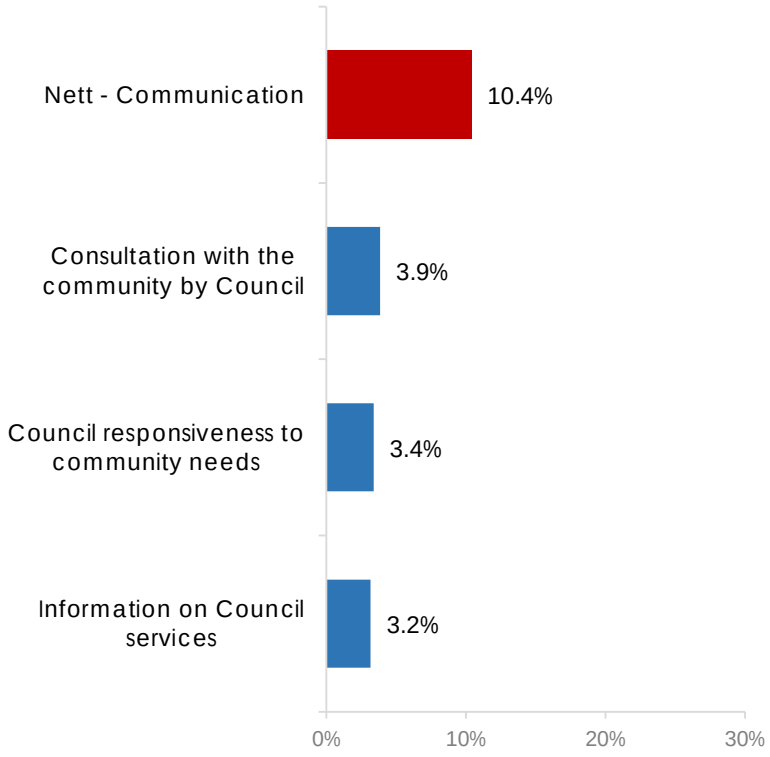
- @lithgow_tourism

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



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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.	G1.1.1 Prepare, review and implement Asset Management Plans and Policies.	Implement the Asset Management Improvement Plan.	100% complete	Operations Finance Information Technology
	GL1.1.2 Identify and develop new plans and strategies in line with the community's needs.	Develop and implement a Plan of Management for Lake Wallace. • Plan prepared, consulted upon and adopted.	100% complete	Economic Development
		Prepare a Comprehensive Development Control Plan to provide detailed planning and design guidelines to support the planning controls in the Lithgow LEP 2014. • Plan prepared, consulted upon and adopted.	100% complete	Strategic Land Use Planning
		Commence development of a Masterplan for Hassans Walls Reserve. • Undertake a Mine Subsidence Audit.	100% complete	Strategic Land Use Planning

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 • 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: • 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.

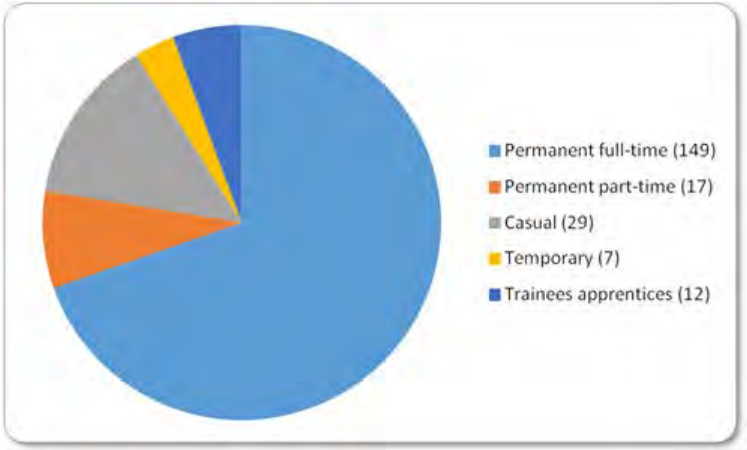


Figure 1: Total Workforce Summary as at May 2017

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. • Leadership Program.	100% complete	
		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	
GL3.3 Encourage a motivated and	GL3.3.3 Provide a workplace that promotes the principles of equal employment and is	Ensure that all harassment and discrimination complaints are resolved in corrective actions	100% complete	Organisational

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**
adaptive workforce.	free of discrimination.	within 3 months of complaint.		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: • 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	
GL3.3 Encourage a motivated and	GL3.3.4 Provide a safe and healthy workplace.	Undertake noise monitoring and hearing test	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**
adaptive workforce.		for employees on commencement and retirement.		
		Promote WHS activities within the workplace and committee initiatives: • 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:

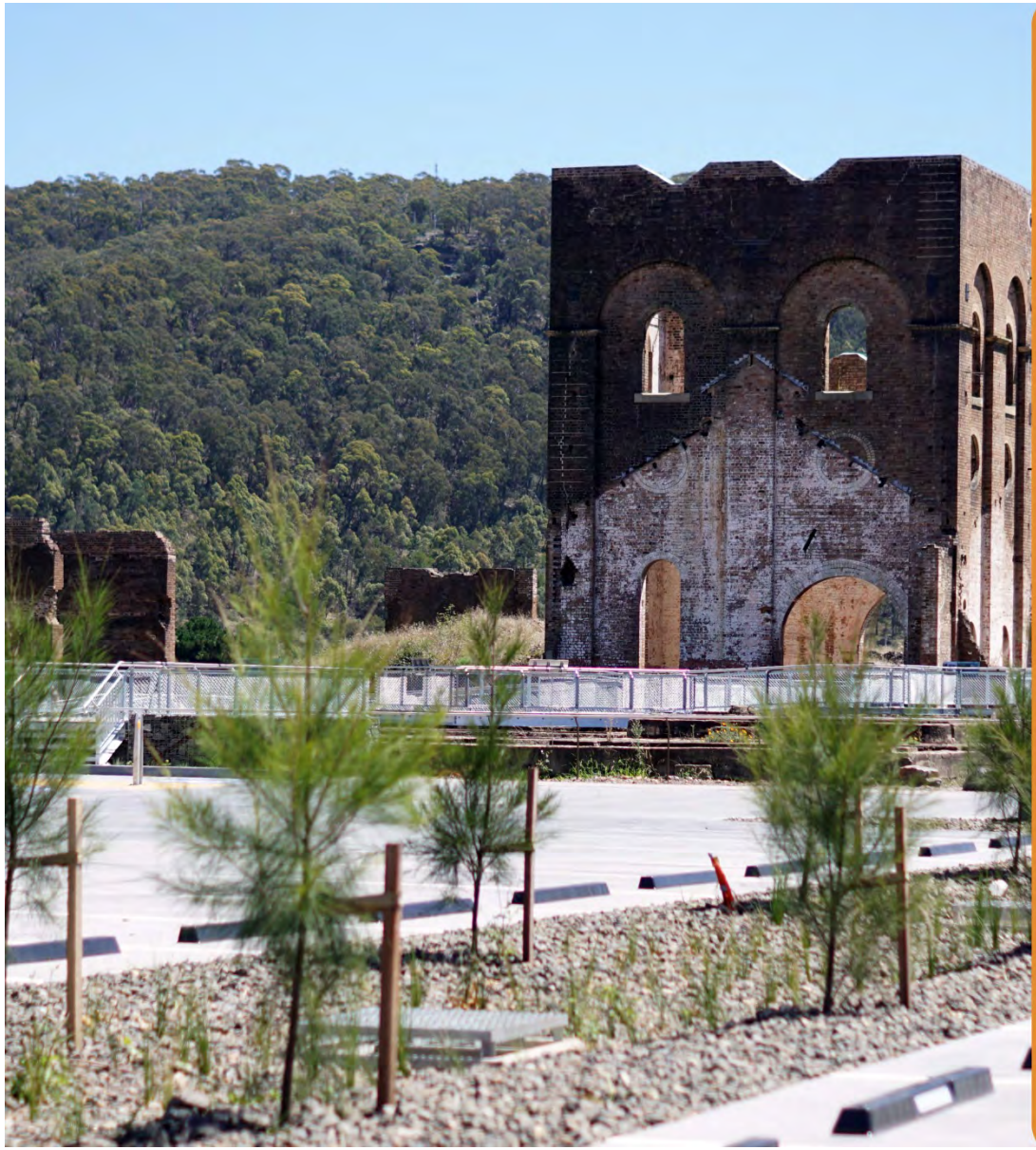
- Administration and maintenance of business systems
- Management of Council's information and communication networks
- IT support to Council staff
- Web services

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.	GL2.2.1Investigate 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. • 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: • 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.

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	(3,521)
Employment Costs	14,657
Operating Costs	16,130
Capital Expenditure	32,287
Borrowing Costs	1,076
Net Cash (Surplus)/Deficit	**0**

Capital Works Program 2018/19 – Funding Sources	
General Fund Revenue	6,748,138
Water Fund Revenue	1,075,000
Sewer Fund Revenue	3,535,000
Special Rate Variation 2009	451,365
Capital Grants & Contributions	6,015,214
Operating Grants	817,138
Reserves	4,108,107
Loans	9,536,786
Total Capital Program	**32,286,748**

Capital Works Program 2018/19	
Aquatics	47,605
Bridges	228,295
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	471,352
Information Technology	411,956
Library	22,300
Lithgow CBD Revitalisation	2,692,335
Plant Replacement	1,200,000
Recreation	2,185,879
Roads	3,380,509
Sewer	14,328,393
Tourism	35,000
Waste	1,780,000
Water	2,518,393
Water & Sewer	150,000
Total Capital Program	**32,286,748**

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	1.869992	7,926
General	278	0.401001	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 sewage 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 X (AC20 + (CR X 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

In 2018/19, additional costs will be incurred by Council's kerbside waste contractor for the processing of recyclable materials. Whilst some support has been provided by the NSW Government, Council has no alternative except to add the cost increase as a 'special waste charge' of $28.00 per service for 2018/19. The $28.00 'special waste charge' represents a 6.4% increase in waste charges for residential, business and non rateable customers for the 2018/19 year.

Other than the 'special waste charge', there will be no further increase in Waste charges for residential and business properties.

Waste Charges

Type of Service	Charge ($) (GST ex)	Estimated Yield ($) (GST ex)
Residential	459.81	3,887,464
Business	459.81	291,290
Non Rateable	459.81	58,396
Unoccupied Urban	204.11	98,993
Rural	141.54	336,157
Total Estimated Yield		**4,672,300**

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 proprieties 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 three 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 in the 2015/16 budget; the amount borrowed 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	1,518,393		
West Bowenfels Sewer Scheme	6,018,393		
Cullen Bullen Sewer Scheme	2,000,000	2,000,000	

Our Place Our Future

Supplementary WORKFORCE PLAN

2017- 2021

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

Introduction

Lithgow City Council's Integrated Planning and Reporting Framework acknowledges the importance of engaging with the community to develop and implement a perpetual cycle of plans and strategies which adapt to the changing environment in which we live. The Community Strategic Plan 2030 is the overarching strategy within the Council's Integrated Planning and Reporting Framework.

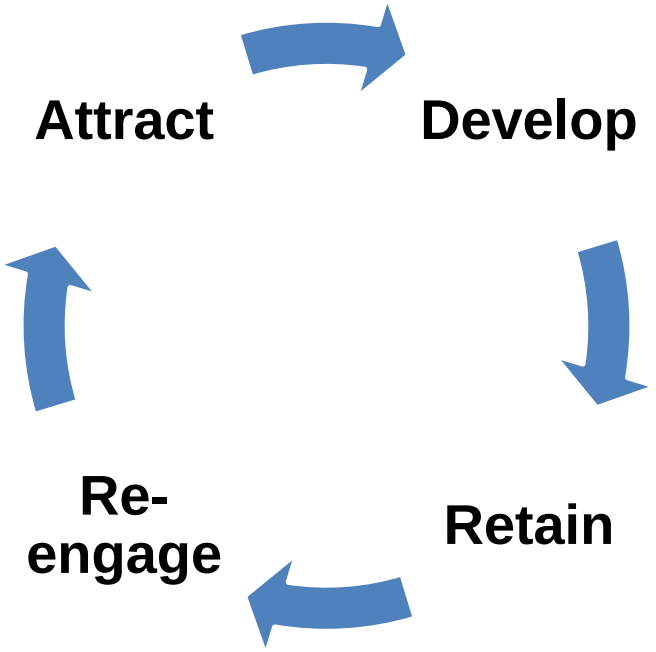
The Workforce Plan is part of the overall resourcing strategy within the IPR Framework. The purpose of a strategy for resourcing the community strategic plan is to ensure the community's ideas and aspirations for the future are realistically achievable. The resourcing strategy must be underpinned by a Long Term Financial Plan, a Strategic Asset Management Plan, and a Workforce Plan. Together these documents aim to ensure the objectives of the community strategic plan are met.

An Effective Workforce Plan

According to the Integrated Planning and Reporting Guidelines, an effective Workforce Plan aims to provide the people best able to inform the Council's strategic direction developing innovative approaches to complex issues and delivering appropriate services effectively and efficiently.

Workforce planning is the process of identifying current and future staffing needs. It focuses on retaining existing staff as well as attracting new employees to ensure that Council has the right number of people, with the right skills in the right jobs at the right time, now and in the future.

The development of an effective Workforce Plan enables the Council to focus on the medium and the long term and provides a framework for dealing with immediate human resource challenges in a consistent way. An essential element of the Council's workforce management planning is that it must address the human resources requirements of the Council's Delivery Program.



Lithgow City Council's Workforce Planning

The purpose of the Workforce Strategy is to ensure that strategies are put in place to shape the workforce and provide the capabilities to deliver the Community Strategic Plan vision and objectives. Our Workforce strategies will both enhance the effectiveness of the workforce overall and attract, recruit, develop, retain and re-engage valued and skilled employees.

Our Organisation

Lithgow City Council is structured into four Divisions:

- Executive
- Corporate and Community
- Environment and Development
- Operations

The services we provide include:

- Asset Management
- Capital Works
- Community and cultural development
- Development assessment
- Environmental health and building control
- Recreation and open space management
- Urban Planning

Our internal services include:

- Customer services
- Finance and Accounts
- Human Resources and Organisational Development
- Risk Management
- Information Systems
- Document Management
- Governance

National Workforce Factors

The Australian Centre of Excellence for Local Government (ACELG) produced a profile of the Local Government Workforce in 2014.

The profile was produced using Australian Bureau of Statistics (ABS) data from the 2011 Census, and ACELG survey data on the local government workforce from 2013.

Key points from the ACELG profile include:

Local governments are important regional and remote employers employing a larger proportion of the workforce than most other industries (with the exception of health care, social assistance and education).

Although men make up a larger proportion of the local government workforce nationally (54%), by jurisdiction there are large differences in gender distribution driven by the range of occupations that reflect the strategic priorities and legislative requirements of each state or territory. Men predominate in engineering/infrastructure (90% of employees) and planning/environment occupations (76% of employees), whilst women are more likely than men to be in corporate services/governance (65% of employees) and human/community services (78% of employees).

Females are significantly under-represented in the engineering/infrastructure occupations with a presence of less than 10%. The provision of more flexible working arrangements, attracting, training and retaining skilled female employees, and reviewing existing relationships with schools and tertiary institutions may all assist in altering this trend.

Although 70% of local government employees are working on a full-time basis, there is a large difference across the genders, with only 54% of women working full time compared to 83% of men.

The local government workforce is ageing, with 37% of employees aged 50 years or over, compared to the Australian labour force average of 29%. Male employees are, on average, older than female employees, with 41% of the men working in local government aged 50 years or more compared to just 32% of women.

The aging cohort of general managers is an indication of the need to think about how to develop, attract, and retain the next generation of local government leaders.

The biggest workforce challenge facing local government is an aging workforce and the high levels of impending retirements. Other issues relating to aging include knowledge management, attracting younger workers, and the cost of new machinery/tools due to the decreasing physical capacity of the workforce.

A more strategic approach to training and development focussed on developing in-house talent to step into leadership positions, and on developing the skills of current employees so they are able to move flexibly between occupations experiencing skills shortages can produce positive results.

Local government is experiencing skills shortage in areas commonly identified by other sectors and industries. Therefore where local government is experiencing difficulties in recruiting, it is likely to be in competition with other industries for the same people. Local government can adopt proven strategies from other sectors by differentiating itself as an employer of choice and encouraging and promoting flexible working conditions, career development, and the opportunity to contribute to civic life and community wellbeing. Not only can such initiatives address skills shortages, the evidence suggests that flexible working conditions and career development is likely to contribute to a more equitable and diverse workforce that better represents the diverse communities served by local government across the country.

Cost Shifting to Local Government

Cost shifting concerns in local government relate to issues such as financial burden, existing infrastructure, and availability of local expertise. Legislation will often apply equally to the largest city council and to the smallest rural/remote community.

In many cases the legislation will apply to other sectors of the community however there is an expectation that local government will have the capacity and expertise at a local level to comply with all aspects of the legislation.

Such legislation that has resulted in a burden shift includes:

- Heritage
- Work Health & Safety
- Food regulations
- State Records Act
- Landcare and environmental issues
- Childcare
- Noise
- Caravan parks and camping regulations
- Swimming pool fencing legislation
- Dog Act and Regulations
- Landfill Regulations
- State Government Insurance Levy
- New disability code requirements (Disability Access and Inclusion Plan)

The cost shifting burden trend is likely to continue and will continue to constrain the local government workforce.

Increasing Compliance Requirements

Changes to legislation and compliance requirements also create a significant impact on councils' ability to meet obligations with current staff levels.

- Animal welfare legislation
- Grant funding applications and acquittals
- Work Health and Safety
- Integrated Planning and Reporting
- Fit for the Future requirements
- Fair values of accounting assets
- Codes of practice for public pools
- Health legislation such as smoking in public places
- Emergency management and reporting
- Fire risk mitigation
- Fire management plans for subdivisions and developments

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 FFTF 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.

Special Rate Variation Proposal

The community will be engaged on two Scenarios for ensuring a sustainable future. In communicating these options, the Council will outline the following:

- The magnitude of the financial challenge and infrastructure funding shortfall facing the local government area (LGA) over the next 10 years and its impact on service levels.
- The need to consider community "capacity" to pay additional rates in determining the options to be presented.
- The need for residents to be able to have their say on whether or not they are prepared to pay additional rates to maintain and/ or improve service levels.

The two scenarios, which have been developed for community consideration, are:

Scenario 1

Current SRV expires + rate peg

On 1 July 2019, the current 4.77% SRV expires. A 2.7% rate peg would be added to the lower rate base. The projected loss of rates revenue due to the expiry of the current SRV is estimated at $624,000 for the 2019/20 year.

This is estimated to reduce Council's workforce by two entry level positions.

Scenario 2

Maintain the current SRV + rate peg + one-off (permanent) 4.23% SRV

Council proposes to apply to retain the current SRV of 4.77%. Council also plans to request an additional one-off SRV of 4.23%. The total SRV application will be for a 9% increase in rates revenue (i.e. the current 4.77% SRV plus a new 4.23% SRV). The 2.7% rate peg will also be added. The impact on ratepayers will be a new 4.23% SRV plus the rate peg. The projected total SRV income (from maintaining the current SRV plus adding the new SRV) is estimated at $1.178 million for the 2019/20 year.

It is estimated that this could translate into an extra 5.5 entry level positions. This is based on the assumption that day labour would be used to undertake work on asset projects.

Importantly, the allocation of funding would be subject to legislatively required annual Service and Asset Management Plan reviews and to addressing priority risk mitigation actions. Expenditure would target critical service/ asset priorities that the community places a high value on and / or those that have a high risk profile.

The NSW Local Government Workforce

In New South Wales there are approximately 45,000 FTE (full time equivalent) workers in local government. NSW councils vary greatly in size (both geographic and population), cultural mix, rates of growth and the services that are provided to the community. Many, like Lithgow City Council, are significant local employers and cover many different occupations, professions and roles.

Research shows that most council's in NSW are challenged by similar constraints as they compete to attract and retain workers from within and outside their local government areas.

Research undertaken with NSW councils in 2015 (NSW Local Government Workforce Strategy 2016 – 2020) found the greatest workforce planning challenges were:

- Aging workforce
- Uncertainty due to possible future local government reforms
- Skill shortages in professional areas
- Limitations in leadership capacity
- Gender imbalance in senior roles
- Lack of skills and experience in workforce planning
- Lack of workforce trend data
- Difficulty in recruiting staff
- Resistance to more flexible work practices
- Lack of cultural diversity

our profile

Our Profile

Lithgow City Council's workforce represents a significant percentage of the total workforce of the Local Government Area of Lithgow. The Council employs 214 people made up of full-time, part-time, casual workers, trainees, trainee cadets, and temporary workers. Volunteers also make up a significant and important part of the total Lithgow City Council worker cohort. In addition, Lithgow is employer *host* to four (4) trainees and eight (8) apprentices. Council also indirectly employs student interns from time to time from local universities. Council's Full Time Equivalent (FTE) is 173. (see Fig. 1)

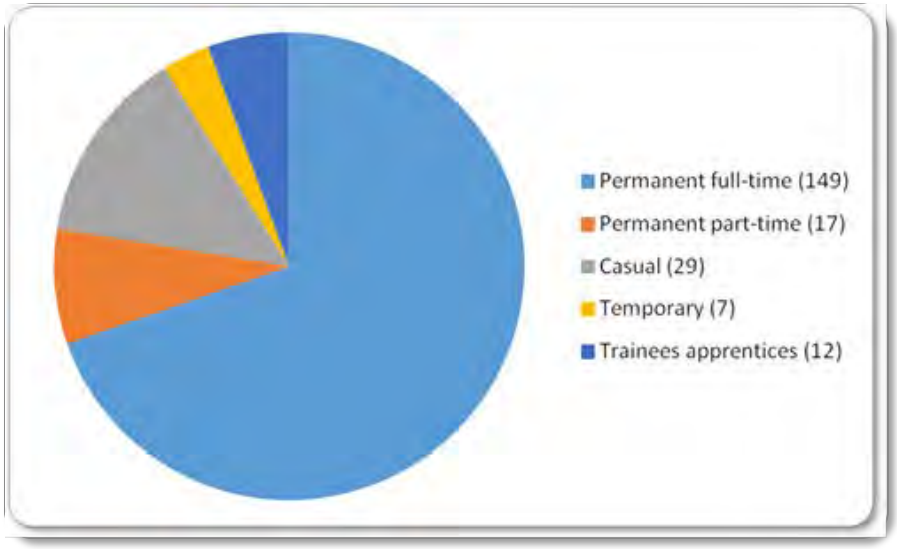


Figure 1: Total Workforce Summary as at May 2017

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

Growth in the number Full Time Equivalent (FTE) employees was 0% in 2016 while employment costs increased by over 6%. Staff turnover was 11% in 2016 compared with 11.2% the previous year and 5.8% in 2014. The average for surveyed NSW councils was 10.9% in 2016 with the median being 13.1%. According to the Australian Bureau of Statistics (ABS) census data, the turnover for the national workforce was 10.6% in 2012.

Age

All age groups are represented within the Lithgow Council workforce (See Figure 2) with the majority of workers being represented by the 'Baby Boomer' cohort at 48% of the total workforce. The next largest group is the 'Generation X' grouping (born between 1967 and 1980). Finally Council has approximately 24% of its workforce who were born after 1980 ('Generation Y'). However when the trainees and apprentices hosted by Lithgow City Council are taken into account the 'Generation Y' group increases significantly.

Almost 50% of our workers were born between 1943 and 1966 with 24% born after 1980 (see Figure 2 below).
Over 60 workers currently employed at Lithgow Council will reach the age of 65 within the next 10 years. This figure represents approximately 30% of our total workforce.

In response to the analysis of the age of our workforce, the Workforce Plan incorporates strategies that are centred on succession planning, knowledge management, and the health and safety of workers.

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%
	34%	66%	

Figure 2

Diversity

Lithgow City Council is committed to achieving equal employment opportunity (EEO) for all employees as a way of increasing effectiveness and striving to achieve the true potential of its staff. Council recognises the many organisational and community benefits of a workforce that broadly reflects the diversity of its local community.

A whole of Council initiative called Dignity and Respect at Work (DRAW) will be rolled out in 2017 that will compliment the EEO Management Plan.
The ARC Centre of Excellence in Population Ageing Research (CEPAR) research finds that in the three decades to 2009, there was 29& increase in life expectancy age 65. By 2050, there will be 7.2 million Australians over the age of 65, which is 2.5 times the current number, but the working-age population between 15 and 64 will only be 1.2 times its current size. The Dignity & Respect Program aims to promote agreed behaviours across the organisation and will help Council challenge age discrimination across the spectrum.

Council recently conducted a staff engagement survey using the 'Voice' project. The survey format centred on:

- Passion: Measuring employee engagement
- Progress: Measuring organisational performance
- Key Drivers: The divers of passion and progress

The results highlighted both the strengths and weaknesses according to the staff surveyed.

Employees were more satisfied with:

Role Clarity
Safety
Teamwork
Worklife balance
Job satisfaction
Motivation and Initiative
Talent of their employees

Employees were less satisfied in the areas of:

Leadership
Resources
Reward & recognition
Supervision
Organisational direction
Staff involvement and input
Cross unit cooperation

A number of these workforce challenges are being addressed and the engagement survey has been a useful input into the Workforce Planning process (for example "Dignity and Respect at Work" and "Leadership Success"). A follow up survey is planned for 2017-2018.

Workforce Challenges

Lithgow City Council faces similar challenges to those faced by councils across NSW and councils across the nation. In addition however, Lithgow as a community and Lithgow Council as a workforce connected to its community, face significant challenges over the coming years due to high unemployment (currently the highest in the Central West Region at 8.4%) and high youth unemployment currently at 13.7%. The downturn in mining and closure of Wallerawang Power Station has hit the region particularly hard and the local economy has suffered a series of setbacks.

The health and well-being of the community as a whole has been affected by these recent events and the Workforce Planning has been developed within this context.

The key areas identified in the Community Strategic Plan and the four-year Delivery Plan has been integrated within the Workforce Plan.

GL2.1/GL2.2 Contemporary operating systems, processes & practices

Use of technology
Efficient use of resources
Changes to the way work is done
Objectives:

- **Develop a framework that facilitates and supports business improvement models**
- **Engage with employees at all levels and utilise ideas and expertise**

GL2.3/GL3.3 Safety and Health at Work

Implementation of Work Health & Safety (WHS) strategies including safety risk management, and injury prevention with an aging workforce

Objectives:

- **Organisational commitment and leadership**
- **Safety Culture**
- **WHS Risk Management incorporated into work processes**
- **WHS management system improvements**
- **Improve health and wellbeing of all workers**
- **Manage injured workers using best practice tools and methods**

GL 3.3 Motivated & Adaptive Workforce

Consultation
Consistent processes
Streamlined systems of work
Enhance skills and capability
Skill gaps

Objectives:

- **Promote and enable employment engagement**
- **Determine service levels through consultation**
- **Improve cross-unit cooperation**
- **Improve quality and access to workforce data**
- **Improve leadership capability**
- **Effectively resource and deliver Leadership/Supervision programs**
- **Promote a coaching model**

GL3.3 Workforce sustainability

Succession Planning
Ageing workforce
Work flexibility

Objectives

- **Attract and retain the right people for the job**
- **Develop staff**
- **Succession planning for 'essential' services/positions**
- **Support and promote a diverse workforce**

future priorites

Future Priorities

Following the analysis of our workforce planning data, Staff Engagement Survey, and Fit for the Future submission, the following future priority areas will allow Lithgow City Council to develop and maintain a workforce that has the capacity to achieve the outcomes identified in the Community Strategic Plan.

Succession Plan

In order to mitigate leadership risk at Council each Department of Council will be surveyed in order to identify the key operational and strategic roles within the organisational structure. Highest priority for succession plan development will be those areas where there are identified skill gaps.

The Australian Centre of Excellence for Local Government (ACELG) identified skill gaps which include professions and roles such as:

- Building Surveying
- Engineering
- Director/senior management
- Planner
- Leisure/pools/gym attendant
- Water and wastewater roles

Following this each Division will be required to identify:

- Internal successors
- Develop internal successors over time
- Identify external successors
- Maintain contact with external successors over time
- Develop a future Organisational Structure
- Identify key personnel changes
- Documentation of key processes and internal knowledge bases
- Legal considerations
- Succession Plan timetable

Processes and procedures to support succession planning include:

- Leadership Program
- Learning and Development processes and procedures to improve capability
- Attraction and retention initiatives including career progression initiatives
- Educational Assistance
- Induction of new starters
- Traineeships/apprenticeships/cadetships/student interns
- Graduate opportunities
- Staff development and up-skilling

Health & Wellbeing

Lithgow City Council strives to provide a safe and healthy workplace for all its workers.
Inherent in this is a commitment to the health and wellbeing of the workforce. As a significant employer in the LGA, Lithgow Council has the ability to influence the health and wellbeing of its workers and the community at large.

Research shows that psychological injuries at work are increasingly impacting on productivity and the overall well-being of organisations. Workers compensation claims for work stress increased by 22% from 2000-01 to 2012-13 (whereas all other types of compensation claims decreased over the same period).

In one study, approximately 70% of claims reviewed showed that, the distress cited by the individual was deemed to be legitimately caused by work-related factors.

Average cost (SafeWork NSW):

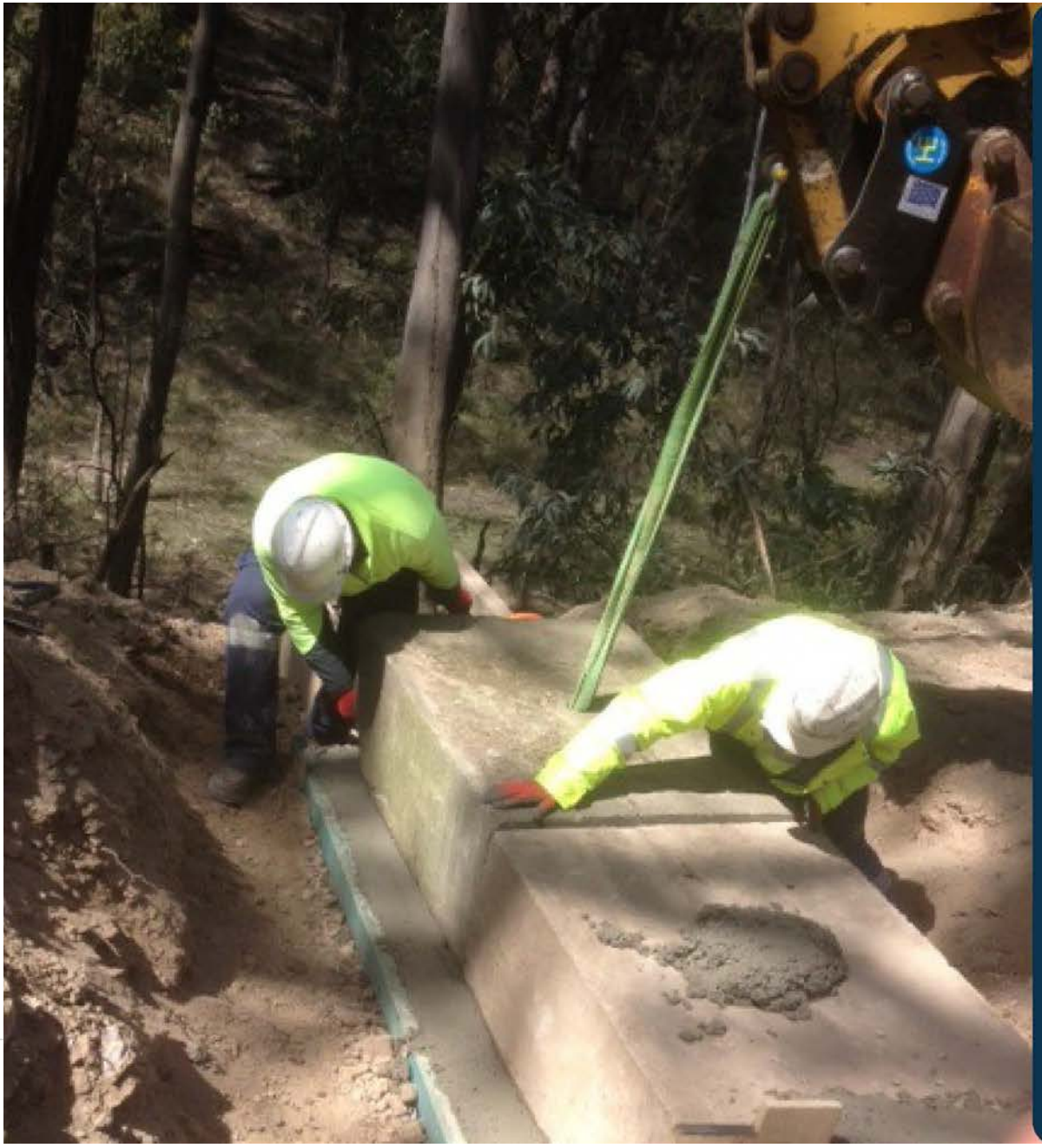
- $18,913 per claim for physical injury
- $27,798 per claim for psychological injury

Average time off work (SafeWork NSW):

- 8 weeks for physical injury
- 21 weeks for psychological injury

When an organisation can improve the health and wellbeing of its workforce, productivity increases and costs are reduced, ownership and worker commitment are linked to the health and wellness of an organisation.

Council's health and wellbeing strategy will focus on maintaining and improving health, fitness, and psychological wellbeing outcomes for its workers. It will do this by implementing programs to promote and encourage health and wellbeing across the entire organisation, and actively implement initiatives that promote flexibility and work-life balance.



our workforce plan

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONALPLAN (2016-2017)		
Delivery Program Action (4 years)	**Objective**	**Performance Measure**	**Action**
GL2.2 Use modern operating systems and apply contemporary practices.	Support & promote contemporary operating systems, processes & practices	• A framework is developed that facilitates and supports business improvement models	Provide support on performance management, change management and continuous improvement.
		• Employees at all levels are engaged. • ideas and expertise of workers is utilised	Business system reviews include affected employees
GL2.3 Provide effective risk and safety practices.	Work Health & Safety (WHS) strategies including safety risk management, and injury prevention with an aging workforce are implemented.	• Organisational safety commitment and leadership	Executive team committed and knowledgeable of key aspects of WHS
		• Safety Culture	Review mechanisms for communication about workplace safety
		• WHS Risk Management incorporated into work processes	Implement a risk management framework in all key functional areas within the organisation
		• WHS management system improvements	Improve manual handling & other training appropriate to an aging workforce.

GL2 – MOVING TOWARDS A SUSTAINABLE COUNCIL

DELIVERY PLAN (2017-2021)	OPERATIONALPLAN (2016-2017)		
Delivery Program Action (4 years)	**Objective**	**Performance Measure**	**Action**
GL2.3 Provide effective risk and safety practices	Work Health & Safety (WHS) strategies including safety risk management, and injury prevention with an aging workforce are implemented.	• Improved health and wellbeing of all workers	Implement Lithgow Council's Health and Wellbeing and work/life balance program.
		• Manage injured workers using best practice tools and methods	Reduce insurance premium by facilitating prompt return to work of injured workers

GL3 – WE ARE ALL VALUED CITIZENS

DELIVERY PLAN (2017-2021)	OPERATIONALPLAN (2016-2017)		
Delivery Program Action (4 years)	**Objective**	**Performance Measure**	**Action**
GL3.3 Encourage a motivated and adaptive workforce.	Motivated and adaptive workforce	• Promote and enable employment engagement	Review organisational consultation framework. Use existing structures more effectively.
		• Improve cross-unit cooperation	Promote transparency and accountability and develop and build sustainable relationships.
		• Improve quality and access to workforce data	Use IT systems to provide access to up-to-date workforce data.
		• Improve leadership capability	Access to innovative leadership programs
		• Effectively resource and deliver Leadership/Supervision programs	Promote supervision/leadership training programs
		• Promote a coaching model	Promote coaching and mentoring leadership and development programs wherever possible
	Workforce sustainability	• Attract and retain the right people for the job	Promote future workforce skills capability with traineeships, apprenticeships, cadetships, and internships. Support Volunteer programs.
		• Develop staff	Support and promote leadership growth initiatives.

GL3 – WE ARE ALL VALUED CITIZENS

DELIVERY PLAN (2017-2021)	OPERATIONALPLAN (2016-2017)		
Delivery Program Action (4 years)	**Objective**	**Performance Measure**	**Action**
GL3.3 Encourage a motivated and adaptive workforce.	Workforce sustainability	• The workforce understand their role in achieving corporate goals	Promote and support linkages between the appraisal process and corporate goals.
		• Succession planning for 'essential' services/positions	Analyse and provide benchmarked reports on workforce data.
		• Support and promote a diverse workforce	Promote initiatives to support/promote workforce diversity.

Our Place Our Future

Long Term Financial Plan

2019- 2029

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

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Executive Summary

Who we are and the challenges we face

The Lithgow Local Government Area (LGA) has a relatively large geographical area of 4,567 sq km, located about 140 kilometres west of the Sydney CBD and within the eastern part of the Central West Region. The Lithgow LGA is on the western fringe of the Blue Mountains, just two hours from Sydney and at the gateway to the Central West. The Lithgow LGA lies almost wholly within the Wiradjuri Aboriginal nation, with the Gundungurra nation situated to the south and the Darug nation to the east. The Lithgow LGA is made up of one large urban centre, Lithgow, two townships, Portland and Wallerawang, and numerous villages, hamlets and rural localities of varying proximity to Lithgow.

Lithgow City Council was involved in an amalgamation process in 2004 where areas of the former Evans and Rylstone Shires were included in the Lithgow LGA.

The estimated resident population of Lithgow City Council at June 2016 was 21,524. This represents a 6.8% increase from the estimated 20,161 resident population in 2011. Projections from the NSW Department of Planning and Environment indicate that the population is expected to decline slightly to 20,450 by 2036.

In NSW, local government annual rates income is subject to rate pegging with each year's percentage increase determined by the Independent Pricing and Regulatory Tribunal (IPART) under delegation of the Minister for Local Government. In past years, the rate peg has also incorporated a productivity factor.

In addition to the rate peg, Council applied for and was granted a 4.77% SRV for infrastructure improvements for a ten year period on 9 March 2009. This SRV will expire in 2019.

Council is currently in an improving financial position with a strong balance sheet. In 2013, Council was assessed by TCorp as having a sound financial sustainability rating with a negative outlook. Since this time Council has made submissions and has received assessments under the Fit for the Future (FFTF) process. These assessments have stated that Council is 'not fit' based on the fact that the financial projections were dependent on applications for special rate variations, and the fact that Council's consolidated operating performance ratio would be negative in 2020/21. Concern was also raised at that time about the quality of Council's financial projections and its financial management principles and practices.

Council has progressed in addressing its financial sustainability concerns by conducting a Financial Management Maturity Assessment and implementing 37 subsequent recommendations to improve Council's financial and asset management. Council is also implementing a Fit for the Future action plan.

What we know

All councils are required to complete a Long Term Financial Plan (LTFP) as part of the Resourcing Strategy that informs the Community Strategic Plan. There are specific requirements about the financial data to be provided together with a number of ratios which councils must report on.

Lithgow City Council has a strong balance sheet, however there is a level of uncertainty around its operational financial position, given Council has not been able to generate an operating surplus in the base case Scenario 1. Therefore action is required to ensure that Council can demonstrate that it is financially sustainable. We have seen significant increases in the depreciation expense due to asset revaluations and we have now found that some of the assumptions used and the way some expenditure has been classified in the past has tended to overstate our operating costs and thereby overstate the size of our annual operating deficits.

Due to projected constraints on revenue generation, Council continually strives to achieve efficiencies and find better ways to do things. Part of the FFTF process was the identification of a number of improvement opportunities and some of these have been actioned including savings generated on our litter bin collections, cleaning, electricity costs and insurance. These were all achieved by changing the way we do things and by reviewing the level of deductibles on policies.

We have also identified that some asset renewal expenditure has been incorrectly charged as an operating expense in previous years (again overstating our annual operating expenditure). The cost and budget for this has now been moved into our capital expenditure budgets in Scenario 2, thereby providing a further improvement to our actual starting position.

While these actions are of significant benefit to the operating position and therefore to the Operating Performance Ratio, these measures alone do not make Council sustainable in the medium to long term under Scenario 2 (Improvements).

The third of our scenarios, referred to as the Sustainable Assets Scenario, locks in further improvements and also identifies the need to reapply for a special rate variation (SRV) when the existing 4.77% SRV for infrastructure expires in 2019. If Council is successful in an application for a new permanent SRV of 9% in 2019/20, the proposed improvement measures in this plan will enable Council to be financially sustainable and to meet all of the FFTF ratios over the term of this LTFP. The proposed SRV represents the continuation of the existing 4.77% SRV together with a further 4.23% to ensure Council becomes sustainable by meeting all of the fit for the future benchmarks by the end of the LTFP period. Council will continue to consider further measures to improve the financial situation and reduce the reliance on future SRV applications.

Management of Council finances – by separate fund

Council's finances are managed in three separate groupings or funds:

- A water fund
- A sewer fund

  (Council has a legislative requirement to maintain separate funds for water and sewer operations and these are reported separately in the annual report)
- A general fund

The general fund represents all other council activities which do not form part of the water or sewer funds.

In this document two sets of financial statements are presented for each scenario:

- Consolidated financial statements (whole of council – including all separate funds)
- General fund financial statements

What scenarios have we modelled?

Council considered a range of options and settled on three scenarios or options. The options considered in developing this LTFP were:

- **Scenario 1 – Base case**

  This is the base case and represents the continuation of 'as is' without applying a range of improvement strategies and without the addition of extra asset renewal expenditure to ensure the FFTF asset ratios are achieved. This includes the loss of revenue when the existing SRV for an infrastructure levy ceases in 2019.

- **Scenario 2 – Base case with improvements**

  This takes the base case and adjusts the financial projections based on a number of improvement opportunities that have been identified. With the improvements proposed, Council is able to meet the operating performance ratio for the consolidated entity under this scenario but does not have sufficient funds for asset renewal nor to clear the infrastructure backlog. This means that Council is not Fit for the Future in Scenario 2.

- **Scenario 3 – Sustainable assets**

  This takes the revised financial projections in Scenario 2 but also provided for a new SRV of 9% in 2019/20. This represents the continuation of the existing 4.77% SRV (Infrastructure Levy) when it ceases on the assumption that a new permanent SRV of the same amount will be applied for and approved commencing in 2019/20. It also includes an additional 4.23% above the current rates charged to residents to provide extra financial capacity so that Council is able to meet the financial sustainability ratios. Scenario 3 also includes significant, additional, asset renewal expenditure over ten years to ensure that the asset benchmarks are met or trending toward meeting the ratios during the term of the LTFP for the general fund.

  This scenario enables Council to become financially sustainable.

What is the recommended approach and why?

The preferred scenario is that Council seeks a further SRV of 9% when the existing SRV for infrastructure improvements expires in 2019 (Scenario 3). The new SRV in 2019/20 will mean an additional increase of 4.23% for ratepayers at that time. This, when combined with the other improvement measures included in Scenario 2, enables Council to operate with a surplus which provides additional cash resources to help fund extra infrastructure renewals. This enables Council to meet all seven FFTF benchmarks. These results make the Council 'fit' under the existing guidelines.

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 the appropriate level of service and that the services are provided in an efficient and cost effective manner.

While Scenario 3 does mean that Council will seek another SRV of 9% in 2019/20, the actual impact on ratepayers beyond the forecast rate cap increases is only 4.23%. Instead of a reduction in rates when the ten year infrastructure levy is removed, 2019/20 ratepayers will receive the normal rates cap increase plus a further 4.23% increase in that year.

Scenario 3 places Council in a sound cash position with ongoing capacity to fund asset renewals.

Introduction

Purpose of the Long Term Financial Plan

The Long Term Financial Plan acts as a tool for stakeholders (Council and the community) to use in deciding what resources Council needs to apply to deliver on the outcomes contained within the Lithgow Community Strategic Plan. This Long Term Financial Plan seeks to support Council in addressing the following dilemmas:

- Leading the change required to support a community and economy in transition
- Initiating opportunities for future income and economic growth
- To source revenue to deliver the infrastructure required for a sustainable future

In particular, this plan models the financial implications of the Lithgow Community Strategic Plan and Delivery Program, along with the ability to maintain existing facilities and infrastructure based on a range of assumptions and within known constraints.

Long Term Financial Sustainability

How do we define long term financial sustainability?

A financially sustainable council is one that has the ability to fund ongoing service delivery and the renewal and replacement of assets without imposing excessive debt or rate increases on future generations. This definition has been translated into four key financial sustainability principles which Council is committed to.

- Council must achieve a **fully funded operating position** reflecting that Council collects enough revenue to fund operational expenditure, repayment of debt and depreciation
- Council must **maintain sufficient cash reserves** to ensure that it can meet its short-term working capital requirements
- Council must have an appropriately **funded capital program** where the source of funding is identified and secured for capital renewal, capital upgrade and new capital works
- Council must **maintain its asset base** by renewing ageing infrastructure which is identified, and by ensuring cash reserves are set aside for those works which are yet to be identified

How is long term financial sustainability measured?

Should Council be subject to a Fit for the Future reassessment, it is expected that the process will use the same criteria and benchmarks as IPART's original Fit for the Future assessment. These indicators are in common use to assess the financial sustainability of councils.

Council has reviewed its Long Term Financial Plan against these indicators as part of assessing the long term financial health of the organisation and its capacity to fund the proposed delivery program. The following table shows our starting point.

Ratio	Calculation	What is Being Measured?	Sustainable Target	2017/18 Actual Ratio
Operating Performance	Total operating revenue (excluding capital grants and contributions) less total operating expenditure Divided by continuing operating revenue	Does the Council have a balanced budget?	Greater than zero	-1.99% ✗
Own Source Operating Revenue	Total continuing operating revenue (excluding capital grants and contributions) Divided by continuing operating revenue	Indicates the level of Council's self-sufficiency.	>60%	73.97% ** ✓
Asset Renewal Ratio **(Buildings and Infrastructure)**	Asset renewal expenditure divided by depreciation	Is asset renewal expenditure sufficient to maintain assets in the long-term?	Greater than 100%	86.97% ✗
Infrastructure Backlog Ratio	Estimated cost to bring assets to a satisfactory condition Divided by total value of infrastructure, building and other structures	Is the asset backlog manageable?	Less than 2%	6.04% ✗
Asset Maintenance Ratio	Actual asset maintenance divided by required asset maintenance	Are the assets being adequately maintained?	Greater than or equal to 100%	74.89% ✗
Debt Service Ratio	Interest divided by operating revenue	Indicates whether Council has excessive debt servicing costs relative to operating revenue	< than 0% and > or equal to 20%	5.68% ✓
Real Operating expenditure per capita	Operating expenditure divided by population	Operating efficiency of the Council	Declining trend over time	$2,083 per capita

Financial Management in Council

Existing environment and past influences

About Lithgow

The Lithgow Local Government Area (LGA) has a relatively large geographical area of 4,567 sq km, located about 140 kilometres west of the Sydney CBD and within the eastern part of the Central West Region. The Lithgow LGA lies almost wholly within the Wiradjuri Aboriginal nation, with the Gundungurra nation situated to the south and the Darug nation to the east. The Lithgow LGA is made up of one large urban centre, Lithgow, two townships, Portland and Wallerawang, and numerous villages, hamlets and rural localities of varying proximity to Lithgow. Lithgow City Council was involved in an amalgamation process in 2004 where areas of the former Evans and Rylstone shires were included in the Lithgow LGA.

Regulatory environment

Council operates in a highly regulated environment driven by legislation and regulations such as:

- The Local Government Act 1993
  - Defines the scope and boundaries of Council's role and the way it must conduct its business
- The Local Government (General) Regulation 2005
  - Regulations to support the Local Government Act

Financial environment - rate pegging

Council's ability to align rating revenues with the increasing cost of providing local government services has been constrained for a number of years by rate pegging, a legislative instrument whereby the maximum increase in rating revenues is set by IPART NSW.

Financial environment – cost shifting

Cost shifting describes a situation where the responsibility for, or merely the costs of, providing a certain service, concession, asset or regulatory function are 'shifted' from a higher level of government on to a lower level of government without providing corresponding funding or the conferral of corresponding and adequate revenue-raising capacity. Local Government NSW's Cost Shifting Survey is conducted annually and seeks to establish the extent of cost shifting by the Australian and NSW Governments on to NSW Local Government.

The survey results confirm that cost shifting continues to place a significant burden on councils' financial situation. Despite the recognition of cost shifting and its adverse impacts on NSW local government, cost shifting remains at a high level (around 6 per cent of councils' total income before capital amounts).

Contributions to the Fire and Rescue NSW, NSW Rural Fire Services and NSW State Emergency Service, lack of adequate funding for public libraries and the failure to reimburse councils for mandatory pensioner rebates are major examples.

Furthermore, councils are not given sufficient financial resources for their responsibilities to assess development applications, regulate companion animals, manage contaminated land, control noxious weed, manage flood controls, or administer environmental regulation.

Financial environment – the state of the Council's finances

Lithgow City Council has a sound balance sheet and its current operational financial position is improving.

As at 30 June 2018 Council had total general fund assets of $407 million which included cash assets of $23.4 million. Total general fund liabilities were $24.0 million including external borrowings of $5.0 million. The comparative data for Council's consolidated position (water and sewer fund included) was total assets of $558 million including cash assets of $34 million with total liabilities of $39.4 million including external borrowings of $19.9 million.

Council has prepared a budget based on the delivery of the activities and targets outlined in its draft 2018/19 budgets, and these activities have been projected for ten years based on a range of assumptions. This forms Scenario 1 (the base case).

The financial impacts based on the adjustments and improvements to these budgets are presented in Scenarios 2 and 3 as outlined in more detail under each Scenario. The improved budget position also forms the basis of the four year delivery program.

Council Performance Improvement Plan

Improvement strategies and actions to make Lithgow City Council financially sustainable into the future

Council has progressed in implementing a Performance Improvement Plan incorporating a range of strategies and actions to improve the Council's financial performance and to build strategic capacity for the future. These improvement strategies include:

- a service review program, with a minimum of three service reviews per year
- a more commercial approach to those services where there is a sole and direct beneficiary of the service
- a review of a range of governance practices and procedures that will deliver organisational efficiencies
- analysis of the long term demand, need and type of facilities that meet the community requirements
- the implementation of an asset management improvement plan prioritised actions
- the implementation of a financial management improvement plan prioritised actions
- the introduction of zero-based budgeting from 2017/18 to provide a more solid foundation for this plan
- provision of additional resources to boost Council's strategic capacity in the areas of asset management and finance.

Refer to Appendix A for a copy of the completed Performance Improvement Actions. At November 2018, 31 of 37 actions have been implemented.

Financial management principles

In preparing the 2019-2029 Long Term Financial Plan, and being mindful of the need to improve our financial management practices, the following underpinning principles have been used:

- Council spending is responsible and sustainable, aligning general revenue and expenses
- Council aims to invest in responsible and sustainable infrastructure for the benefit of the local community
- Council has effective financial and asset management, including sound policies and processes for performance management and reporting, asset maintenance and renewals, funding decisions, and risk management practices
- Council has regard to achieving intergenerational equity, through policy decisions that consider the financial effects on future generations and the current generation funding the cost of its services
- Council will undertake strong engagement with the community

In conjunction with these principles, Council's Long Term Financial Plan is guided by a number of policies and strategies which are outlined below.

Rating income strategy

Rating income is generated by a levy on properties within the council area for the provision of local government services. Council continually reviews its rating system to ensure that it is fair and equitable, where each rating category and property will contribute to the rate levy according to the demands placed on Council's limited resources.

Domestic waste management charges

In addition to rates, Council charges a domestic waste management charge to owners of rateable properties. This covers the cost of kerbside collection, recycling and household clean up and includes the full cost of administration, service provision and tipping fees.

Stormwater management service charges

Council has a stormwater management service charge to owners of rateable properties. This covers services including mainstream flood mitigation works, local drainage and overland flow path upgrades, urban drainage renewal, water quality infrastructure, stormwater maintenance and enhanced pipe drainage maintenance.

Investment principles

Council has an investment policy that reinforces Council's ongoing commitment to maintain a conservative risk/return portfolio, an important component of its ongoing prudent financial management practices. The overall objectives of the policy are to ensure that Council invests its funds:

- in accordance with the requirements of the Local Government Act (1993) and Council's investment policy
- in a conservative manner where preservation of capital is the principal objective
- in a manner that seeks to ensure the security of the Council's cash and investment portfolio, achieve appropriate earnings and manage cash resources to ensure that there is sufficient liquidity to meet Council's business objectives.

Loan borrowings

The Council's policy is that the use of debt (borrowings) is appropriate to fund the cost of major new community assets or to smooth the cost of major asset renewals. However, any minor asset acquisitions and a normal level of asset renewals (up to the level of the annual depreciation charge) should be funded out of operating revenues.

Council also recognises the need to address the issue of intergenerational equity and therefore seeks to match the term of the borrowing with the life of the asset to which the borrowing is related.

Cash reserves and restrictions

Council has a number of cash reserves which are held either as a legislative requirement (externally restricted) or through a Council decision (internally restricted).

The establishment and funding of cash reserves is a financial management strategy to provide funds for future expenditure that could not otherwise be financed during a single year without having a material impact on the budget.

Separate reserves are also maintained for the water and sewer funds.

Section 7.4 and 7.11 developer contributions

Section 7.4 and 7.11 of the Environmental Planning and Assessment Act 1979 enables Council to levy contributions for public amenities and services required as a consequence of development.

Discretionary and regulatory fees and charges

Council has the ability to raise revenues through the adoption of a fee or a charge for services or facilities. Fees and charges are reviewed on an annual basis in conjunction with the preparation of the annual budget.

The fees and charges which Council can charge can be split into two categories:

1. Regulatory Fees - These fees are generally determined by state government legislation, and primarily relate to building, development or compliance activities. Council has no control over the calculation, and any annual increases of these fees and charges.
2. Discretionary Fees - Council has the capacity to determine the charge or fee for discretionary works or services such as the use of community facilities and access to community services.

The general principles under which Council sets its fees and charges are that Council aims to maximise returns from of fees and charges. Fees are set to recover or partially recover the cost of services provided.

Asset disposal and investment strategy

The majority of Council's property assets deliver on services such as:

- transport infrastructure
- environmental services, such as stormwater management
- community facilities
- operational assets, including administration buildings
- waste management.

As part of Scenarios 2 and 3, Council is looking to identify and dispose of any assets which are no longer needed to provide services to the community. Any funds received will be used to reduce Council's borrowing requirements.

Asset management

Lithgow Asset Management Strategy

Lithgow City Council is the custodian of infrastructure assets with a replacement value of $766 million and a depreciated value of approximately $512 million. Ensuring these assets are maintained and able to provide the services required of them is an important function of the Council.

The Asset Management Strategy provides a systematic way of accounting for these assets and planning for their operation, maintenance, rehabilitation, disposal and renewal. The strategy also helps Council to review its asset management practices to ensure they are being carried out in the most cost effective manner possible.

The broad purpose of the Asset Management Strategy is:

- to have proper plans and strategies that ensure the assets provided by previous generations continue to be available to provide the services required by future generations
- to be able to plan for new assets confident of our understanding of their impact on Council's long term financial sustainability
- to provide assurance that assets are being created operated, maintained, rehabilitated and renewed in the most cost effective ways possible.

The Lithgow Asset Management Strategy includes revised estimates of the value and useful remaining life of the Council's assets. The strategy also includes a comprehensive program of actions to improve the quality of asset data and asset management systems and practices within Council.

Council is in the process of reviewing and updating its Asset Management Strategy and Plans as part of the implementation of an enterprise Asset Management System. This process will provide Council with an improved understanding of asset conditions, useful life, expected levels of service and funding levels required to adequately maintain replacement and renew infrastructure and other assets.

Lithgow has recently constructed a new aquatic centre and completed a major sewage treatment plant upgrade at Portland. A new sewerage system is in the design phase for Cullen Bullen at a cost of $8million.

Investment is also required to operate and maintain existing assets, as well as to build new assets to meet the needs and aspirations of the community.

Long Term Financial Plan assumptions

The long term financial model requires Council to identify all material items of revenue and expenditure, and determine the external and internal influences which could significantly impact on Council's finances.

In preparing the 2019-29 Long Term Financial Plan the following underpinning principles have been adopted.

Market driven planning assumptions

Population forecasts

Lithgow's population is currently estimated at 21,524 and this is projected to decrease to 20,450 by 2036. At the same time the number of households in Lithgow is projected to grow from 9,000 to 9,300. This is due to a decline in the average number of occupants in each dwelling.

In this LTFP, conservative estimates have been used to convert the growth in the number of properties into an increase in rateable properties. No allowance has been made for additional rate revenues for Council as a result of population growth.

Council faces a degree of uncertainty in terms of its ongoing rate revenues over the life of the plan. It is for this reason that no major charges (including an allowance for rating base growth) have been included at this stage.

Cost and revenue increases

Factors applied to revenue and expenditure in the long term plan

Assumptions	Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23	Years 5 - 10
Rates Cap	2.7%	2.5%	2.5%	2.5%	2.5%
Stormwater Management Charge	0.0%	0.0%	0.0%	0.0%	0.0%
Special Rates – Sewers	2.5%	2.5%	2.5%	2.5%	2.5%
Annual Charges – Water	2.5%	2.5%	2.5%	2.5%	2.5%
Annual Charges – Sewers	2.5%	2.5%	2.5%	2.5%	2.5%
Annual Charges – Waste and other	2.5%	2.5%	2.5%	2.5%	2.5%
Financial Assistance Grant and Other Grants	1.0%	1.5%	1.5%	1.5%	1.5%
Discretionary Fees and Charges	2.5%	2.5%	2.5%	2.5%	2.5%
Salaries and Wages (incl. on costs)	2.5%	2.5%	2.5%	2.5%	2.5%
Materials and Contracts	1.8%	2.2%	2.2%	2.2%	2.2%
Other Expenses	1.8%	2.0%	2.2%	2.2%	2.2%
Depreciation	1.8%	2.2%	2.2%	2.2%	2.2%
Interest / Investment Revenue	3.0%	3.0%	3.0%	3.0%	3.0%
Interest on Borrowings	4.0%	4.0%	4.0%	4.0%	4.0%

In determining the inflationary increase assumption from 2020/21, Council has used IPART projections. The increases for 2019 onwards also reflect guidance on allowances for increases.

Specific revenue and expenditure assumptions

The following tables outline Council's planning assumptions by revenue and expenditure types. Included within the assumptions is a brief description as to how Council has determined this assumption and the external influences which impact the assumption.

Note: The assumptions included in the following tables are those which could have a material impact on Council finances.

Rates Income	Assumption
Minister's Allowable Increase	As above – 2.7% per annum for 2019/20 then 2.5% for 2020/21 onwards.
Special Rate Variation Income	Scenario 1 and Scenario 2 provide for the existing 4.77% SRV for infrastructure improvements to end in 2019. This results in a drop in rates revenue in the 2019/20 year of $624,000. Scenario 3 provides for an additional SRV of 4.77% to commence in 2019/20 to replace the existing SRV which expires. This effectively converts the existing SRV into a permanent SRV of 9%.

Other Revenue	
Fees and Charges	Fees and charges are indexed based on the assumptions that service levels will be maintained. Some allowance has been included for small additional increases due to opportunities that have been identified in Scenarios 2 and 3.
Grants and Contributions provided for operating purposes	Financial assistance grant budgets reflect expectations based on guidance from the State and Federal governments. The ten year trend reflected in this LTFP is for operating grants to grow at a slower rate than other income sources (1-1.5% compared to 2.5% for other sources over the last six years of the plan).
Grants and Contributions provided for capital purposes	An assumption is also made that council will continue to receive ongoing grant funding from the Resources for Regions (or equivalent) funding source.

Rate income growth

No allowance has been made for additional revenue from new residential properties added each year.

Expenditure	
Depreciation	An allowance has been made for a projected decrease in the depreciation expense based on comparisons between Lithgow's assumed asset lives and those of comparative councils and on data from 2017 asset revaluations.
Interest Costs	Interest at 4% per annum has been allowed on any new borrowings over the life of this plan.
Operational Costs (staff and materials \ contracts)	Costs reflect the actual costs to deliver services with adjustments for identified cost reductions through the implementation of the FFTF improvement plan strategies and actions in Scenarios 2 and 3. An additional allowance for extra strategic resources has been allowed in Scenarios 2 and 3.
Asset Maintenance	Where appropriate budgets have been adjusted to the level required for maintenance for Lithgow City Council's assets.

Capital Expenditure and Revenue	
Asset Renewals	Renewals reflect the Asset Management Strategy with some additional allowance to ensure Council meets the asset renewals benchmark. Scenario 2 includes an allowance for additional $22.2 million of asset renewals for the general fund as well as an additional $12.3 million and $7.6 million for the water and sewer funds. Scenario 3 then provides for a further $38 million of asset renewal expenditure across the 10 year plan (average of $3.8m per year across all three Council funds) to address the asset renewal backlog.
New Works	Reflects proposed expenditure in Capital Works Program.
Proceeds from sale of Assets	Scenarios 2 and 3 make allowance for asset sales of $3.3 million over the first five years of the LTFP based on opportunities identified by management.

Discussion on the approach to the preparation of the LTFP budgets for key income and expenditure items

The following provides additional background to the preparation of the LTFP budgets for key income and expenditure items.

Rates and annual charges

Rates and annual charges account for a large portion of income in future years. Council relies on the annual rate pegging increase set by the Independent Pricing and Regulatory Tribunal (IPART). The Long Term Financial Plan assumes an annual increase of 2.5% from 2020/21 and for the remaining life of the plan. It is anticipated inflation and the Local Government Cost Index will increase during this period. Indications are that the population of the Local government area will be maintained but with an ageing population base. Council will need to consider the write off of rate income due to pension rebates and as a result issues for rating as a revenue source. The issues may be:

- income from rates and annual charges including general rates from residential, business, farmland, rural and mining, waste, and ongoing special infrastructure rate levy is restricted by annual rate pegging
- the ageing population is likely to limit scope to raise income due to the populations' ability to pay and the fact that more pensioner rebates will be being processed resulting in lower rate revenue.

The constant level of revenue will be required to fund the upgrade of assets and infrastructure from 2019/20 to 2028/29 and as a result Council currently considers it a priority to seek a continuation of the special infrastructure rate levy beyond 2018/19.

Water and sewer charges

The pricing of water and sewerage services is guided by State Government Best Practice Pricing Guidelines. Council has adopted a two part tariff for water supply, consisting of an access charge and a usage charge. Access charges are related to the size of the water meter for non-residential properties and account for approx. 25% of operating income. The guidelines also require that at least 75% of water revenue for residential customers should be generated through the usage component. Sewerage tariffs adopted by Council consist of a uniform sewerage charge for residential properties, a two part tariff for business customers and appropriate fees and charges for liquid trade waste dischargers.

Grants and contributions

Operating grants and contributions, specifically the financial assistance grant, is partly based on the population of the local government area and the current stagnate population could affect the level of funding available in the future. The assumption has been to apply a lower inflator to the levels of operating grants and contributions over the life of the plan. This sees revenues from Grants and Contributions increasing at a rate 1% lower than other costs and revenues in this plan.

Interest and investments

Interest on investments is assumed at 3% for the life of the Long Term Financial Plan. Interest rates across the financial markets have been lower in recent times; a low expectation has been set to ensure conservative revenue forecasts. Interest has been calculated on the average balance of funds invested for the year.

Employee costs

Employee costs make up approximately 35% of the annual projected expenditure. This is reflective of the service based nature of a large proportion of activities as well as the construction and maintenance of infrastructure owned by Council. Movement in employee costs is determined through industry wide award negotiations and market forces and Council is aware unplanned changes may occur with employee costs.

The Long Term Financial Plan assumes employee costs will increase by 2.50% annually. This is in line with Local Government Award expectations.

Council also needs to consider its ability to retain the necessary workforce to achieve the community's expectations for future projects. This will be affected by several internal and external factors such as the rising cost of employment, skills shortages, staff turnover, attraction and retention of Council, an increase in superannuation benefits, parental leave, award increases and changes in service levels.

Borrowing costs

The interest for existing loans is as provided for in the existing agreements and the interest assumed on new loans has been calculated at 4% for loans with a tenure of up to 20 years. This interest rate is typical of the interest rates that were on offer in the market place at the time the Long Term Financial Plan was updated, and is consistent with current Reserve Bank of Australia interest rates.

Materials and contracts

Materials and contracts account for approximately 25% of projected annual expenditure. Considerable pressure is placed on the cost of materials and contracts due to rising raw material costs including fuel and freight. Should unplanned major increases be experienced it will impact on the Long Term Financial Plan. Fuel and energy are subject to pressure from oil prices and market fluctuations. The costs are indexed at 1.80% for year one and at 2.20% per annum from year two onwards.

Other costs

All other expenditure for continuing operations is assumed to increase by 1.80%, 2.00%, and 2.20% from year three onwards.

The Long Term Financial Plan also provides for the additional cost of operations and maintenance of newly constructed or upgraded assets.

Capital Works Program

The following shows a summary of the proposed capital works included for the scenarios in this LTFP.

Scenario 1 (Base Case) – General Fund

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Building and Infrastructure ($000's)										
New Assets	205	209	214	219	223	228	233	239	244	249
Asset Renewals	3,997	5,759	5,243	5,832	6,014	6,366	6,489	6,567	6,712	6,859
Other Assets ($000's)										
New Assets	2,297	362	468	294	1,151	297	404	440	427	424
Asset Renewals	691	603	717	630	745	660	775	690	775	741
Total	7,190	6,933	6,642	6,975	8,133	7,551	7,901	7,936	8,158	8,273

Scenario 2 (Base Case with Improvements) – General Fund

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Building and Infrastructure ($000's)										
New Assets	1,241	209	214	219	223	228	233	239	244	249
Asset Renewals	8,000	8,293	8,310	7,433	7,763	8,154	8,316	8,435	8,620	8,809
Other Assets ($000's)										
New Assets	2,297	362	468	294	1,151	297	404	440	427	424
Asset Renewals	691	603	717	630	745	660	775	690	775	741
Total	12,229	9,467	9,709	8,576	9,882	9,339	9,728	9,804	10,066	10,223

Scenario 3 (Sustainable Assets) – General Fund

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Building and Infrastructure ($000's)										
New Assets	1,241	209	214	219	223	228	233	239	244	249
Asset Renewals	11,816	12,102	10,844	12,102	11,121	11,632	12,226	11,467	11,653	12,782
Other Assets ($000's)										
New Assets	2,297	362	468	294	1,151	297	404	440	427	424
Asset Renewals	691	603	717	630	745	660	775	690	775	741
Total	16,045	13,276	12,243	13,245	13,240	12,817	13,638	12,836	13,099	14,196

Water and Sewer Fund – Scenario 1

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Water ($000's)										
New Assets	150	250	100	100	4,420	1,950	100	100	100	100
Asset Renewals	700	1,200	500	500	500	650	650	650	650	6,650
Sewer ($000's)										
New Assets	3,200	7,100	1,400	-	-	-	-	-	-	-
Asset Renewals	610	3,210	1,040	640	540	540	640	640	640	740
Total	10,618	7,860	8,740	2,640	5,460	3,140	1,390	1,390	1,390	7,490

Water and Sewer Fund – Scenario 2

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Water ($000's)										
New Assets	184	285	136	136	4,457	1,988	139	140	141	142
Asset Renewals	4,632	1,200	1,471	1,493	1,515	1,687	1,710	1,733	1,757	7,781
Sewer ($000's)										
New Assets	2,534	6,435	1,436	36	37	38	39	40	41	42
Asset Renewals	310	2,910	1,040	1,743	1,667	1,692	1,817	1,843	1,869	1,996
Total	7,660	10,830	4,083	3,408	7,676	5,405	3,705	3,756	3,808	9,961

Water and Sewer Fund – Scenario 3

Capital Expenditure	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Water ($000's)										
New Assets	184	285	136	136	4,457	1,988	139	140	141	142
Asset Renewals	4,632	1,550	1,901	1,573	1,595	1,687	1,710	1,733	1,757	7,781
Sewer ($000's)										
New Assets	2,534	6,435	1,436	36	37	38	39	40	41	42
Asset Renewals	310	2,910	1,040	1,843	1,967	1,992	2,117	2,043	2,069	2,196
Total	3,180	15,870	3,991	4,345	3,443	3,519	3,596	3,675	3,756	3,839

LTFP Financial Model Scenario 1 – Base Case

Introduction

This scenario is the base case or 'business as usual' option. It models the continuation of Council's services as currently provided. It is based on the draft 2018/19 budget prior to adjustments based on improvement opportunities council has identified and on the current levels of asset expenditure.

Components included in model for Scenario 1

- The State Government has set an annual rate cap for councils over the last 30 years. This responsibility has now been passed to IPART NSW who has set a rate increase of 2.7% for the 2019/20 year. The formula used by IPART assumes that all councils will continue to achieve operational savings.
- No significant changes to rates revenues over the term of this plan, other than from approved increases (rates cap).
- The existing SRV of 4.77% ceases in 2019 resulting in a reduction in rates revenue commencing in 2019/20. The impact is a loss of revenue in that year of $624,000.
- The capital maintenance, rehabilitation and new capital expenditure program is as previously proposed. See capital program summary for general fund on page 16.
- Scenario 1 is predicated on the idea that no significant changes will occur in terms of the level and nature of services provided by Council, the amount of funding required for the maintenance, replacement and renewal of assets or the general environment in which council operates. It shows what happens if no action is taken to improve performance against the key fit for the future (FFTF) ratios.

Summary and assessment – Scenario 1

As displayed in the key performance measures in the following table (and in the financial statements), Lithgow City Council is not able to meet many of the performance measure benchmarks over the term of this LTFP under Scenario 1.

This scenario presents a continuation of a 'status quo' or 'do nothing' situation where Council delivers existing services and continues to invest at the current levels in asset renewals. Based on this scenario Council cannot be considered to be financially sustainable, with general fund cash reserves trending downward, and it is not able to achieve the key fit for the future (FFTF) benchmarks without adopting a range of improvement measures.

Scenario 1 - Base Case (Consolidated)

Key Performance Measures										
for years ended 30 June 2017/18 - 2026/27	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Asset Maintenance Ratio	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
(target is to maintain at 1.00)										
Operating Performance Ratio	-3.99%	-3.92%	-3.41%	-3.28%	-2.95%	-3.05%	-2.57%	-2.35%	-2.17%	-2.25%
(3 year trend - target a positive ratio)										
Own Source Revenue Ratio	74.92%	76.73%	75.60%	77.08%	77.26%	77.42%	77.59%	77.75%	77.91%	78.07%
(3 year trend - Target is more than 60%)										
Debt Service Ratio (3 year trend)	6.88%	6.57%	6.58%	5.85%	5.72%	5.59%	4.12%	4.03%	3.93%	3.84%
(target is to maintain at less than 20%)										
Building and Infrastructure asset renewal ratio	45.93%	90.88%	58.01%	58.88%	58.92%	62.71%	63.95%	63.88%	64.38%	118.22%
(target to maintain at 100%)										
Building and Infrastructure Backlog ratio	0.06%	0.07%	0.08%	0.09%	0.10%	0.11%	0.12%	0.13%	0.14%	0.13%
(target to maintain at less than 2%)										
Real Operating expenditure per capita	2,123.70	2,171.05	2,210.34	2,258.37	2,303.10	2,358.41	2,401.66	2,451.64	2,503.74	2,563.49
(a declining trend over time)										

LTFP Financial Model Scenario 2 – Base Case with Improvements

Introduction

This takes the base case and adjusts the financial projections based on a number of improvement strategies and actions that have been identified. In addition, it also includes provision of $360,000 per annum for additional resources in asset management and finance to increase council's strategic capabilities as it relates to long term planning for infrastructure assets and the financial impacts of asset related expenditure and decisions. It also includes asset renewal expenditure, however, not all of the asset benchmarks are met during the term of the LTFP.

Components included in model for Scenario 2

- The State Government has set an annual rate cap for councils over the last 30 years. This responsibility has now been passed to IPART NSW who has set a rate increase of 2.7% for the 2019/20 year and an expected 2.5% from 2020/21. The formula used by IPART assumes that all councils will continue to achieve operational savings.
- A range of improvement initiatives have been introduced to more accurately reflect the Council's recent work to improve its financial position and to also demonstrate Council's commitment to generate ongoing operational efficiencies. These include:
  - Improvement to classifying asset expenditure where expenditure on asset renewals had previously been included as maintenance (operational expenditure). This has resulted in $1.15 million of operating expenditure being reclassified as asset renewals.
  - A range of measures to generate long-term operational efficiencies estimated at $2.5m in2019/20 (general fund $1.9 million and water and sewer fund $0.6 million). This includes the service review program, a review of a range of governance practices and procedures that will delivery organisational efficiencies, analysis of the long term demand, need and type of facilities that meet the community requirements
  - The implementation of an asset management and financial management improvement plans' prioritised actions
  - The addition of expenditure of $100,000 per annum to increase the council's strategic capacity. Most of this is directed at managing council's infrastructure assets and in the financial planning and analysis associated with major asset related decisions.
- The capital maintenance, rehabilitation and new capital expenditure program is based on historical trends and known new asset investment requirements. Additional increases in the proposed spend on asset renewals for the general fund ($22 million) and water and sewer funds ($20 million) have been made to move toward meeting the key asset ratios.

Summary and assessment – Scenario 2

As displayed in the key performance measures in the following table (and in the financial statements), Lithgow City Council is able to achieve the Operating Performance Ratio KPI. The backlog ratio has not improved and does not achieve the target. The asset renewal ratio is below the benchmark in most years and expenditure per capita is in a rising trend. Other ratios are able to meet the benchmarks during the term of the LTFP.

Scenario 2 - Base with Improvements (Consolidated)

Key Performance Measures										
for years ended 30 June 2017/18 - 2026/27	**2019/20**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**	**2026/27**	**2027/28**	**2028/29**
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Asset Maintenance Ratio	0.80	0.82	0.85	0.87	0.90	0.93	0.96	0.99	1.03	1.06
(target is to maintain at 1.00)										
Operating Performance Ratio (3 year trend)	-1.41%	2.86%	3.95%	4.54%	5.38%	5.27%	5.69%	5.88%	6.03%	5.95%
(3 year trend - target a positive ratio)										
Own Source Revenue Ratio	74.98%	76.83%	77.10%	77.99%	78.28%	78.44%	78.60%	78.76%	78.91%	79.07%
(3 year trend - Target is more than 60%)										
Debt Service Ratio (3 year trend)	6.56%	5.89%	5.73%	5.05%	4.90%	4.79%	3.47%	3.39%	3.31%	3.24%
(target is to maintain at less than 20%)										
Building and Infrastructure asset renewal ratio	117.03%	109.61%	93.02%	90.63%	91.60%	95.23%	96.36%	96.21%	96.59%	147.76
(target to maintain at 100%)										
Building and Infrastructure Backlog ratio	0.05	0.05	0.05	0.05	0.05	0.05	0.06	0.06	0.06	0.06
(target to maintain at less than 2%)										
Real Operating expenditure per capita	2,112.02	2,204.35	2,239.32	2,288.47	2,334.28	2,390.70	2,435.09	2,486.23	2,539.53	2,600.51
(a declining trend over time)										

LTFP Financial Model Scenario 3 – Sustainable Assets

Introduction

This takes the revised financial projections in Scenario 2 and continues the existing SRV (Infrastructure Levy) when it ceases on the assumption that a new permanent SRV of the same amount will be applied for and approved commencing in 2019/20.

Components included in model for Scenario 3

- The State Government has set an annual rate cap for councils over the last 30 years. This responsibility has now been passed to IPART NSW who has set a rate increase of 2.7% for the 2019/20 year and decreases to 2.5% from 2020/21. The formula used by IPART assumes that all councils will continue to achieve operational savings
- The various improvements as outlined in Scenario 2
- The capital maintenance, rehabilitation and new capital expenditure program has been further enhanced, beyond the increases in Scenario 2, due the financial capacity of Council under this scenario leading to an additional $38 million over ten years
- $100,000 p.a. of SRV funds will be allocated to additional business improvement initiatives which will either generate additional revenue or reduce long-term costs.
- A proposal to apply for a permanent SRV of 9% when the existing infrastructure SRV of 4.77% expires in 2019. This would mean an extra 4.23% increase for ratepayers. Council will continue to look for further improvements to reduce the reliance on the extra SRV which is proposed in this scenario.

Summary and assessment – Scenario 3

As displayed in the key performance measures in the following table (and in the financial statements), Lithgow City Council is able to meet all of the performance measure benchmarks under this scenario. This is the preferred scenario as it enables Council to meet all key fit for the future (FFTF) ratios during the term of this LTFP without requiring ratepayers to pay any rate increases beyond the single proposed rate cap percentage increase. What it means is they will not receive a reduction when the existing SRV expires.

This scenario delivers an operating surplus and therefore the financial capacity to fund the ongoing renewal program and deliver the service requirements to the community. The challenge for Council is to deliver on the improvement strategies and actions identified in the FFTF Improvement Plan.

Consideration of the Community's Capacity to Pay a Special Rate Variation

In considering making an application for an SRV, Council has considered the community's capacity to pay based on the 2016 SEIFA Indexes, level of the proposed increase and other cost indices.

Lithgow Council's SEIFA indexes indicate that the Lithgow LGA is more socio-economically disadvantaged than neighbouring areas, as indicated in the table below:

Local Government Area	Index of Relative Socio-economic Advantage & Disadvantage		Index of Relative Socio-economic Disadvantage	
	Score	Decile	Score	Decile
Lithgow	908	2	923	2
Blue Mountains	1042	9	1045	9
Bathurst	973	7	986	6
Oberon	951	5	969	5
Mid-Western	942	4	960	5

The only other Central West local government area with a similar SEIFA Index of Relative Socio-economic Advantage & Disadvantage score is Cowra (score 910, decile 2).

From the OLG Time Series Data 2016-17, Lithgow Council's average residential rates are comparatively higher than other Central West Group 4 councils. Average rates for business and farmland are at the lower end compared with neighbouring councils. Average mining rates are not comparable due to the low number of rating assessments. Lithgow Council's 2016-17 average rates (as per the Time Series calculation method of total rating revenue divided by the number of assessments) are summarised in the table below:

Rating Category	Average Rate
Residential	$1,406.92
Business	$3,520.66
Farmland	$1,350.67
Mining	$156,307.69

Also from the OLG Time Series Data 2016-17, 2015 average taxable income in the Lithgow Council LGA ($56,849) is the highest of Central West Group 4 councils.

Median residential land values have been relatively stable (below $100,000) for the past 5 years, as shown in the chart below (reference 2017 Valuer-General land value summaries).

The ratio of outstanding rates and annual charges in the 2017/18 financial year was 5.9%. This amount is below the average of 6.07% in the ten areas including Lithgow and its surrounding regions. This demonstrates that Lithgow LGA residents are not experiencing a greater inability to meet the costs of rates and annual charges, than residents in surrounding areas.

Council have taken into consideration, information on the income of community members in order to assess the capacity of rate payers to pay the increase in rates. Analysis of individual income levels in Lithgow City in 2016 compared to Regional NSW shows that there was a similar proportion of people earning a high income (those earning $1,750 per week or more) and a higher proportion of people earning a low income (those earning less than $500 per week).

Council The councils listed are those that continued operations and reported for the financial year 1 July 2016 to 30 June 2017	Rates and Annual Charges Outstanding (%)	Debt Service Cover Ratio	Debt Service Ratio	Cash Expense Cover Ratio
Bathurst Regional	5.7	4.1	5.5	10.0
Blayney	2.2	21.1	1.7	15.7
Blue Mountains	3.4	2.6	8.3	4.4
Hawkesbury	5.5	11.5	1.7	8.9
Lithgow	5.8	5.4	5.8	9.1
Mid-Western Regional	3.4	8.7	4.1	16.7
Oberon	7.7	12.1	3.3	11.8
Orange	5.7	6.9	4.5	13.6
Parkes	6.4	4.8	7.2	13.8
Richmond Valley	14.9	5.0	6.7	6.9

Lithgow LGA has a greater number of social housing properties on average, to assist people who are experiencing financial hardship. Lithgow City Council recognises that rate payers may at times experience difficulty paying rates and annual charges, irrespective of their income. Council has a financial hardship policy in place to provide assistance and support to community members who are experiencing financial stress and are unable to cover the costs of rates and annual charges.

In summary, Lithgow Council has recognised its relative socio-economic disadvantage by limiting the proposed additional Special Rate Variation to a 4.23% increase (plus rate peg) and seeking only a one-off, single year increase which does not expire.

Consideration of the Community's Willingness to Pay a Special Rate Variation

Council developed a web-based rates calculator tool (available on www.haveyoursay.lithgow.com) that ratepayers could use to compare their rates under the "no SRV" and "SRV" scenarios, based on their land valuation. The table below summarises the impact of the scenarios on average rates.

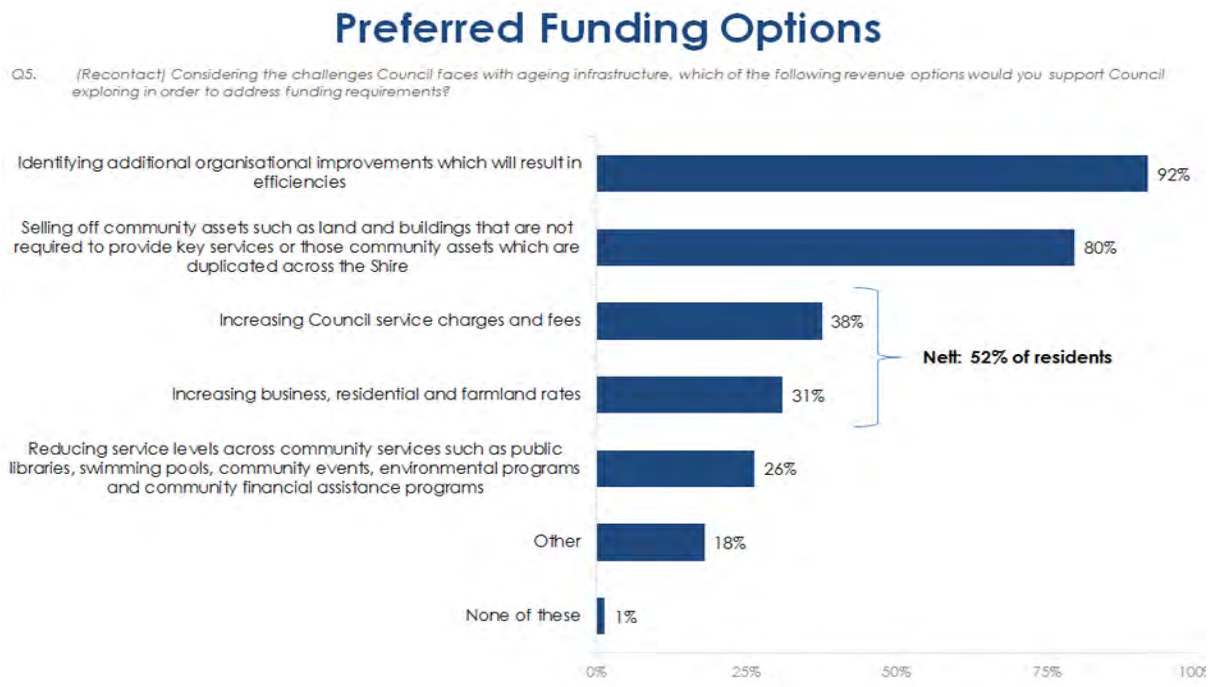
Impact on average rate	Average Rate 2018/19 $	Average Rate 2019/20 $	Variance $ per annum	Variance $ per week
Residential Rates				
Scenario 1	763.00	747.00	-16.00	
Scenario 2	763.00	815.00	52.00	1.00
Business Rates				
Scenario 1	3,950.00	3,868.00	-82.00	
Scenario 2	3,950.00	4,225.00	275.00	5.29
Farmland Rates				
Scenario 1	1,439.00	1,410.00	-29.00	
Scenario 2	1,439.00	1,539.00	100.00	1.92
Mining Rates				
Scenario 1	160,461.00	157,139.00	-3,322.00	
Scenario 2	160,461.00	171,581.00	11,120.00	213.85

Micromex Research were engaged to undertake a large scale community research project including community survey and report on findings. The survey was conducted using a three stage methodology, commencing with a computer based random selection process and mail out to 631 residents of the Lithgow City Council. The initial mail out contained a selection of pre-measures to ensure that participants were

representative of the Lithgow City Council community. This first stage was followed with a mail out of an information pack explaining the various asset management options that are being considered by Council. In the third stage, Micromex Research conducted telephone interviews with 401 of the initial 631 community residents contacted.

In summary, findings from the survey demonstrate that there are high levels of support for Council to increase investment in order to achieve better outcomes in regards to the quality of assets. Results from the survey demonstrate that half of Lithgow City Council residents accept that they need to pay more, either indirectly via rates or directly via service fees and charges, in order for Council to have the required funding to increase investment in community assets.

The below diagram demonstrates responses to question regarding council services funding options:



The responses show that 52% of residents already accept that they need to pay directly (via rates 31%) or indirectly (via service charges and fees 38%) to allow council to meet these funding requirements in order to improve the quality of community assets.

Scenario Three - Sustainable Assets (Consolidated)

Key Performance Measures										
for years ended 30 June 2017/18 - 2026/27	**2019/20**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2024/25**	**2025/26**	**2026/27**	**2027/28**	**2028/29**
	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000	$'000
Asset Maintenance Ratio	0.80	0.82	0.85	0.87	0.90	0.93	0.96	0.99	1.03	1.06
(target is to maintain at 1.00)										
Operating Performance Ratio (3 year trend)	2.73%	4.09%	5.14%	5.67%	6.42%	6.26%	6.62%	6.76%	6.87%	6.98%
(3 year trend - target a positive ratio)										
Own Source Revenue Ratio	75.29%	77.10%	77.37%	78.25%	78.53%	78.69%	78.84%	79.00%	79.15%	79.30%
(3 year trend - Target is more than 60%)										
Debt Service Ratio (3 year trend)	6.47%	5.82%	5.66%	4.99%	4.84%	4.73%	3.43%	3.35%	3.27%	3.20%
(target is to maintain at less than 20%)										
Building and Infrastructure asset renewal ratio	145.19%	141.03%	109.67%	116.16%	108.17%	112.84%	116.27%	107.04%	106.71%	159.23%
(target to maintain at 100%)										
Building and Infrastructure Backlog ratio	0.04	0.03	0.03	0.03	0.02	0.02	0.02	0.01	0.01	0.01
(target to maintain at less than 2%)										
Real Operating expenditure per capita	2,024.25	2,068.81	2,057.83	2,059.56	2,102.10	2,104.52	2,095.25	2,091.00	2,087.51	2,083.96
(a declining trend over time)										

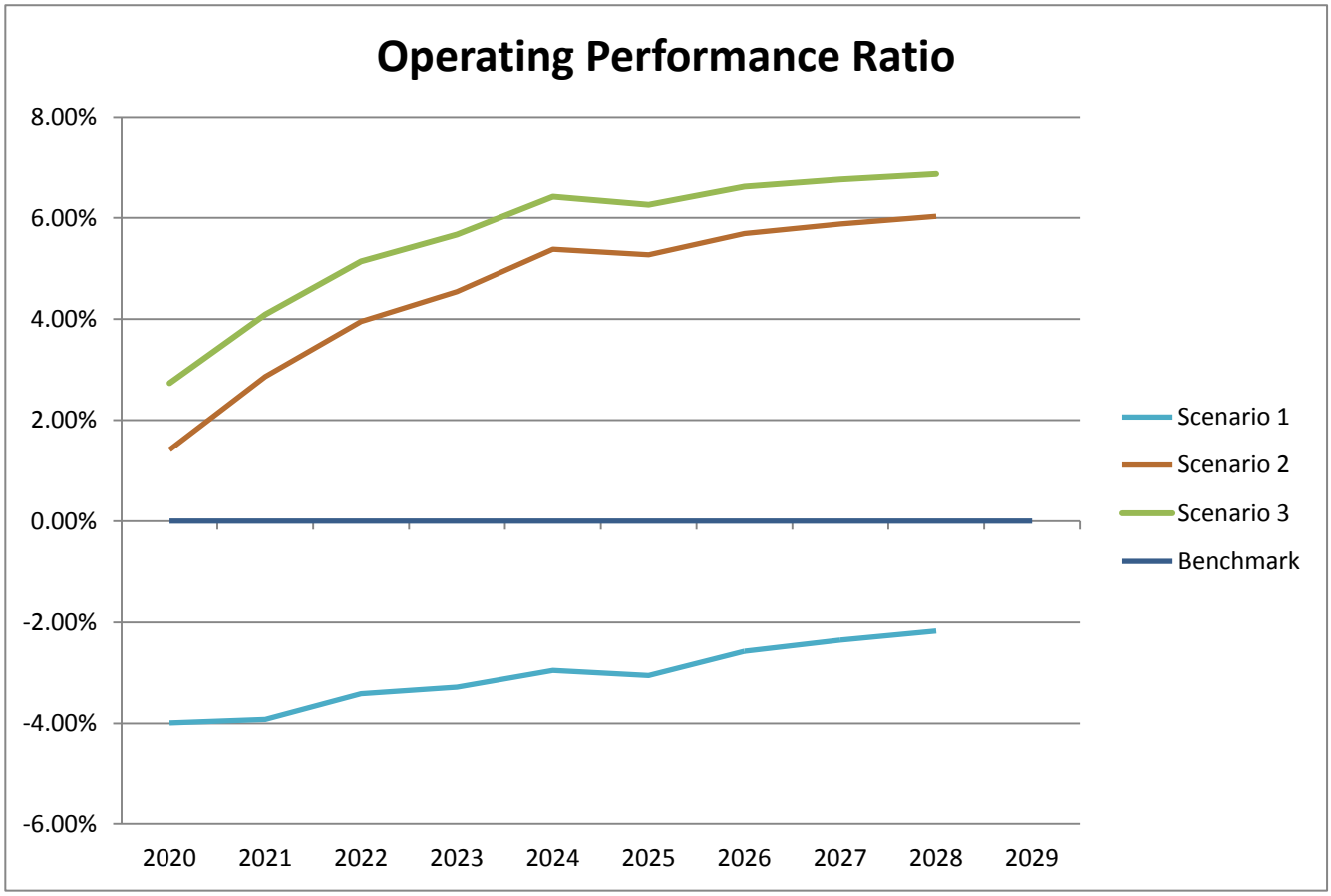
Performance Measurement

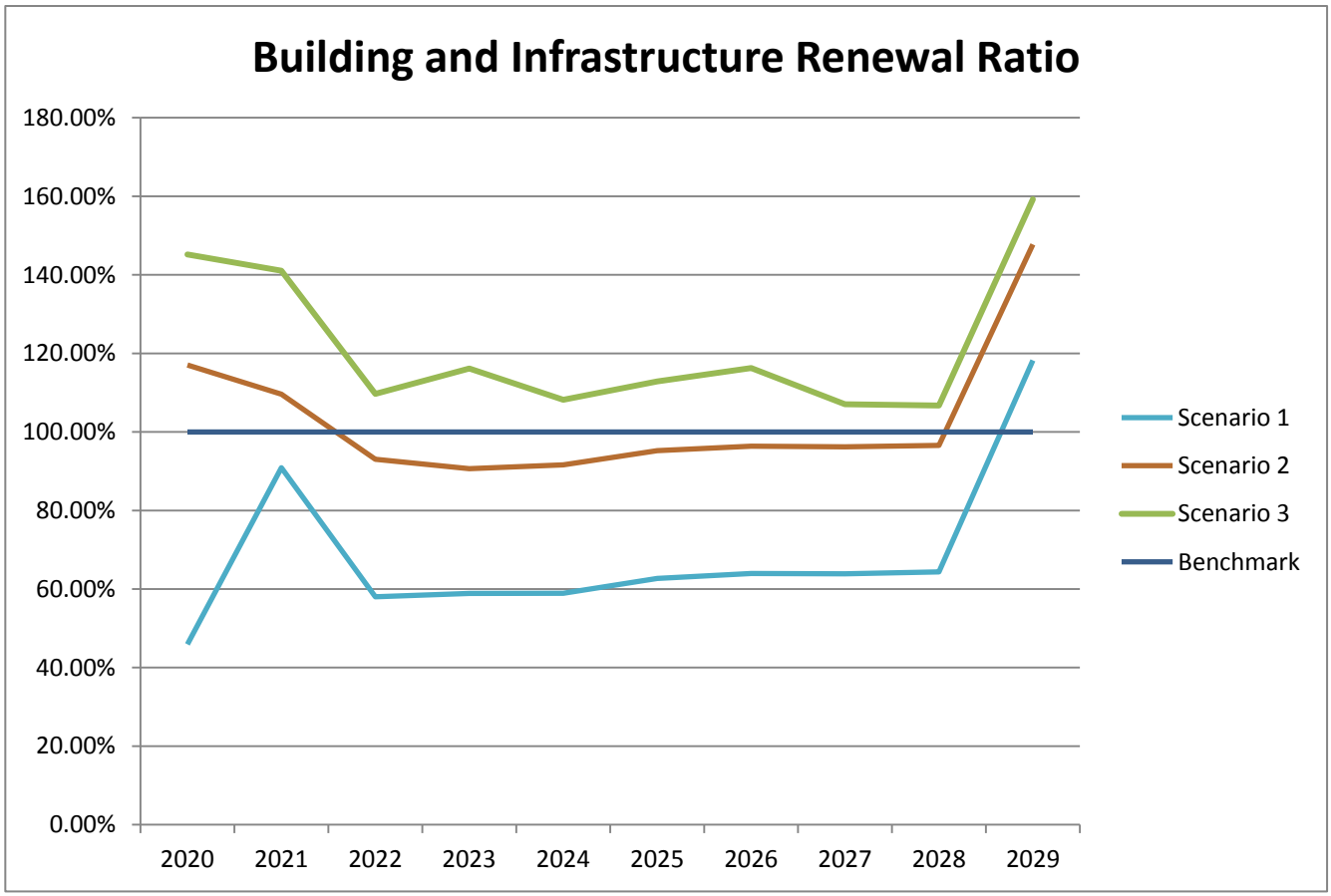
Council uses a range of measures to monitor performance. This includes the ratios reported in the Financial Statements notes and the Fit for the Future ratios used to measure financial sustainability. Performance measures allow Council to monitor the state of Council finances and its ability to maintain the community's assets and service levels into the future.

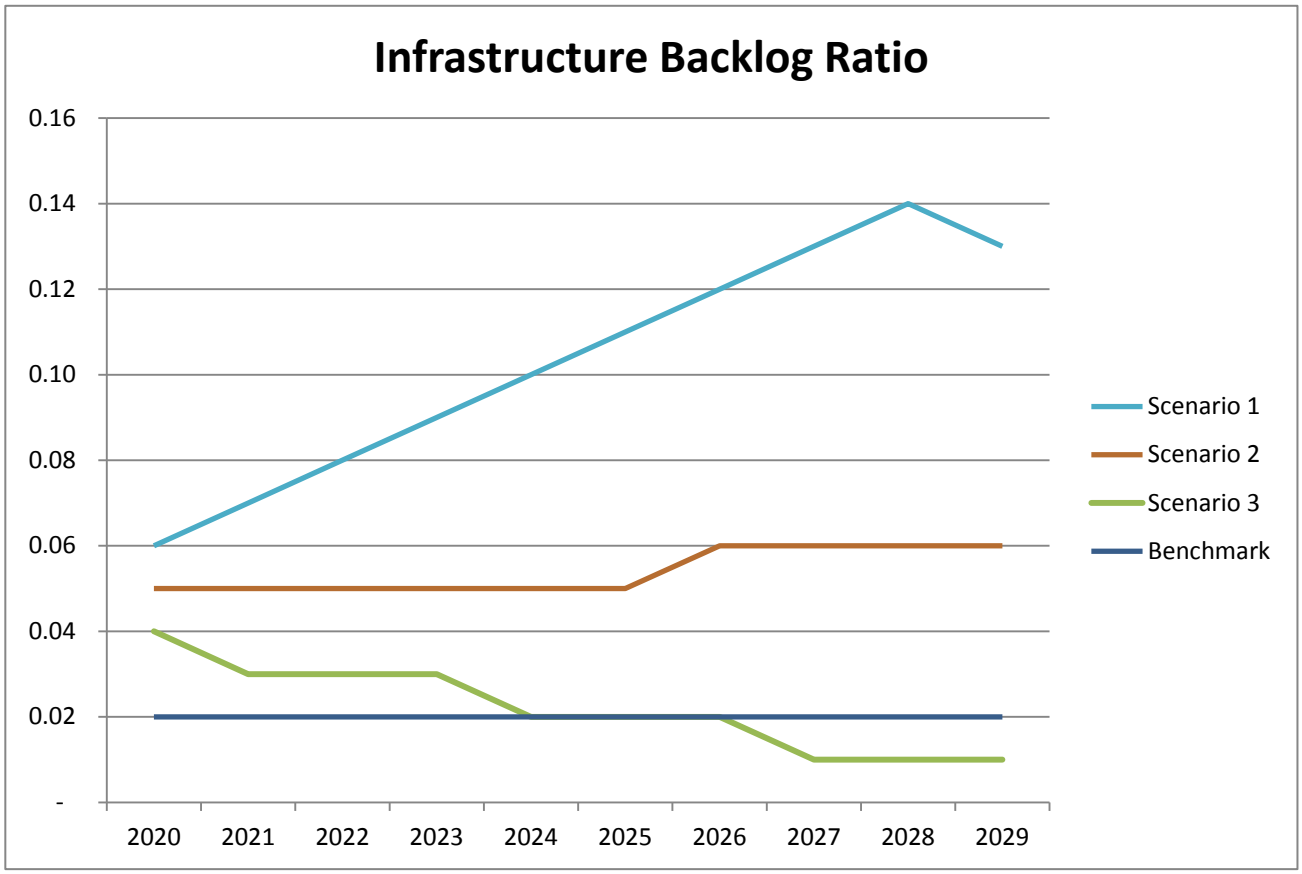
Regular monitoring of progress against LTFP targets and other ratios will allow Council to review and refine its plans and keep the community informed on its progress.

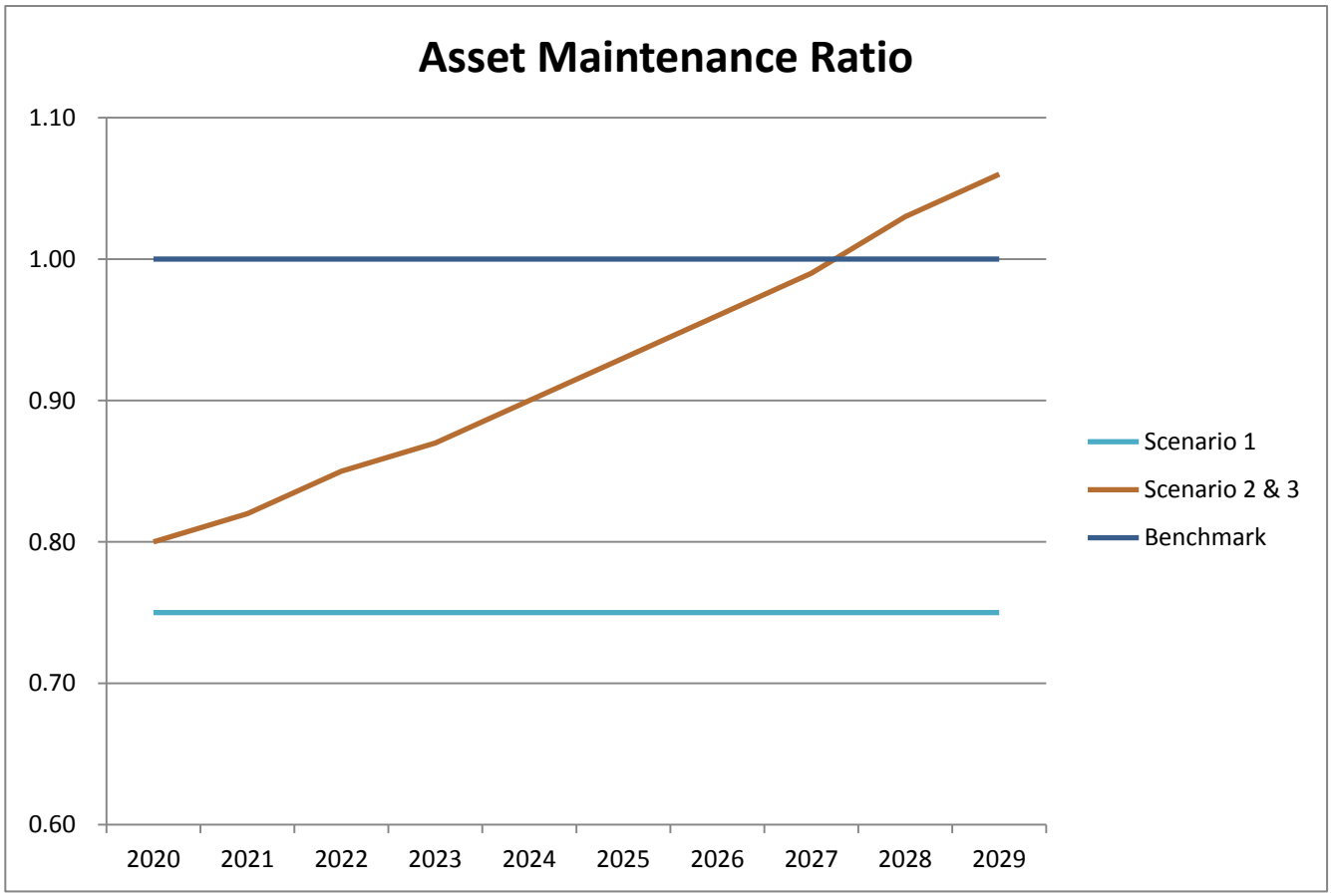
Comparison of LTFP scenarios against key performance measures

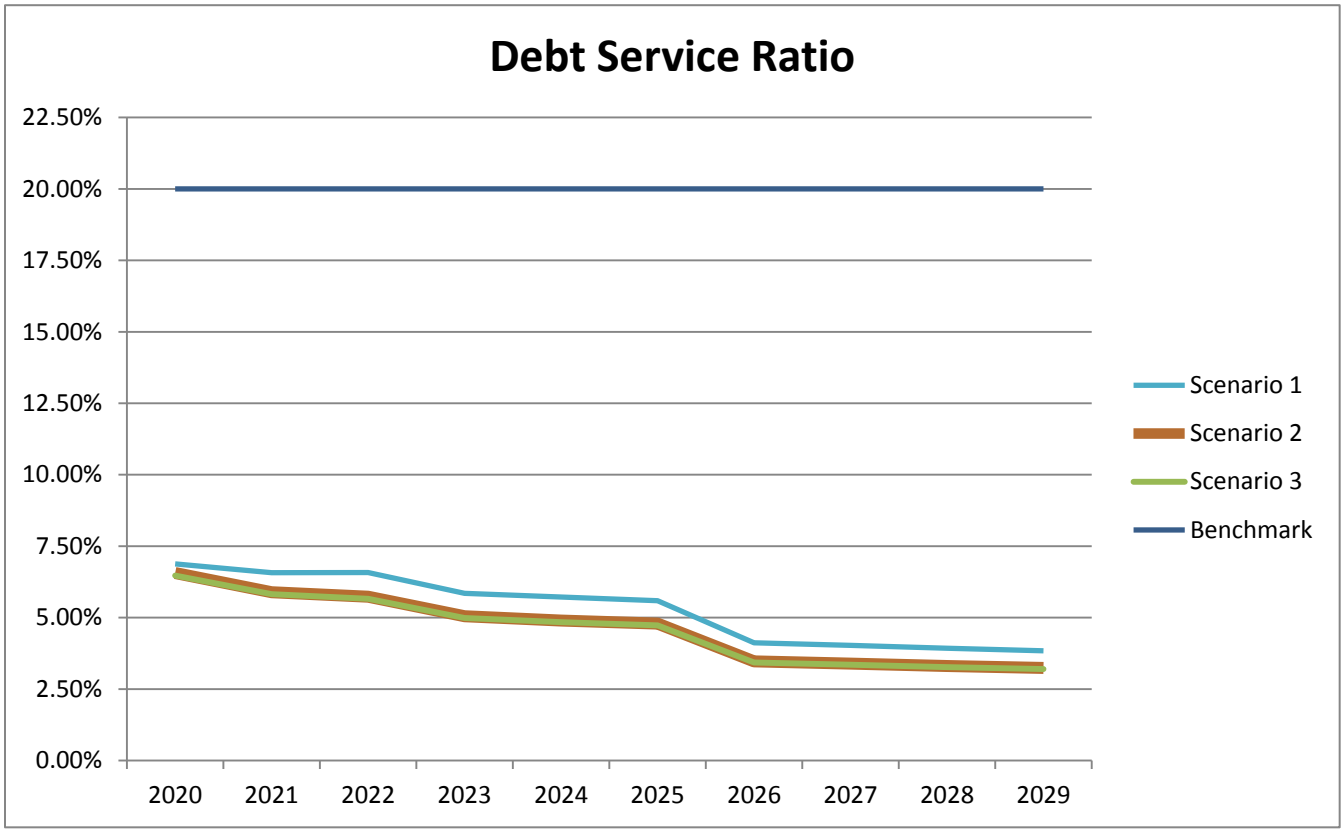
We have used the Fit for the Future measures in determining performance measures for this LTFP. A table is included under each of the scenarios. The following graphs compares the measures for the three scenarios, against each other and against the relevant benchmark. These graphs show the three year average ratios as per the Fit for the Future ratios.

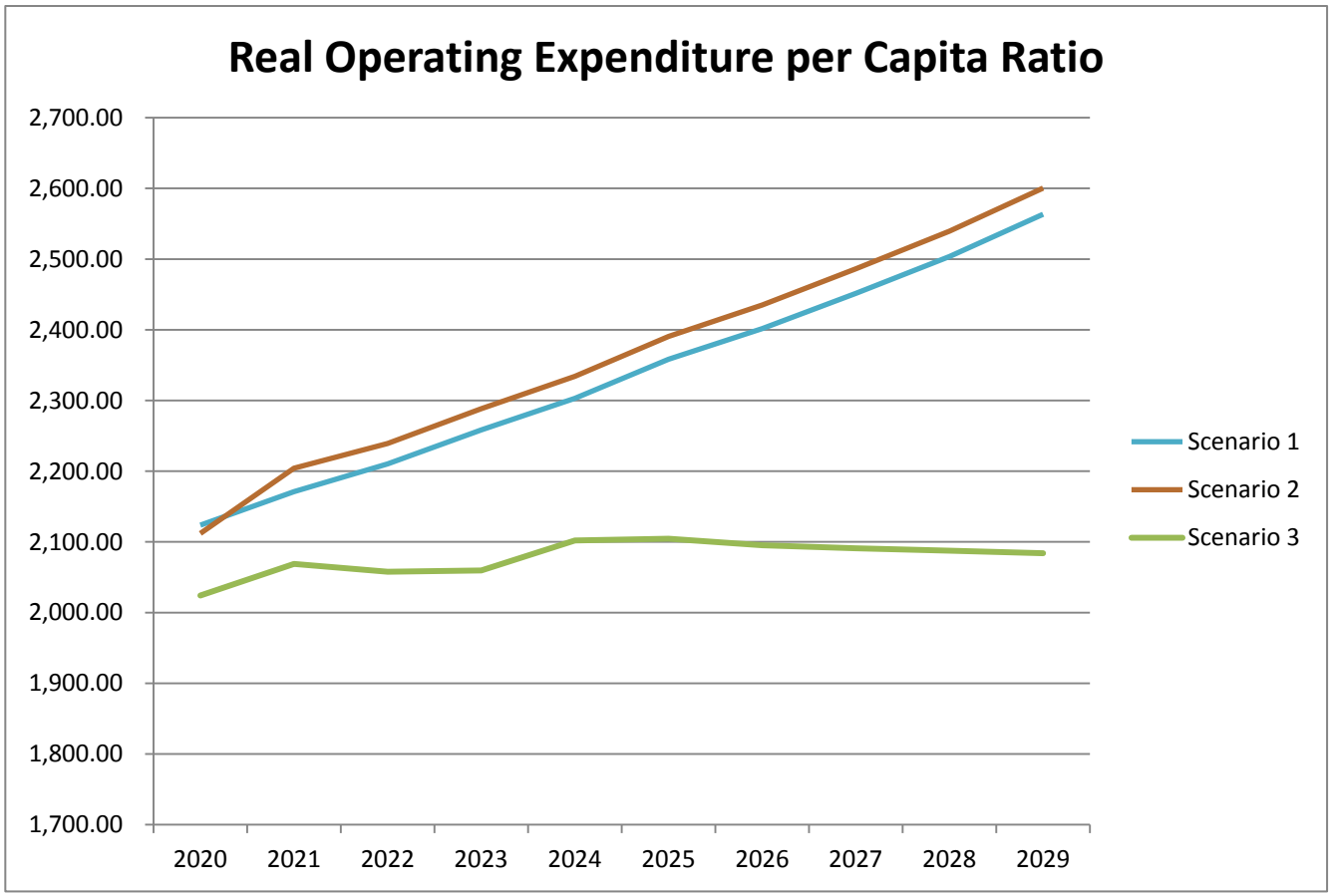



Building and Infrastructure Renewal Ratio
180.00%
160.00%
140.00%
120.00%
100.00%
80.00%
60.00%
40.00%
20.00%
0.00%
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
Scenario 1
Scenario 2
Scenario 3
Benchmark


Infrastructure Backlog Ratio
0.16
0.14
0.12
0.10
0.08
0.06
0.04
0.02
-
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
Scenario 1
Scenario 2
Scenario 3
Benchmark


Asset Maintenance Ratio
1.10
1.00
0.90
0.80
0.70
0.60
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
Scenario 1
Scenario 2 & 3
Benchmark


Debt Service Ratio
22.50%
20.00%
17.50%
15.00%
12.50%
10.00%
7.50%
5.00%
2.50%
0.00%
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
Scenario 1
Scenario 2
Scenario 3
Benchmark


Real Operating Expenditure per Capita Ratio
2,700.00
2,600.00
2,500.00
2,400.00
2,300.00
2,200.00
2,100.00
2,000.00
1,900.00
1,800.00
1,700.00
2020
2021
2022
2023
2024
2025
2026
2027
2028
2029
Scenario 1
Scenario 2
Scenario 3

Risks and Sensitivity Analysis

Risks

The major risk for Council relates to its revenues and the key assumptions which underpin this LTFP.

The major risks relate to

- rates revenue
  - a risk of lower than expected rates cap increases
  - a risk of an erosion in the rating base due to a reduction in activity and a population reduction in the LGA area
- other revenues such as fees and charges and grants
  - the risk that government grant assistance diminishes or does not grow at the assumed rate
  - loss of or reduction to ongoing grant funding especially in relation to road renewal
  - lower than expected growth in other revenues
- operating expenditure increases for key expenses such as employee costs and materials and contracts
  - higher than expected increases in employee costs and in materials\contract costs without an increase in the assumed rates cap
- interest rates on council borrowings
  - increases in the assumed interest rate on borrowings
- failure to deliver on efficiency targets

Sensitivity analysis

In this LTFP Council has outlined three scenarios. Scenario 1 is the 'business as usual' or 'status quo' option. Scenario 2 looks at a range of options to improve Council's financial performance, both in terms of operations and in asset related benchmarks.

Scenario 3 looks at the impact on Scenario 2 if Council is able to apply for a permanent SRV of 9% when the existing 4.77% infrastructure SRV expires in 2019.

The sensitivities and potential impact as outlined in the following paragraphs relate to the general fund financial projections contained in this LTFP.

- Rates revenue
  - Each 1% change in ordinary rates revenue will result in a $115,000 change in total rates revenue
- Other revenues such as fees and charges and grants
  - Revenue from operating grants is $7.8 million in 2017/18 which is approximately 28% of total external operating revenues. Each 1% change represents $78,000
  - It should be noted that the LTFP already assumes a lower growth assumption for revenues from grants (1% less than other revenues and costs). A 1% change in operating grants revenue represents $78,000 per annum.
- Operating expenditure increases for key expenses such as employee costs and materials and

contracts

  - Employee costs and materials and contracts comprise $15.9 million and $9.6 million in 2017/18. A 1% movement in these costs represents $159,000 and $96,000 ($255,000 combined effect)

- Interest rates on council borrowings
  - Each 1% increase in council borrowing costs will have the following effect
    - As all scenarios propose the same level of borrowings a 1% increase on the general fund debt of $5 million will increase costs by $50,000

Changes to the revenue or expenditure assumptions could have a material effect on the financial projections in the LTFP however council believes the assumptions used are robust. Annual review of the LTFP will ensure that Council is able to react and plan for any changes in costs and revenues over the term of this plan.

Summary of this LTFP

Conclusion

In this LTFP Council has outlined three scenarios.

- Scenario 1 is the base case or 'do nothing' option. It models the continuation of Council's services as currently provided. It is based on the draft 2018/19 budget prior to adjustments based on improvement opportunities Council has identified and on the current levels of asset expenditure.
- Scenario 2 takes the base case and adjusts the financial projections based on a number of improvement strategies that generate an estimated benefit of $2.5M ($1.9M general fund) have been identified. In addition, it includes provision of funds for additional resources in asset management and finance to increase Council's strategic capabilities in particular as it relates to long term planning for infrastructure assets and the financial impacts of asset related expenditure and decisions.
- Scenario 3 takes the revised financial projections in Scenario 2 and proposes that a new permanent SRV of 9% be applied for and approved commencing in 2019/20.This replaces the existing 4.77% infrastructure SRV that expires in 2019. Council to continue to seek further improvements in future years. Scenario 3 also includes sufficient asset renewal expenditure to ensure that the asset benchmarks are met during the term of the LTFP for the general fund.

The analysis in this LTFP concentrates on the financial projections for the Council's general fund (excluding water and sewer) as this is the focus of all key benchmarks, in particular the various fit for the future (FFTF) ratios.

For completeness and so that readers of this LTFP can assess council's overall financial position the projected financial statements for both the general fund and consolidated fund are presented in the following pages.

The following financial statements demonstrate the current and long-term position of Council's finances under each scenario.

Scenario 1 - Financial Statements – 2019-29 LTFP

Income Statement - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Rates and Annual Charges	16,679	16,541	16,954	17,378	17,812	18,258	18,714	19,182	19,662	20,153	20,657
User Charges and Fees	1,560	1,599	1,639	1,680	1,722	1,765	1,809	1,855	1,901	1,948	1,997
Interest and Investment Revenue	838	863	889	915	943	971	1,000	1,030	1,061	1,093	1,126
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	6,931	7,001	7,106	7,212	7,321	7,430	7,542	7,655	7,770	7,886	8,005
Grants and Contributions provided for Capital Purposes	4,465	3,006	3,036	3,082	3,128	3,175	3,225	3,276	3,327	3,380	3,433
Other Income:											
Net gain from the disposal of assets	335										
Share of interests in joint ventures and associates											
Total Income from Continuing Operations	**32,099**	**30,396**	**31,049**	**31,732**	**32,430**	**33,145**	**33,875**	**34,622**	**35,386**	**36,167**	**36,967**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	11,286	11,713	12,005	12,212	12,517	12,830	13,151	13,480	13,817	14,162	14,516
Borrowing Costs	194	156	126	95	66	43	18	10	9	8	8
Materials and Contracts	4,112	4,486	4,412	4,476	4,612	4,671	4,781	4,894	4,979	5,087	5,196
Depreciation and Amortisation	8,364	8,617	8,852	9,054	9,262	9,472	9,703	9,921	10,147	10,378	10,614
Impairment											
Net Losses from the disposal of assets											
Other Expenses	4,551	4,584	4,838	4,818	4,925	5,033	5,284	5,257	5,373	5,491	5,752
Total Expenses from Continuing Operations	**28,507**	**29,556**	**30,233**	**30,655**	**31,383**	**32,049**	**32,937**	**33,562**	**34,325**	**35,126**	**36,085**
Operating Result from Continuing	3,592	840	816	1,076	1,047	1,096	939	1,060	1,061	1,041	881
Operations Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	**3,592**	**840**	**816**	**1,076**	**1,047**	**1,096**	939	1,060	1,061	**1,041**	**881**
Net Operating Result attributable to Council	**3,592**	**840**	**816**	**1,076**	**1,047**	**1,096**	939	1,060	1,061	**1,041**	**881**
Net Operating Result attributable to Minority Interests		-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(874)	(2,166)	(2,220)	(2,005)	(2,080)	(2,079)	(2,286)	(2,216)	(2,266)	(2,338)	(2,551)
Net Operating Result for the Year	**3,592**	**840**	**816**	**1,076**	**1,047**	**1,096**	**939**	**1,060**	**1,061**	**1,041**	**881**

Statement of Cash Flows - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	16,747	16,546	16,939	17,363	17,797	18,242	18,698	19,165	19,644	20,135	20,639
User Charges and Fees	1,437	1,593	1,633	1,674	1,716	1,759	1,803	1,848	1,894	1,941	1,990
Investment and Interest Revenue Received	941	857	869	894	920	953	978	1,005	1,035	1,066	1,099
Grants and Contributions	11,340	10,128	10,130	10,281	10,435	10,591	10,752	10,916	11,082	11,251	11,422
Bonds, Deposits and Retention amounts received	-	-	-	-	-	-	-	-	-	-	-
Other	969	1,415	1,421	1,460	1,500	1,541	1,580	1,620	1,660	1,702	1,745
Payments:											
Employee Benefits and On-Costs	(11,233)	(11,711)	(12,004)	(12,211)	(12,516)	(12,829)	(13,149)	(13,478)	(13,815)	(14,160)	(14,514)
Materials and Contracts	(5,716)	(4,415)	(4,298)	(4,470)	(4,538)	(4,605)	(4,645)	(4,882)	(4,906)	(5,010)	(5,055)
Borrowing Costs	(205)	(163)	(133)	(103)	(73)	(50)	(25)	(10)	(9)	(9)	(8)
Bonds, Deposits and Retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-
Other	(4,548)	(4,974)	(4,888)	(4,994)	(4,925)	(5,033)	(5,284)	(5,257)	(5,373)	(5,491)	(5,752)
Net Cash provided (or used in) Operating Activities	**9,732**	**9,276**	**9,669**	**9,892**	**10,316**	**10,569**	**10,708**	**10,927**	**11,212**	**11,427**	**11,566**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Sale of Investment Property											
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-		-
Sale of Infrastructure, Property, Plant and Equipment	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(16,096)	(7,190)	(6,933)	(6,641)	(6,974)	(8,132)	(7,551)	(7,900)	(7,935)	(8,158)	(8,272)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	**(16,096)**	**(7,190)**	**(6,933)**	**(6,641)**	**(6,974)**	**(8,132)**	**(7,551)**	**(7,900)**	**(7,935)**	**(8,158)**	**(8,272)**
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(852)	(705)	(705)	(735)	(624)	(647)	(672)	(17)	(18)	(19)	(19)
Net Cash provided (or used) in Investing Activities	**(852)**	**(705)**	**(705)**	**(735)**	**(624)**	**(647)**	**(672)**	**(17)**	(18)	(19)	(19)
Net Increase / (Decrease) in Cash and Cash plus:	(7,216)	1,381	2,031	2,516	2,717	1,790	2,485	3,010	3,259	3,250	3,275
plus: Cash and Cash Equivalents - beginning of year	23,421	16,205	17,587	19,618	22,135	24,852	26,642	29,128	32,137	35,397	38,647
Cash and Cash Equivalents - end of year	**16,205**	**17,587**	**19,618**	**22,135**	**24,852**	**26,642**	**29,128**	**32,137**	**35,397**	**38,647**	**41,921**

Balance Sheet - General Fund As at	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	16,205	17,587	19,618	22,135	24,852	26,642	29,128	32,137	35,397	38,647	41,921
Investments											
Receivables	2,864	2,737	2,803	2,874	2,947	3,016	3,089	3,167	3,247	3,329	3,413
Inventories	630	674	670	681	700	711	727	744	758	744	791
Other	323	337	343	346	355	361	374	378	385	394	407
Total Current Assets	**20,023**	**21,334**	**23,434**	**26,035**	**28,853**	**30,730**	**33,318**	**36,426**	**39,787**	**43,144**	**46,532**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	409,617	408,190	406,272	403,859	401,571	400,230	398,079	396,057	393,845	391,625	389,284
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**415,111**	**413,684**	**411,766**	**409,353**	**407,065**	**405,724**	**403,573**	**401,551**	**399,339**	**397,119**	**394,778**
TOTAL ASSETS	**435,134**	**435,019**	**435,200**	**435,388**	**435,918**	**436,454**	**436,891**	**437,977**	**439,127**	**440,263**	**441,309**
LIABILITIES											
Current Liabilities											
Payables	4,776	4,899	5,010	5,022	5,119	5,196	5,356	5,390	5,485	5,588	5,761
Income received in advance	342	359	368	378	388	398	408	418	428	439	450
Borrowings	705	705	735	624	647	672	17	18	19	19	20
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**9,148**	**9,299**	**9,451**	**9,368**	**9,498**	**9,610**	**9,125**	**9,170**	**9,276**	**9,391**	**9,575**
Non-Current Liabilities											
Payables	8	8	8	8	8	8	9	9	9	9	10
Borrowings	3,507	2,802	2,068	1,443	796	124	107	89	70	51	30
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**12,137**	**11,030**	**10,244**	**9,438**	**8,791**	**8,119**	**8,102**	**8,085**	**8,066**	**8,047**	**8,027**
TOTAL LIABILITIES	**21,285**	**20,330**	**19,695**	**18,807**	**18,289**	**17,730**	**17,227**	**17,254**	**17,342**	**17,438**	**17,602**
Net Assets	**413,849**	**414,689**	**415,505**	**416,581**	**417,629**	**418,725**	**419,663**	**420,723**	**421,784**	**422,826**	**423,707**
EQUITY											
Retained Earnings	161,558	162,398	163,214	164,290	165,338	166,434	167,372	168,432	169,493	170,535	171,416
Revaluation Reserves	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291
Total Equity	**413,849**	**414,689**	**415,505**	**416,581**	**417,629**	**418,725**	**419,663**	**420,723**	**421,784**	**422,826**	**423,707**

Statement of Changes in Equity - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
RETAINED EARNINGS											
Opening Balance	410,257	413,849	414,689	415,505	416,581	417,629	418,725	419,663	420,723	421,784	422,826
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	**410,257**	**413,849**	**414,689**	**415,505**	**416,581**	**417,629**	**418,725**	**419,663**	**420,723**	**421,784**	**422,826**
Net Operating Result for the Year	3,592	840	816	1,076	1,047	1,096	939	1,060	1,061	1,041	881
Total Comprehensive Income	**3,592**	**840**	**816**	**1,076**	**1,047**	**1,096**	**939**	**1,060**	**1,061**	**1,041**	**881**
Balance at End of the Reporting Period	**413,849**	**414,689**	**415,505**	**416,581**	**417,629**	**418,725**	**419,663**	**420,723**	**421,784**	**422,826**	**423,707**

Income Statement - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Rates and Annual Charges	25,910	26,003	26,654	27,320	28,003	28,703	29,420	30,156	30,910	31,683	32,475
User Charges and Fees	7,477	7,664	7,855	8,052	8,253	8,459	8,671	8,887	9,110	9,337	9,571
Interest and Investment Revenue	898	925	952	981	1,010	1,041	1,072	1,104	1,137	1,171	1,207
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	7,122	7,193	7,301	7,411	7,522	7,635	7,749	7,865	7,983	8,103	8,225
Grants and Contributions provided for Capital Purposes	7,349	4.848	3,887	4,795	4,004	4,064	4,132	4,201	4,271	4,343	4,415
Other Income:											
Net gain from the disposal of assets	335										
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	**50,381**	**48,020**	**48,074**	**50,022**	**50,297**	**51,448**	**52,629**	**53,838**	**55,076**	**56,344**	**57,641**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	14,663	15,228	15,609	15,905	16,303	16,710	17,128	17,556	17,995	18,445	18,906
Borrowing Costs	1,054	1,091	1,036	998	919	853	780	724	674	622	567
Materials and Contracts	10,360	10,836	10,898	11,105	11,387	11,595	11,858	12,126	12,370	12,640	12,916
Depreciation and Amortisation	11,834	12,290	12,651	13,040	13,351	13,644	13,959	14,265	14,579	14,900	15,229
Impairment	-	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	5,401	5,450	5,723	5,722	5,849	5,978	6,249	6,244	6,381	6,521	6,805
Total Expenses from Continuing Operations	**43,313**	**44,895**	**45,918**	**46,771**	**47,810**	**48,780**	**49,975**	**50,915**	**51,999**	**53,129**	**54,423**
Operating Result from Continuing Operations	7,068	3,125	2,156	3,252	2,487	2,668	2,655	2,923	3,077	3,214	3,218
Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	7,068	3,125	2,156	3,252	2,487	2,668	2,655	2,923	3,077	3,214	3,218
Net Operating Result attributable to Council	7,068	3,125	2,156	3,252	2,487	2,668	2,655	2,923	3,077	3,214	3,218
Net Operating Result attributable to Minority Interests		-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(281)	(1,723)	(1,731)	(1,544)	(1,517)	(1,396)	(1,478)	(1,278)	(1,194)	(1,128)	(1,197)
Net Operating Result for the Year	**7,068**	**3,125**	**2,156**	**3,252**	**2,487**	**2,668**	**2,655**	**2,923**	**3,077**	**3,214**	**3,218**

Statement of Cash Flows - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	25,971	25,993	26,623	27,289	27,971	28,670	29,387	30,121	30,874	31,646	32,437
User Charges and Fees	7,003	7,616	7,806	8,001	8,201	8,406	8,616	8,832	9,052	9,279	9,511
Investment and Interest Revenue Received	1,001	919	933	959	988	1,023	1,050	1,079	1,111	1,145	1,179
Grants and Contributions	14,189	12,347	11,351	11,826	11,870	11,681	11,861	12,046	12,234	12,425	12,619
Other	838	1,416	1,422	1,461	1,501	1,543	1,582	1,621	1,662	1,704	1,746
Payments:											
Employee Benefits and On-Costs	(14,609)	(15,226)	(15,607)	(15,904)	(16,301)	(16,709)	(17,127)	(17,555)	(17,994)	(18,444)	(18,905)
Materials and Contracts	(12,128)	(10,764)	(10,783)	(11,099)	(11,312)	(11,528)	(11,721)	(12,113)	(12,296)	(12,562)	(12,733)
Borrowing Costs	(1,065)	(1,098)	(1,044)	(1,005)	(926)	(860)	(787)	(724)	(674)	(622)	(567)
Other	(5,399)	(5,840)	(5,773)	(5,898)	(5,849)	(5,978)	(6,249)	(6,244)	(6,381)	(6,521)	(6,805)
Net Cash provided (or used in) Operating Activities	**15,801**	**15,363**	**14,927**	**15,629**	**16,142**	**16,248**	**16,613**	**17,064**	**17,589**	**18,049**	**18,443**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(32,293)	(11,850)	(18,693)	(9,681)	(8,214)	(13,592)	(10,691)	(9,290)	(9,325)	(9,548)	(15,762)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	**(32,293)**	**(11,850)**	**(18,693)**	**(9,681)**	**(8,214)**	**(13,592)**	**(10,691)**	**(9,290)**	**(9,325)**	**(9,548)**	**(15,762)**
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	9,537	2,000	2,000	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(1,819)	(1,881)	(1,865)	(1,977)	(1,790)	(1,856)	(1,928)	(1,321)	(1,372)	(1,424)	(1,479)
Net Cash provided (or used) in Investing Activities	**7,717**	**119**	**135**	**(1,977)**	**(1,790)**	**(1,856)**	**(1,928)**	**(1,321)**	**(1,372)**	**(1,424)**	**(1,479)**
Net Increase / (Decrease) in Cash and Cash Equivalents	(8,744)	3,632	(3,631)	3,972	6,138	800	3,993	6,452	6,892	7,077	1,202
plus: Cash and Cash Equivalents - beginning of year	33,971	25,197	28,829	25,197	29,169	35,307	36,107	40,100	46,553	53,444	60,522
Total Cash and Cash Equivalents - end of year	**25,197**	**28,829**	**25,197**	**29,169**	**35,307**	**36,107**	**40,100**	46,553	53,444	60,522	61,723

Balance Sheet - Consolidated As at	Budget 2018/19	Budget 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	25,197	28,829	25,197	29,169	35,307	36,107	40,100	46,553	53,444	60,552	61,723
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables	5,817	5,564	5,515	6,012	5,789	5,926	6,071	6,221	6,376	6,534	6,695
Inventories	832	879	879	895	919	935	956	978	997	1,019	1,041
Other	323	337	343	346	355	361	374	378	385	394	407
Total Current Assets	**32,169**	**35,608**	**31,935**	**36,422**	**42,370**	**43,329**	**47,501**	**54,129**	**61,202**	**68,468**	**69,866**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	532,913	532,473	538,515	535,156	530,018	529,966	526,698	521,723	516,469	511,117	511,650
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**538,407**	**537,967**	**544,009**	**540,650**	**535,512**	**535,460**	**532,192**	**527,217**	**521,963**	**516,611**	**517,144**
TOTAL ASSETS	**570,576**	**573,575**	**575,944**	**577,071**	**577,882**	**578,789**	**579,693**	**581,346**	**583,166**	**585,078**	**587,010**
LIABILITIES											
Current Liabilities											
Payables	5,018	5,146	5,262	5,280	5,382	5,465	5,631	5,670	5,772	5,882	6,061
Income received in advance	395	413	424	435	446	458	469	481	493	505	518
Borrowings	1,831	1,832	1,977	1,790	1,856	1,928	1,321	1,372	1,424	1,479	1,535
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**10,569**	**10,727**	**11,001**	**10,848**	**11,028**	**11,195**	**10,765**	**10,867**	**11,033**	**11,210**	**11,458**
Non-Current Liabilities											
Payables	8	8	8	8	8	8	9	9	9	9	10
Borrowings	25,755	25,874	25,864	24,074	22,218	20,289	18,968	17,596	16,172	14,694	13,158
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**34,385**	**34,102**	**34,040**	**32,069**	**30,213**	**28,285**	**26,964**	**25,592**	**24,169**	**22,690**	**21,155**
TOTAL LIABILITIES	**44,955**	**44,829**	**45,041**	**42,917**	**41,241**	**39,480**	**37,729**	**36,459**	**35,201**	**33,900**	**32,613**
Net Assets	**525,621**	**528,746**	**530,902**	**534,154**	**536,641**	**539,309**	**541,964**	**544,887**	**547,964**	**551,179**	**554,397**
EQUITY											
Retained Earnings	215,165	218,290	220,446	223,698	226,185	228,853	231,508	234,431	237,508	240,723	243,941
Revaluation Reserves	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456
Total Equity	**525,621**	**528,746**	**530,902**	**534,154**	**536,641**	**539,309**	**541,964**	**544,887**	**547,964**	**551,179**	**554,397**

Statement of Changes in Equity - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
RETAINED EARNINGS											
Opening Balance	518,553	525,621	528,746	530,902	534,154	536,641	539,309	541,964	544,887	547,964	551,179
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	518,553	525,621	528,746	530,902	534,154	536,641	539,309	541,964	544,887	547,964	551,179
Net Operating Result for the Year	7,068	3,125	2,156	3,252	2,487	2,668	2,655	2,923	3,077	3,214	3,218
Total Comprehensive Income	7,068	3,125	2,156	3,252	2,487	2,668	2,655	2,923	3,077	3,214	3,218
Balance at End of the Reporting Period	**525,621**	**528,746**	**530,902**	**534,154**	**536,641**	**539,309**	**541,964**	**544,887**	**547,964**	**551,179**	**554,397**

Scenario 2 - Financial Statements – 2019-29 LTFP

Income Statement - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Rates and Annual Charges	16,679	17,111	17,549	17,987	18,437	18,898	19,370	19,855	20,351	20,860	21,381
User Charges and Fees	1,560	1,630	3,306	3,599	3,941	4,341	4,450	4,561	4,675	4,792	4,912
Interest and Investment Revenue	838	863	889	915	943	971	1,000	1,030	1,061	1,093	1,126
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	6,931	7,501	7,613	7,727	7,843	7,961	8,080	8,202	8,325	8,450	8,576
Grants and Contributions provided for Capital Purposes	4,465	3,006	3,036	3,082	3,128	3,175	3,225	3,276	3,327	3,380	3,433
Other Income:											
Net gain from the disposal of assets	335	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-									
Total Income from Continuing Operations	**32,099**	**31,497**	**33,817**	**34,774**	**35,796**	**36,892**	**37,711**	**38,548**	**39,404**	**40,281**	**41,178**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	11,286	11,529	12,540	12,760	13,079	13,406	13,741	14,084	14,436	14,797	15,167
Borrowing Costs	194	156	126	95	66	43	18	10	9	8	8
Materials and Contracts	4,112	4,382	4,612	4,609	4,761	4,825	4,941	5,060	5,151	5,264	5,380
Depreciation and Amortisation	8,364	8,617	8,871	9,074	9,282	9,492	9,722	9,941	10,167	10,398	10,633
Impairment	-	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	4,551	4,548	4,812	4,803	4,899	5,007	5,257	5,230	5,345	5,462	5,722
Total Expenses from Continuing Operations	**28,507**	**29,232**	**30,961**	**31,340**	**32,088**	**32,773**	**33,679**	**34,325**	**35,108**	**35,930**	**36,911**
Operating Result from Continuing Operations	3,592	2,265	2,856	3,434	3,709	4,119	4,031	4,223	4,297	4,351	4,267
Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	3,592	2,265	2,856	3,434	3,709	4,119	4,031	4,223	4,297	4,351	4,267
Net Operating Result attributable to Council	3,592	2,265	2,856	3,434	3,709	4,119	4,031	4,223	4,297	4,351	4,267
Net Operating Result attributable to Minority Interests	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	**(874)**	**(741)**	**(180)**	**353**	**581**	**945**	**806**	**947**	**969**	**971**	**834**
Net Operating Result for the Year	3,592	2,265	2,856	3,434	3,709	4,119	4,031	4,223	4,297	4,351	4,267

Statement of Cash Flows - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	16,747	17,095	17,533	17,971	18,421	18,881	19,353	19,837	20,333	20,841	21,362
User Charges and Fees	1,437	1,620	3,057	3,555	3,890	4,282	4,434	4,545	4,658	4,775	4,894
Investment and Interest Revenue Received	941	858	862	899	914	946	971	998	1,027	1,058	1,091
Grants and Contributions	11,340	10,585	10,637	10,795	10,957	11,121	11,290	11,462	11,637	11,814	11,993
Bonds, Deposits and Retention amounts received	-	-	-	-	-	-	-	-	-	-	-
Other	969	1,405	1,570	1,482	1,527	1,574	1,586	1,626	1,666	1,708	1,751
Payments:											
Employee Benefits and On-Costs	(11,233)	(11,528)	(12,534)	(12,759)	(13,077)	(13,404)	(13,739)	(14,083)	(14,435)	(14,796)	(15,166)
Materials and Contracts	(5,716)	(4,344)	(4,439)	(4,606)	(4,690)	(4,759)	(4,804)	(5,047)	(5,077)	(5,186)	(5,238)
Borrowing Costs	(205)	(163)	(133)	(103)	(73)	(50)	(25)	(10)	(9)	(9)	(8)
Bonds, Deposits and Retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-
Other	(4,548)	(4,938)	(4,862)	(4,979)	(4,899)	(5,007)	(5,257)	(5,230)	(5,345)	(5,462)	(5,722)
Net Cash provided (or used in) Operating Activities	**9,732**	**10,588**	**11,690**	**12,256**	**12,970**	**13,584**	**13,809**	**14,098**	**14,455**	**14,743**	**14,958**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	0	0	0	0	0	0	0	0	0	0	0
Sale of Investment Property	0	0	0	0	0	0	0	0	0	0	0
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	1,566	1,476	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	0	0	0	0	0	0	0	0	0	0	0
Purchase of Infrastructure, Property, Plant and Equipment	(16,096)	(12,230)	(9,467)	(9,710)	(8,575)	(9,882)	(9,339)	(9,728)	(9,803)	(10,066)	(10,224)
Purchase of Real Estate Assets	0	0	0	0	0	0	0	0	0	0	0
Net Cash provided (or used) in Investing Activities	(16,096)	(10,664)	(7,991)	(9,710)	(8,575)	(9,882)	(9,339)	(9,728)	(9,803)	(10,066)	(10,224)
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(852)	(705)	(705)	(735)	(624)	(647)	(672)	(17)	(18)	(19)	(19)
Net Cash provided (or used) in Investing Activities	**(852)**	**(705)**	**(705)**	**(735)**	**(624)**	**(647)**	**(672)**	**(17)**	**(18)**	**(19)**	**(19)**
Net Increase / (Decrease) in Cash and Cash Equivalents	(7,216)	(781)	2,994	1,811	3,770	3,055	3,798	4,352	4,634	4,659	4,715
plus: Cash and Cash Equivalents - beginning of year	23,421	16,205	15,424	18,418	20,230	24,000	27,055	30,853	35,205	39,839	44,498
Total Cash and Cash Equivalents - end of year	16,205	15,424	18,418	20,230	24,000	27,055	30,853	35,205	39,839	44,498	49,213

Balance Sheet - General Fund As at	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	16,205	15,424	18,418	20,230	24,000	27,055	30,853	35,205	39,839	44,498	49,213
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables	2,864	2,819	3,184	3,295	3,429	3,570	3,664	3,763	3,865	3,968	4,074
Inventories	630	663	691	695	716	727	744	762	776	793	811
Other	323	332	349	350	359	365	378	382	390	398	412
Total Current Assets	**20,023**	**19,238**	**22,642**	**24,570**	**28,503**	**31,718**	**35,639**	**40,112**	**44,870**	**49,658**	**54,509**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	409,617	411,664	410,784	411,421	410,714	411,104	410,720	410,507	410,144	409,812	409,402
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**415,111**	**417,158**	**416,278**	**416,915**	**416,208**	**416,598**	**416,214**	**416,001**	**415,638**	**415,306**	**414,896**
TOTAL ASSETS	**435,134**	**436,397**	**438,920**	**441,484**	**444,711**	**448,316**	**451,854**	**456,113**	**460,508**	**464,964**	**469,405**
LIABILITIES											
Current Liabilities											
Payables	4,776	4,849	5,065	5,066	5,162	5,241	5,402	5,437	5,534	5,639	5,814
Income received in advance	342	362	568	608	654	707	725	743	762	781	800
Borrowings	705	705	735	624	647	672	17	18	19	19	20
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**9,148**	**9,253**	**9,706**	**9,642**	**9,807**	**9,964**	**9,488**	**9,542**	**9,659**	**9,783**	**9,978**
Non-Current Liabilities											
Payables	8	8	8	8	9	9	9	9	9	10	10
Borrowings	3,507	2,802	2,068	1,443	796	124	107	89	70	51	30
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**12,137**	**11,030**	**10,244**	**9,439**	**8,792**	**8,120**	**8,103**	**8,085**	**8,066**	**8,047**	**8,027**
TOTAL LIABILITIES	**21,285**	**20,283**	**19,951**	**19,081**	**18,599**	**18,084**	**17,591**	**17,627**	**17,725**	**17,830**	**18,005**
Net Assets	**413,849**	**416,114**	**418,970**	**422,404**	**426,112**	**430,232**	**434,263**	**438,486**	**442,783**	**447,133**	**451,400**
EQUITY											
Retained Earnings	161,558	163,823	166,679	170,113	173,821	177,941	181,972	186,195	190,492	194,842	199,109
Revaluation Reserves	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291
Total Equity	**413,849**	**416,114**	**418,970**	**422,404**	**426,112**	**430,232**	**434,263**	**438,486**	**442,783**	**447,133**	**451,400**

Statement of Changes in Equity - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Opening Balance	410,257	413,849	416,114	418,970	422,404	426,112	430,232	434,263	438,486	442,783	447,133
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	410,257	413,489	416,114	418,970	422,404	426,112	430,232	434,263	438,486	442,783	447,133
Net Operating Result for the Year	3,592	2,265	2,856	3,434	3,709	4,119	4,031	4,223	4,297	4,351	4,267
Total Comprehensive Income	**3,592**	**2,265**	**2,856**	**3,434**	**3,709**	**4,119**	**4,031**	**4,223**	**4,297**	**4,351**	**4,267**
Balance at End of the Reporting Period	**413,849**	**416,144**	**418,970**	**422,404**	**426,112**	**430,232**	**434,263**	**438,486**	**422,783**	**447,133**	**451,400**

Income Statement - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Rates and Annual Charges	25,910	26,573	27,248	27,929	28,627	29,343	30,077	30,828	31,599	32,389	33,199
User Charges and Fees	7,477	8,708	10,560	11,034	11,562	12,154	12,457	12,769	13,088	13,415	13,751
Interest and Investment Revenue	898	925	952	981	1,010	1,041	1,072	1,104	1,137	1,171	1,207
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	7,122	7,693	7,809	7,926	8,045	8,165	8,288	8,412	8,538	8,666	8,796
Grants and Contributions provided for Capital Purposes	7,349	4,848	4,312	4,370	4,004	4,064	4,132	4,201	4,271	4,343	4,415
Other Income:											
Net gain from the disposal of assets	335	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	**50,381**	**50,134**	**52,306**	**53,704**	**54,753**	**56,313**	**57,611**	**58,939**	**60,299**	**61,691**	**63,117**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	14,663	15,121	16,222	16,534	16,947	17,371	17,805	18,250	18,706	19,174	19,653
Borrowing Costs	1,054	1,091	996	920	844	780	711	658	611	562	511
Materials and Contracts	10,360	10,732	11,099	11,238	11,536	11,749	12,018	12,292	12,542	12,818	13,100
Depreciation and Amortisation	11,834	12,290	12,661	13,040	13,351	13,645	13,961	14,267	14,581	14,903	15,232
Impairment	-	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	5,401	5,414	5,644	5,653	5,768	5,895	6,165	6,157	6,293	6,431	6,713
Total Expenses from Continuing Operations	**43,313**	**44,648**	**46,622**	**47,384**	**48,447**	**49,440**	**50,659**	**51,624**	**52,733**	**53,889**	**55,209**
Operating Result from Continuing Operations	7,068	5,486	5,684	6,320	6,306	6,873	6,952	7,315	7,566	7,803	7,908
Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	**7,068**	**5,486**	**5,684**	**6,320**	**6,306**	**6,873**	**6,952**	**7,315**	**7,566**	**7,803**	**7,908**
Net Operating Result attributable to Council	**7,068**	**5,486**	**5,684**	**6,320**	**6,306**	**6,873**	**6,952**	**7,315**	**7,566**	**7,803**	**7,908**
Net Operating Result attributable to Minority Interests		-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(281)	637	1,372	1,950	2,302	2,809	2,820	3,114	3,295	3,460	3,493
Net Operating Result for the Year	**7,068**	**5,486**	**5,684**	**6,320**	**6,306**	**6,873**	**6,952**	**7,315**	**7,566**	**7,803**	**7,908**

Statement of Cash Flows - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	25,791	26,542	27,216	27,897	28,595	29,310	30,042	30,793	31,563	32,352	33,161
User Charges and Fees	7,003	8,363	10,260	10,939	11,458	12,039	12,385	12,695	13,012	13,338	13,671
Investment and Interest Revenue Received	1,001	920	926	964	981	1,016	1,043	1,071	1,103	1,137	1,171
Grants and Contributions	14,189	12,803	12,207	12,067	12,317	12,211	12,399	12,592	12,788	12,987	13,190
Other	838	1,415	1,571	1,484	1,529	1,576	1,588	1,628	1,668	1,710	1,753
Payments:											
Employee Benefits and On-Costs	(14,609)	(15,120)	(16,216)	(16,533)	(16,946)	(17,369)	(17,803)	(18,249)	(18,705)	(19,172)	(19,652)
Materials and Contracts	(12,128)	(10,694)	(10,926)	(11,234)	(11,464)	(11,682)	(11,880)	(12,278)	(12,467)	(12,793)	(12,956)
Borrowing Costs	(1,065)	(1,098)	(1,004)	(927)	(851)	(787)	(718)	(658)	(611)	(563)	(511)
Other	(5,399)	(5,804)	(5,694)	(5,829)	(5,768)	(5,895)	(6,165)	(6,157)	(6,293)	(6,431)	(6,712)
Net Cash provided (or used in) Operating Activities	**15,801**	**17,328**	**18,341**	**18,828**	**19,852**	**20,417**	**20,892**	**21,437**	**22,059**	**22,619**	**23,114**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	1,566	1,476	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(32,293)	(19,890)	(20,296)	(13,792)	(11,984)	(17,559)	(14,745)	(13,434)	(13,560)	(13,875)	(20,186)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	(32,293)	(18,324)	(18,820)	(13,792)	(11,984)	(17,559)	(14,745)	(13,434)	(13,560)	(13,875)	(20,186)
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	9,537	2,000	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(1,819)	(1,881)	(1,832)	(1,909)	(1,719)	(1,782)	(1,852)	(1,241)	(1,289)	(1,337)	(1,389)
Net Cash provided (or used) in Investing Activities	**7,717**	**119**	**(1,832)**	**(1,909)**	**(1,719)**	**(1,782)**	**(1,852)**	**(1,241)**	**(1,289)**	**(1,337)**	**(1,389)**
Net Increase / (Decrease) in Cash and Cash Equivalents	(8,774)	(877)	(2,311)	3,127	6,149	1,076	4,296	6,762	7,211	7,407	1,540
plus: Cash and Cash Equivalents - beginning of year	33,971	25,197	24,320	22,009	25,135	31,284	32,361	36,656	43,419	50,630	58,037
Total Cash and Cash Equivalents - end of year	25,197	24,320	22,009	25,135	31,284	32,361	36,656	43,419	50,630	58,037	59,577

Balance Sheet - Consolidated As at	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	25,197	24,320	22,009	25,135	31,284	32,361	36,656	43,419	50,630	58,037	59,577
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables	5,817	5,938	6,270	6,665	6,586	6,804	6,976	7,155	7,340	7,529	7,721
Inventories	832	868	901	910	935	951	973	996	1,015	1,038	1,061
Other	323	332	349	350	359	365	378	382	390	398	412
Total Current Assets	**32,169**	**31,458**	**29,529**	**33,060**	**39,164**	**40,481**	**44,984**	**51,952**	**59,375**	**67,002**	**68,770**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	532,913	538,947	545,107	545,859	544,491	548,406	549,190	548,357	547,335	546,306	551,259
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**538,407**	**544,441**	**550,601**	**551,353**	**549,985**	**553,900**	**554,684**	**553,851**	**552,829**	**551,800**	**556,753**
TOTAL ASSETS	**570,576**	**575,899**	**580,129**	**584,413**	**589,150**	**594,380**	**599,667**	**605,803**	**612,204**	**618,802**	**625,524**
LIABILITIES											
Current Liabilities											
Payables	5,018	5,096	5,316	5,322	5,424	5,509	5,676	5,717	5,820	5,931	6,112
Income received in advance	395	426	633	675	723	777	797	817	837	858	880
Borrowings	1,831	1,832	1,909	1,719	1,782	1,852	1,241	1,289	1,337	1,389	1,442
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**10,569**	**10,690**	**11,196**	**11,060**	**11,273**	**11,481**	**11,058**	**11,166**	**11,339**	**11,522**	**11,777**
Non-Current Liabilities											
Payables	8	8	8	8	9	9	9	9	9	10	10
Borrowings	25,755	25,874	23,965	22,246	20,464	18,612	17,371	16,082	14,745	13,356	11,915
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**34,385**	**34,102**	**32,142**	**30,242**	**28,460**	**26,608**	**25,367**	**24,078**	**22,741**	**21,353**	**19,912**
TOTAL LIABILITIES	**44,955**	**44,792**	**43,338**	**41,301**	**39,732**	**38,090**	**36,425**	**35,245**	**34,080**	**32,875**	**31,689**
Net Assets	**525,621**	**531,107**	**536,791**	**543,111**	**549,418**	**556,291**	**563,243**	**570,558**	**578,124**	**585,927**	**593,835**
EQUITY											
Retained Earnings	215,165	220,651	226,335	232,655	238,962	245,835	252,787	260,102	267,668	275,471	283,379
Revaluation Reserves	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456
Total Equity	**525,621**	**531,107**	**536,791**	**543,111**	**549,418**	**556,291**	**563,243**	**570,558**	**578,124**	**585,927**	**593,835**

Statement of Changes in Equity - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
RETAINED EARNINGS											
Opening Balance	518,553	525,621	531,107	536,791	543,111	549,418	556,291	563,243	570,558	578,124	585,927
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	518,553	525,621	531,107	536,791	543,111	549,418	556,291	563,243	570,558	578,124	585,927
Net Operating Result for the Year	7,068	5,486	5,684	6,320	6,306	6,873	6,952	7,315	7,566	7,803	7,908
Total Comprehensive Income	7,068	5,486	5,684	6,320	6,306	6,873	6,952	7,315	7,566	7,803	7,908
Balance at End of the Reporting Period	**525,621**	**531,107**	**536,791**	**543,111**	**549,418**	**556,291**	**563,243**	**570,558**	**578,124**	**585,927**	**593,835**

Scenario 3 - Financial Statements – 2019-29 LTFP

Income Statement - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Ordinary Rates	11,375	11,567	11,769	12,005	12,275	12,582	12,896	13,219	13,549	13,888	14,235
Ordinary Rates - SRV	551	559	559	1,068	1,081	1,096	1,111	1,126	1,142	1,158	1,174
Special Rates	246	246	250	255	261	268	274	281	288	295	303
Annual Charges	4,038	4,286	4,372	4,459	4,559	4,673	4,790	4,910	5,033	5,158	5,287
Rates and Annual Charges	16,679	17,728	18,176	18,624	19,084	19,555	20,037	20,532	21,039	21,559	22,092
User Charges and Fees	1,560	1,630	3,306	3,599	3,941	4,341	4,450	4,561	4,675	4,792	4,912
Interest and Investment Revenue	838	863	889	915	943	971	1,000	1,030	1,061	1,093	1,126
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	6,931	7,501	7,613	7,727	7,843	7,961	8,080	8,202	8,325	8,450	8,576
Grants and Contributions provided for Capital Purposes	4,465	3,006	3,036	3,082	3,128	3,175	3,225	3,276	3,327	3,380	3,433
Internal Revenue											
Other Income:	-	-	-	-	-	-	-	-	-	-	-
Net gain from the disposal of assets	335	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	**32,099**	**32,115**	**34,445**	**35,411**	**36,443**	**37,549**	**38,378**	**39,225**	**40,093**	**40,980**	**41,888**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	11,286	11,529	12,540	12,760	13,079	13,406	13,741	14,084	14,436	14,797	15,167
Borrowing Costs	194	156	126	95	66	43	18	10	9	8	8
Materials and Contracts	4,112	4,382	4,612	4,609	4,761	4,825	4,941	5,060	5,151	5,264	5,380
Overheads	-	-	-	-	-	-	-	-	-	-	-
Depreciation and Amortisation	8,364	8,617	8,881	9,091	9,317	9,559	9,818	10,062	10,314	10,570	10,690
Impairment	-	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	4,551	4,548	4,812	4,803	4,899	5,007	5,257	5,230	5,345	5,462	5,722
Total Expenses from Continuing Operations	**28,507**	**29,232**	**30,971**	**31,358**	**32,123**	**32,840**	**33,775**	**34,446**	**35,255**	**36,102**	**36,967**
Operating Result from Continuing Operations	**3,592**	**2,883**	**3,473**	**4,053**	**4,320**	**4,709**	**4,602**	**4,779**	**4,837**	**4,879**	**4,921**
Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	-
Net Operating Result for the Year	**3,592**	**2,883**	**3,473**	**4,053**	**4,320**	**4,709**	**4,602**	**4,779**	**4,837**	**4,879**	**4,921**
Net Operating Result attributable to Council	**3,592**	**2,883**	**3,473**	**4,053**	**4,320**	**4,709**	**4,602**	**4,779**	**4,837**	**4,879**	**4,921**
Net Operating Result attributable to Minority Interests		-	-	-	-	-	-	-	-	-	-

Income Statement - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(874)	(123)	437	972	1,192	1,535	1,378	1,504	1,510	1,499	1,488
Net Operating Result for the Year	**3,592**	**2,883**	**3,473**	**4,053**	**4,320**	**4,709**	**4,602**	**4,779**	**4,837**	**4,879**	**4,921**

Statement of Cash Flows - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	16,747	17,691	18,160	18,608	19,067	19,538	20,020	20,514	21,021	21,540	22,073
User Charges and Fees	1,437	1,620	3,057	3,555	3,890	4,282	4,434	4,545	4,658	4,775	4,894
Investment and Interest Revenue Received	941	864	879	909	936	960	986	1,015	1,039	1,071	1,108
Grants and Contributions	11,340	10,585	10,637	10,795	10,957	11,121	11,290	11,462	11,637	11,814	11,993
Bonds, Deposits and Retention amounts received	-	-	-	-	-	-	-	-	-	-	-
Other	969	1,405	1,570	1,482	1,527	1,574	1,586	1,626	1,666	1,708	1,751
Payments:											
Employee Benefits and On-Costs	(11,233)	(11,528)	(12,534)	(12,759)	(13,077)	(13,404)	(13,739)	(14,083)	(14,435)	(14,796)	(15,166)
Materials and Contracts	(5,716)	(4,344)	(4,439)	(4,606)	(4,690)	(4,759)	(4,804)	(5,047)	(5,077)	(5,186)	(5,238)
Borrowing Costs	(205)	(163)	(133)	(103)	(73)	(50)	(25)	(10)	(9)	(9)	(8)
Bonds, Deposits and Retention amounts refunded	-	-	-	-	-	-	-	-	-	-	-
Other	(4,548)	(4,938)	(4,862)	(4,979)	(4,899)	(5,007)	(5,257)	(5,230)	(5,345)	(5,462)	(5,722)
Net Cash provided (or used in) Operating Activities	**9,732**	**11,190**	**12,334**	**12,902**	**13,638**	**14,255**	**14,491**	**14,792**	**15,156**	**15,455**	**15,686**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	1,566	1,476	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(16,096)	(16,045)	(13,276)	(12,243)	(13,245)	(13,240)	(12,817)	(13,638)	(12,836)	(13,099)	(14,196)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	(16,096)	(14,479)	(11,800)	(12,243)	(13,245)	(13,240)	(12,817)	(13,638)	(12,836)	(13,099)	(14,196)
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	-	-	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(852)	(705)	(705)	(735)	(624)	(647)	(672)	(17)	(18)	(19)	(19)
Net Cash provided (or used) in Investing Activities	**(852)**	**(705)**	**(705)**	**(735)**	**(624)**	**(647)**	**(672)**	**(17)**	**(18)**	**(19)**	**(19)**
Net Increase / (Decrease) in Cash and Cash Equivalents	(7,216)	(3,994)	(171)	(75)	(232)	368	1,001	1,137	2,302	2,337	1,471
plus: Cash and Cash Equivalents - beginning of year	23,421	16,205	12,211	12,040	11,965	11,733	12,101	13,102	14,239	16,541	18,878
Total Cash and Cash Equivalents - end of year	**16,205**	**12,211**	**12,040**	**11,965**	**11,733**	**12,101**	**13,102**	**14,239**	**16,541**	**18,878**	**20,349**

Balance Sheet - General Fund As at	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	16,205	12,211	12,040	11,965	11,733	12,101	13,102	14,239	16,541	18,878	20,349
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables	2,864	2,835	3,183	3,285	3,397	3,525	3,604	3,685	3.775	3,867	3,955
Inventories	630	663	691	695	716	727	744	762	776	793	811
Other	323	332	349	350	359	365	378	382	390	398	412
Total Current Assets	**20,023**	**16,041**	**16,263**	**16,295**	**16,205**	**16,718**	**17,828**	**19,068**	**21,482**	**23,937**	**25,527**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	409,617	415,479	418,398	421,550	425,478	429,159	432,158	435,734	438,255	440,785	444,291
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494-	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**415,111**	**420,973**	**423,892**	**427,044**	**430,972**	**434,653**	**437,652**	**441,228**	**443,749**	**446,279**	**449,785**
TOTAL ASSETS	**435,134**	**437,015**	**440,156**	**443,339**	**447,177**	**451,371**	**455,480**	**460,296**	**465,232**	**470,215**	**475,311**
LIABILITIES											
Current Liabilities											
Payables	4,776	4,849	5,065	5,066	5,162	5,241	5,402	5,437	5,534	5,639	5,814
Income received in advance	342	362	568	608	654	707	725	743	762	781	800
Borrowings	705	705	735	624	647	672	17	18	19	19	20
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**9,148**	**9,253**	**9,706**	**9,642**	**9,807**	**9,964**	**9,488**	**9,542**	**9,659**	**9,783**	**9,978**
Non-Current Liabilities											
Payables	8	8	8	8	9	9	9	9	9	10	10
Borrowings	3,507	2,802	2,068	1,443	796	124	107	89	70	51	30
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**12,137**	**11,030**	**10,244**	**9,439**	**8,792**	**8,120**	**8,103**	**8,085**	**8,066**	**8,047**	**8,027**
TOTAL LIABILITIES	**21,285**	**20,283**	**19,951**	**19,081**	**18,599**	**18,084**	**17,591**	**17,627**	**17,725**	**17,830**	**18,005**
Net Assets	**413,849**	**416,732**	**420,205**	**424,258**	**428,578**	**433,288**	**437,890**	**442,669**	**447,506**	**452,385**	**457,306**
EQUITY											
Retained Earnings	161,558	164,441	167,914	171,967	176,287	180,997	185,599	190,378	195,215	200,094	205,015
Revaluation Reserves	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291	252,291
Total Equity	**413,849**	**416,732**	**420,205**	**424,258**	**428,578**	**433,288**	**437,890**	**442,669**	**447,506**	**452,385**	**457,306**

Statement of Changes in Equity - General Fund For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
RETAINED EARNINGS											
Opening Balance	410,257	413,849	416,732	420,205	424,258	428,578	433,288	437,890	442,669	447,506	452,385
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	410,257	413,849	416,732	420,205	424,258	428,578	433,288	437,890	442,669	447,506	452,385
Net Operating Result for the Year	3,592	2,883	3,473	4,053	4,320	4,709	4,602	4,779	4,837	4,879	4,921
Total Comprehensive Income	3,592	2,883	3,473	4,053	4,320	4,709	4,602	4,779	4,837	4,879	4,921
Balance at End of the Reporting Period	**413,849**	**416,732**	**420,205**	**424,258**	**428,578**	**433,288**	**437,890**	**442,669**	**447,506**	**452,385**	**457,306**

Income Statement - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Income from Continuing Operations											
Revenue:											
Rates and Annual Charges	25,910	27,191	27,875	28,566	29,274	30,000	30,744	31,506	32,288	33,089	33,910
User Charges and Fees	7,477	8,708	10,560	11,034	11,562	12,154	12,457	12,769	13,088	13,415	13,751
Interest and Investment Revenue	898	925	952	981	1,010	1,041	1,072	1,104	1,137	1,171	1,207
Other Revenue	1,290	1,387	1,425	1,464	1,505	1,546	1,585	1,624	1,665	1,707	1,749
Grants and Contributions provided for Operating Purposes	7,122	7,693	7,809	7,926	8,045	8,165	8,288	8,412	8,538	8,666	8,796
Grants and Contributions provided for Capital Purposes	7,349	4,848	4,312	4,370	4,004	4,064	4,132	4,201	4,271	4,343	4,415
Other Income:											
Net gain from the disposal of assets	335	-	-	-	-	-	-	-	-	-	-
Share of interests in joint ventures and associates	-	-	-	-	-	-	-	-	-	-	-
Total Income from Continuing Operations	**50,381**	**50,752**	**52,933**	**54,341**	**55,400**	**56,970**	**58,278**	**59,617**	**60,988**	**62,391**	**63,828**
Expenses from Continuing Operations											
Employee Benefits and On-Costs	14,663	15,121	16,222	16,534	16,947	17,371	17,805	18,250	18,706	19,174	19,653
Borrowing Costs	1,054	1,091	996	920	844	780	711	658	611	562	511
Materials and Contracts	10,360	10,732	11,099	11,238	11,536	11,749	12,018	12,292	12,542	12,818	13,100
Depreciation and Amortisation	11,834	12,290	12,671	13,057	13,387	13,711	14,056	14,388	14,729	15,075	15,289
Impairment	-	-	-	-	-	-	-	-	-	-	-
Net Losses from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-
Other Expenses	5,401	5,414	5,644	5,653	5,768	5,895	6,165	6,157	6,293	6,431	6,713
Total Expenses from Continuing Operations	**43,313**	**44,648**	**46,632**	**47,402**	**48,482**	**49,507**	**50,755**	**51,745**	**52,881**	**54,061**	**55,265**
Operating Result from Continuing Operations	**7,068**	**6,103**	**6,301**	**6,940**	**6,918**	**7,463**	**7,523**	**7,872**	**8,107**	**8,330**	**8,562**
Discontinued Operations											
Net Profit / (Loss) from Discontinued Operations	-	-	-	-	-	-	-	-	-	-	1
Net Operating Result for the Year	**7,068**	**6,103**	**6,301**	**6,940**	**6,918**	**7,463**	**7,523**	**7,872**	**8,107**	**8,330**	**8,562**
Net Operating Result attributable to Council	**7,068**	**6,103**	**6,301**	**6,940**	**6,918**	**7,463**	**7,523**	**7,872**	**8,107**	**8,330**	**8,562**
Net Operating Result attributable to Minority Interests		-	-	-	-	-	-	-	-	-	-
Net Operating Result for the year before Grants and Contributions provided for Capital Purposes	(281)	1,255	1,989	2,569	2,913	3,399	3,391	3,670	3,836	3,988	4,147
Net Operating Result for the Year	**7,068**	**6,103**	**6,301**	**6,940**	**6,918**	**7,463**	**7,523**	**7,872**	**8,107**	**8,330**	**8,562**

Statement of Cash Flows - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash Flows from Operating Activities											
Receipts:											
Rates and Annual Charges	25,971	27,138	27,843	28,534	29,241	29,966	30,709	31,470	32,251	33,051	33,871
User Charges and Fees	7,003	8,363	10,260	10,939	11,458	12,039	12,385	12,695	13,012	13,338	13,671
Investment and Interest Revenue Received	1,001	926	943	974	1,003	1,030	1,058	1,089	1,115	1,149	1,189
Grants and Contributions	14,189	12,803	12,207	12,067	12,317	12,211	12,399	12,592	12,788	12,987	13,190
Other	838	1,415	1,571	1,484	1,529	1,576	1,588	1,628	1,668	1,710	1,753
Payments:											
Employee Benefits and On-Costs	(14,609)	(15,120)	(16,216)	(16,533)	(16,946)	(17,369)	(17,803)	(18,249)	(18,705)	(19,172)	(19,652)
Materials and Contracts	(12,128)	(10,694)	(10,926)	(11,234)	(11,464)	(11,682)	(11,880)	(12,278)	(12,467)	(12,739)	(12,956)
Borrowing Costs	(1,065)	(1,098)	(1,004)	(927)	(851)	(787)	(718)	(658)	(611)	(563)	(511)
Other	(5,399)	(5,804)	(5,694)	(5,829)	(5,768)	(5,895)	(6,165)	(6,157)	(6,293)	(6,431)	(6,712)
Net Cash provided (or used in) Operating Activities	**15,801**	**17,929**	**18,985**	**19,474**	**20,520**	**21,088**	**21,573**	**22,132**	**22,760**	**23,330**	**23,842**
Cash Flows from Investing Activities											
Receipts:											
Sale of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Sale of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Sale of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Sale of Infrastructure, Property, Plant and Equipment	-	1,566	1,476	-	-	-	-	-	-	-	-
Payments:											
Purchase of Investment Securities	-	-	-	-	-	-	-	-	-	-	-
Purchase of Investment Property	-	-	-	-	-	-	-	-	-	-	-
Purchase of Infrastructure, Property, Plant and Equipment	(32,293)	(23,705)	(24,455)	(16,755)	(16,834)	(21,297)	(18,523)	(17,644)	(16,793)	(17,108)	(24,358)
Purchase of Real Estate Assets	-	-	-	-	-	-	-	-	-	-	-
Net Cash provided (or used) in Investing Activities	**(32,293)**	**(22,139)**	**(22,979)**	**(16,755)**	**(16,834)**	**(21,279)**	**(18,523)**	**(17,644)**	**(16,793)**	**(17,108)**	**(24,358)**
Cash Flows from Financing Activities											
Receipts:											
Proceeds from Borrowing and Advances	9,537	2,000	-	-	-	-	-	-	-	-	-
Payments:											
Repayment of borrowing and advances	(1,819)	(1,881)	(1,832)	(1,909)	(1,719)	(1,782)	(1,852)	(1,241)	(1,289)	(1,337)	(1,389)
Net Cash provided (or used) in Investing Activities	**7,717**	**119**	**(1,832)**	**(1,909)**	**(1,719)**	**(1,782)**	**(1,852)**	**(1,241)**	**(1,289)**	**(1,337)**	**(1,389)**
Net Increase / (Decrease) in Cash and Cash Equivalents	(8,774)	(4,090)	(5,826)	810	1,967	(1,991)	1,199	3,247	4,679	4,886	(1,904)
plus: Cash and Cash Equivalents - beginning of year	33,971	25,197	21,106	15,280	16,091	18,058	16,067	17,266	20,513	25,191	30,077
Cash and Cash Equivalents - end of year	**25,197**	**21,106**	**15,280**	**16,091**	**18,058**	**16,067**	**17,266**	**20,513**	**25,191**	**30,077**	**28,173**

Balance Sheet - Consolidated As at	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
ASSETS											
Current Assets											
Cash and Cash Equivalents	25,197	21,106	15,280	16,091	18,058	16,067	17,266	20,513	25,191	30,077	28,173
Investments	-	-	-	-	-	-	-	-	-	-	-
Receivables	5,817	5,954	6,270	6,655	6,555	6,758	6,916	7,078	7,251	7,427	7,603
Inventories	832	868	901	910	935	951	973	996	1,015	1,038	1,061
Other	323	332	349	350	359	365	378	382	390	398	412
Total Current Assets	**32,169**	**28,261**	**22,800**	**24,005**	**25,906**	**24,141**	**25,533**	**28,969**	**33,847**	**38,940**	**37,248**
Non-Current Assets											
Investments	-	-	-	-	-	-	-	-	-	-	-
Infrastructure, Property, Plant and Equipment	532,913	542,762	553,071	556,768	560,216	567,801	572,267	575,523	577,587	579,619	588,688
Investments accounted for using the equity method	-	-	-	-	-	-	-	-	-	-	-
Investment Property	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494	5,494
Total Non-Current Assets	**538,407**	**548,256**	**558,565**	**562,262**	**565,710**	**573,295**	**577,761**	**581,017**	**583,081**	**585,113**	**594,182**
TOTAL ASSETS	**570,576**	**576,517**	**581,365**	**586,267**	**591,616**	**597,436**	**603,294**	**609,986**	**616,928**	**624,054**	**631,430**
LIABILITIES											
Current Liabilities											
Payables	5,018	5,096	5,316	5,322	5,424	5,509	5,676	5,717	5,820	5,931	6,112
Income received in advance	395	426	633	675	723	777	797	817	837	858	880
Borrowings	1,831	1,832	1,909	1,719	7,782	1,852	1,241	1,289	1,337	1,389	1,442
Provisions	3,325	3,337	3,338	3,344	3,344	3,344	3,344	3,344	3,344	3,344	3,344
Total Current Liabilities	**10,569**	**10,690**	**11,196**	**11,060**	**11,273**	**11,481**	**11,058**	**11,166**	**11,339**	**11,522**	**11,777**
Non-Current Liabilities											
Payables	8	8	8	8	9	9	9	9	9	10	10
Borrowings	25,755	25,874	23,965	22,246	20,464	18,612	17,371	16,082	14,745	13,356	11,915
Provisions	8,622	8,220	8,169	7,987	7,987	7,987	7,987	7,987	7,987	7,987	7,987
Total Non-Current Liabilities	**34,385**	**34,102**	**32,142**	**30,242**	**28,460**	**26,608**	**25,367**	**24,078**	**22,741**	**21,353**	**19,912**
TOTAL LIABILITIES	**44,955**	**44,792**	**43,338**	**41,301**	**39,732**	**38,090**	**36,425**	**35,245**	**34,080**	**32,875**	**31,689**
Net Assets	**525,621**	**531,725**	**538,026**	**544,966**	**551,883**	**559,346**	**566,869**	**574,741**	**582,848**	**591,178**	**559,741**
EQUITY											
Retained Earnings	215,165	221,269	227,570	234,510	241,427	248,890	256,413	264,285	272,392	280,722	289,285
Revaluation Reserves	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456	310,456
Total Equity	**525,621**	**531,725**	**538,026**	**544,966**	**551,883**	**559,346**	**566,869**	**574,741**	**582,848**	**591,178**	**599,741**

Statement of Changes in Equity - Consolidated For the year	Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
RETAINED EARNINGS											
Opening Balance	518,553	525,621	531,725	538,026	544,966	551,883	559,346	566,869	574,741	582,848	591,178
Correction of Prior Period Errors	-	-	-	-	-	-	-	-	-	-	-
Revised Opening Balance	518,553	525,621	531,725	538,026	544,966	551,883	559,346	566,869	574,741	582,848	591,178
Net Operating Result for the Year	7,068	6,103	6,301	6,940	6,918	7,463	7,523	7,872	8,107	8,330	8,562
Total Comprehensive Income	7,068	6,103	6,301	6,940	6,918	7,463	7,523	7,872	8,107	8,330	8,562
Balance at End of the Reporting Period	**525,621**	**531,725**	**538,026**	**544,966**	**551,883**	**559,346**	**566,869**	**574,741**	**582,848**	**591,178**	**599,741**

Appendix A Performance Improvement Plan – Completed Actions

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
2	Corporate Planning & Comms Officer	Develop a Resourcing Strategy and Operational Plan annual review process to ensure all relevant staff have the opportunity for input and feedback	High	Action completed. The Resourcing Strategy and Operational Plan annual review process is in place.	18-Jul-18
3	General Manager / CFIO	Reactivate the Audit and Risk Committee	High	First meeting of Central Tablelands Alliance Audit Committee scheduled for 15/6.	15-Jun-18
4	General Manager	The Responsible Accounting Officer attend Executive and Audit and Risk committee meetings	High	The Responsible Accounting Officer attend Executive and Audit and Risk committee meetings	19-Jul-17
5	CFIO / Financial Services Manager	Develop a Council wide financial management training and development program	High	Training done and now complete. Recognition of the positive interaction of attendees and this group to be used as a future forum.	Aug-17
6	General Manager	Assist and support Councillors attendance at LGNSW Financial Management forums	High	Assist and support Councillors attendance at LGNSW Financial Management forums.	28-Aug-17
7	CFIO / Financial Services Manager	Improve and embed accountabilities and ownership for budget development, management and monitoring across the whole Council	High	Management reporting undertaken second week of each month (Executive Management Financial Reports).	31-Aug-17
8	Corporate Planning & Comms Officer	Create an Internal Communication plan for the IP&R process.	High	Finance information is already on a separate calendar. Director of Economic Development & Environment said this was supposed to be an internal communication plan which will be an ongoing item on CMT and that satisfied his question. The communication of the documentation will be through CMT.	21-Nov-17

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
9	Financial Services Manager / Executive Manager Operations	Review Councils process for the capture and allocation of maintenance and capital works expenditure	High	The Renewal Data Capture SWP has been endorsed and uploaded to the intranet.	18-Apr-18
10	CFIO / Financial Services Manager	Consider additional staff resources for financial planning and asset management areas to enhance Council capacity	High	New positions of Financial Accountant and Asset Maintenance Officer have been approved.	31-Aug-17
11	CFIO / Financial Services Manager	Develop a costing methodology for budget estimating that can be used across the whole Council	High	Zero based budgeting is being used Council-wide to prepare the 2018/19 budget. Budget entry will be finalised by 31/1/18. A review and "lessons learned" process will be held upon completion of the 2018/19 budget.	24-Jan-18
12	Corporate Planning & Comms Officer	Review the Revenue Policy annual fees and charges setting with the objective of optimizing income through cost recovery.	High	Action completed. The Revenue Policy has been set to optimise income through cost recovery.	18-Jul-18
13	CFIO / Financial Services Manager	Develop a management reporting schedule that details frequency, type, format, content and timing of reports	High	Management reporting schedule has been developed.	24-Jan-18
14	Financial Services Manager / CFIO	Provide ongoing financial systems training to budget owners to ensure ease of usability and access to financial information	High	Accountant to run refreshers more frequently covering different topics, and staff can chose the training they need assistance in. Accountant has developed a Training Manual which she will make available to staff.	23-Aug-17
15	Financial Services Manager / CFIO	Develop a comprehensive suite of tailored financial reports (management and users) for internal use that are available electronically with drill down capacity	High	Accountant has identified financial reports.	9-Aug-17
16	Financial Services Manager	Provide training to staff so they can access and use of the financial system; produce, use and understand the financial reports	Medium	See outcome 14.	9-Aug-17

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
18	Corporate Planning & Comms Officer	Provide training and support to staff for Councils Project Management Framework	Medium	Comments received from CMT to progress to EMT. EMT endorsed.	11-Oct-17
19	Executive Manager People & Services	Council put in place an Enterprise Risk Management approach with guidelines for assessing and managing Council risks.	Medium	- The Enterprise Risk Management Framework was presented to the Risk Management Steering Committee on 16/5. - The Steering Committee will oversee the implementation of the Risk Management Framework and ongoing risk management. - The insurance due diligence report included recommendations to improve Enterprise Risk Management which will be implemented.	16-May-18
22	Financial Services Manager / Organisational Development	Incorporate Financial Management practices and information into the staff induction program.	Medium	Accountant has prepared a financial management induction guide (including Finance roles and availability of Finance One training). The guide will be uploaded to the intranet and distributed to new staff on commencement. TechOne University training modules are also available. ACTION COMPLETED.	15-Aug-18
23	Corporate Planning & Comms Officer	Improve the alignment between the CSP, Resourcing Strategy, Delivery Program and Operational Plan	Medium	Action to improve the alignment between the CSP, Resourcing Strategy, Delivery Program and Operational Plan is completed. Software development work to link the Pulse Project module with TechOne has been completed.	18-Jul-18
24	Financial Services Manager / CFIO	Evaluate the use of debt to decrease backlog to enhance intergenerational equity and improve asset quality and services	Medium	The use of debt to decrease the infrastructure backlog has been assessed as part of the budgeting process. Further debt is not required to reduce the backlog.	24-Jan-18

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
25	Corporate Planning & Comms Officer	Develop an approach to incorporate community requests into the IP&R process that maintains equity and Council's strategic direction.	Medium	Process embedded in the budget deliberations. Cost Centre Managers required to link to Community Strategic Plan and Zero Based Budgeting Processes.	21-Nov-17
26	Financial Services Manager / CFIO	Develop a deeper understanding of Council business operations by key staff to ensure budget development is accurate and aligned to IP&R requirements	Medium	Training on service reviews complete. Finance Training for Non- Finance Managers complete. Fees & Charges Training complete. Zero Based Training to commence today 21 Nov. Staff gaining an understanding of the cost structures as part of the process.	21-Nov-17
28	Financial Services Manager / CFIO	Develop and implement a funding strategy for renewal and new asset expenditure allocation	Medium	The funding strategy for renewal and new asset expenditure allocation is complete. Valuations were completed in 2016/17 and it was determined that loan borrowings were not required to address the asset renewal backlog. The Asset Management Module will improve the data on the remaining asset renewal backlog.	21-Feb-18
29	Financial Services Manager / CFIO	Establish a business improvement process that explores new income streams and different cost recovery approaches for current fees and charges	Medium	Development of a business improvement process that explores new income streams and different cost recovery approaches for current fees and charges is complete. There is a process for reviewing the drivers of fees and charges on an annual basis. Service reviews will consider cost recovery approaches. Business improvement is also a priority for the Economic Development Committee and the Operations review.	21-Feb-18

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
30	Corporate Planning & Comms Officer	Undertake a review of the alignment and integration of - Finance One, Pulse, project management framework and SWP.	Medium	Software development work to link the Pulse Project module with TechOne has been completed. SWP 5.5 – Major Project Management Framework V2 was updated to include processes and procedures in Pulse. This was adopted by EMT on 25/09/17. The Pulse Project Management User Guide and SWP 5.5 – Major Project Management Framework V2 are both available for viewing or downloading on Council's Intranet.	30-May-18
31	Corporate Planning & Comms Officer	Streamline the Council quarterly report for ease of use and greater clarity.	Medium	The report is now being prepared each six months. The report has been streamlined for ease of use and greater clarity.	13-Apr-18
32	Corporate Planning & Comms Officer	Review Councils Quarterly Report indicators and make them more accessible.	Medium	The report is now being prepared each six months. The report has been streamlined for ease of use and greater clarity. Action completed.	18-Jul-18
33	Corporate Planning & Comms Officer	Review Councils' financial and non-financial measures, targets and indicators for management reporting that create a logical and hierarchical approach.	Medium	The report is now being prepared each six months. The report has been streamlined for ease of use and greater clarity. Action completed.	18-Jul-18
34	Corporate Planning & Comms Officer	Develop a Council wide approach to major project evaluation using the business case approach	Low	This action is complete with the development and implementation of the business case process for evaluating 2018/19 budget bids. Director People & Services will check with the LGNSW Service Reviews Facilitator re staff training in NPV and IR methods (used in cost benefit analysis / project evaluation).	21-Feb-18

Action No.	Responsible Officer	Action	Priority	Details	2017/18 Action Complete
35	Financial Services Manager / CFIO	Develop capacity to create bespoke financial reports to meet specific requests	Low	TechOne is providing capacity to create bespoke financial reports to meet specific requests.	29-Nov-17
36	Financial Services Manager / CFIO	Create a report feedback process for external and internal users that captures comments, improvements and concerns for action/implementation	Low	From 2018, an ad will be placed in the local newspaper Council Column to advertise the Quarterly Report (following adoption by Council). The ad will seek community feedback in relation to the quarterly reports.	13-Dec-17

Our Place Our Future

Strategic Asset Management Plan 2019-2029

Lithgow CITY COUNCIL

Surrounded by Nature · Steeped in History

Our Vision

The Lithgow Local Government Area will be 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.

This Strategic Asset Management Plan has been prepared Lithgow City Council to support the delivery of its long-term strategic direction. It forms part of the Resourcing Strategy for the Community Strategic Plan and Delivery Program and should be read in conjunction with these documents. For more information on this document contact:

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Summary

The Strategic Asset Management Plan has been prepared following engagement with the community on Council's service delivery practices, financial sustainability indicators, asset management maturity and the objectives identified in the Community Strategic Plan. The Strategic Asset Management Plan also includes an Asset Management Improvement Plan, which details a program of tasks and nominated resources required as part of Council's commitment to the continuous improvement of the organisation, and the endeavour to provide services needed by the community in a financially sustainable manner.

This Strategic Asset Management Plan for Lithgow City Council has been developed in accordance with the Integrated Planning and Reporting Framework Guidelines.

This Strategic Asset Management Plan will assist Council in improving the way it delivers services from infrastructure including buildings, other structures, roads, bridges, footpaths, water, sewerage, stormwater drainage, and recreational facilities.

The Strategic Asset Management Plan enables Council to:

- Show how its asset portfolio will meet the service delivery needs of its community into the future;
- enable Council's Asset Management Policy to be achieved; and
- ensure the integration of Council's asset management with its long-term financial plan.

Introduction

Council delivers a variety of valuable services to the community and in doing so, must ensure that the assets supporting these services are managed with a whole of life asset management approach. A key issue facing Local Governments throughout Australia is the management of ageing assets in need of renewal and replacement. The life cycle management approach optimises asset acquisition, maximises use of assets and manages service and operational costs.

The Integrated Planning and Reporting Framework recognises that communities do not exist in isolation – they are part of a larger natural, social, economic and political environment that influences, and to a large extent shapes, their future direction. The Framework acknowledges that Council and the community work hand in hand to shape the direction of the Local Government Area through the development of plans and strategies based on visions and ideals for a sustainable future.

Lithgow City Council's infrastructure assets represent a vast investment over many generations that support modern living in the community. Millions of dollars are spent annually managing Council's infrastructure and it is imperative that Council employs the best asset management skills and practices to ensure that related services are delivered economically and sustainably.

Community and organisational goals and objectives have guided the development of this Strategic Asset Management Plan to ensure the management of Council's assets reflect the broader community long-term objectives contained in the Community Strategic Plan 'Our Place: Our Future' 2030.

The Community Strategic Plan 'Our Place: Our Future' 2030, provides strategic direction, addressing the community's issues to achieve the long-term objectives under the following themes;

- Caring for Our Community
- Strengthening Our Economy
- Developing Our Built Environment
- Enhancing Our Natural Environment
- Responsible Governance and Civic Leadership

Council demonstrates its commitment to asset management through the Asset Management Policy, Strategic Asset Management Plan and a suite of Asset Management Plans, which apply to all infrastructure assets owned by Council. The Strategic Asset Management Plan can be viewed as a first tier plan being supported by more detailed Asset Management Plans. It provides direction to guide asset management actions into the future and ensures Council continually improves the management of its infrastructure.

It is vital that Council develops and maintains rigorous asset management processes, as asset management is a key driver of the ten-year (10) Year Long-Term Financial Plan through its renewal and capital works program.

The national frameworks on asset planning and management and financial planning and reporting endorsed by the Local Government and Planning Ministers' Council (LGPMC) require Councils to adopt a longer-term approach to service delivery and funding comprising:

- A strategic longer-term plan covering, as a minimum, the term of office of the Councillors and:
    - bringing together asset management and long-term financial plans;
    - demonstrating how Council intends to resource the plan; and
    - consultation with communities on the plan.
- Annual budget showing the connection to the strategic objectives, and
- Annual report with:
    - explanation to the community on variations between the budget and actual results;
    - any impact of such variances on the strategic longer-term plan; and
    - report of operations with review on the performance of the Council against strategic objectives.[1]

[1] LGPMC, 2009, Framework 3 Financial Planning and Reporting, pp 4-5.

Framework 2 Asset Planning and Management has seven (7) elements to assist in highlighting key management issues , promote prudent, transparent and accountable management of Local Government assets and introduce a strategic approach to meet current and emerging challenges. These elements include:

1. Asset Management Policy
2. Strategy and planning, comprising of
    a. Strategic Asset Management Plan and
    b. Individual Asset Management Plans
3. Governance and management arrangements
4. Defining levels of service
5. Data and systems
6. Skills and processes and
7. Evaluation[2]

The Strategic Asset Management Plan enables Council to show:

- how Council's asset portfolio will meet the service delivery needs of the community into the future;
- how Council's asset management policies are achieved, and
- the integration of Council's asset management with its long-term strategic plan.[3]

The goal of asset management is to ensure that services are provided:

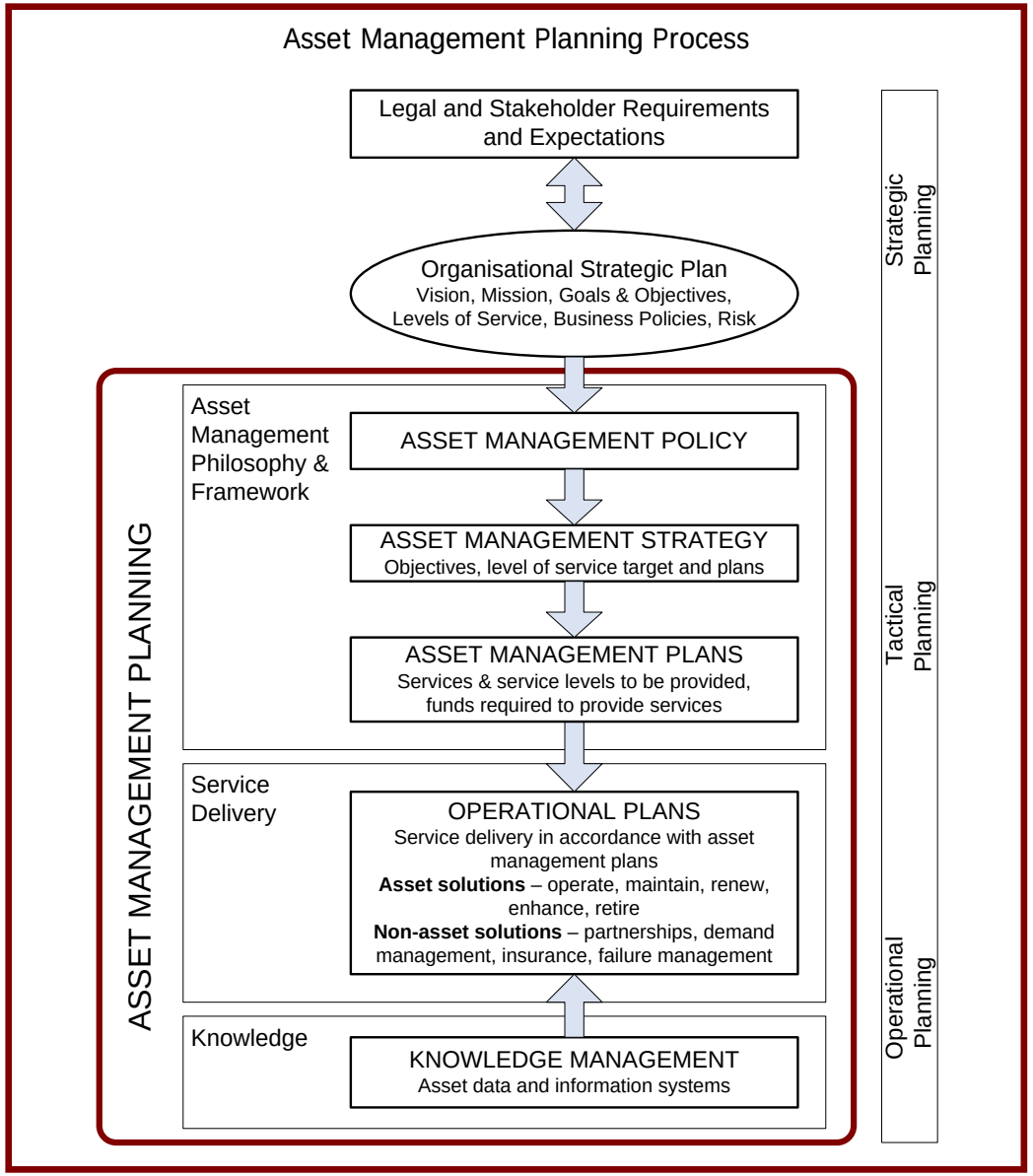
- in the most cost effective manner;
- through the creation, acquisition, maintenance, operation, rehabilitation and disposal of assets; and
- for present and future consumers.

[2] LGPMC, 2009, Framework 2 *Asset Planning and Management*, p 4.
[3] LGPMC, 2009, Framework 2 *Asset Planning and Management*, p 4.

Asset Management Planning Process

Asset management planning is a comprehensive process to ensure that assets are managed and maintained in a way that enables affordable services from infrastructure to be provided in an economically optimal way. In turn, affordable service levels can only be determined by assessing Council's financially sustainability under scenarios with different proposed service levels.

Asset management planning commences with defining stakeholder and legal requirements and needs, incorporating these needs into the organisation's strategic plan, developing an asset management policy, Strategic Asset Management Plan, asset management plans and operational plans, linked to a long-term financial plan with a funding plan.[4]



[4] IPWEA, 2009, AIFMG, Quick Guide, Sec 4, p 5.

Asset Management Policy and Objectives

Purpose of the Asset Management Policy

Council's Asset Management Policy (Policy 1.5) sets guidelines for implementing consistent asset management processes across all activities undertaken by Lithgow City Council.

This Policy relates to Council's infrastructure assets, and excludes management of Council's land assets.

The purpose of the Policy is to guide the strategic management of Council's assets. The Asset Management Policy defines the Council's vision and service delivery objectives for asset management in accordance with legislative requirements, community needs and affordability. The Strategic Asset Management Plan has been developed to support the Asset Management Policy.

The original Policy was adopted by Council on the 23 April 2012, and the revision of this Policy was adopted by Council on 8 May 2017. A copy of the current Policy is attached at Appendix A. The Policy outlines how and why asset management will be undertaken across Council as a whole, and is designed to set the broad framework for undertaking asset management in a structured way.

For comparison, the Strategic Asset Management Plan is a working document that determines benchmarks and milestones that are aimed at improving Council's asset management processes and procedures, and is continually reviewed in conjunction with other Council plans, including the Community Strategic Plan, Delivery Program, Operational Plan, Long-Term Financial Plan and Workforce Plan.

The Asset Management Policy also details the role and responsibilities of Council's Asset Management Working Group (AMWG), which has been created to enable cross functional representation of Council's departments. This enables a stream lined approach ensuring that successful asset management is achieved. The Asset Management Working Group has been formed to address asset management requirements for Council to comply with the requirements of Integrated Planning and Reporting Framework, and to undertake the actions detailed in Council's Asset Management Improvement Plan.

Council's Asset Management Policy ensures adequate provision is made for the long-term replacement of major infrastructure assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with appropriate levels of service to residents, visitors and the environment;
- Safeguarding Council's assets including physical assets and employees by implementing appropriate asset management strategies and allocating appropriate financial resources to those assets;
- Creating an environment where all Council employees are an integral part and play a proactive role in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development;
- Meet all legislative requirements of asset management;
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated;
- Demonstrate transparent and responsible asset management processes that align with appropriate best practice; and
- Implementing procedures that will ensure that:
    - The right assets are built, rebuilt or disposed of;
    - The assets are managed well; and
    - There is a balance between Council operations, new assets and existing assets.

Objectives of the Strategic Asset Management Plan

To ensure the long-term financial sustainability of Council, it is essential to balance the community's expectations for services with their ability to pay for the infrastructure assets used to provide the services. Maintenance of service levels for infrastructure services requires appropriate investment over the whole of the asset life cycle. To assist in achieving this balance, Council develops and maintains asset management governance, skills, processes, data and systems in order to provide services to our present and future community in the most cost-effective and sustainable manner.

The objectives of the Strategic Asset Management Plan are to:

- Ensure that the Council's infrastructure services are provided in an economically optimal way, with the appropriate level of service to residents, visitors and the environment determined by reference to Council's financial sustainability;
- Improve the condition of our assets over a ten-year (10) period by implementing optimised maintenance and renewal programs based on the remaining useful life, condition and allocated funding;
- Manage assets in a worn and poor condition with appropriate risk management strategies;
- Improve our existing data by ensuring that all assets are assessed (or reassessed) and appropriate useful lives and conditions assigned to each component;
- Plan any future projects that aim to create or upgrade assets with a full understanding of the whole of life costing for the asset;
- Develop Asset Management Plans into advanced plans that provide detailed service levels, funding and future maintenance and capital works for each asset group;
- Review the Strategic Asset Management Plan and Asset Management Plans to ensure alignment with Council's Integrated Planning & Reporting documents;
- Safeguard Council's assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets;
- Adopt the long-term financial plan as the basis for all service and budget funding decisions;
- Meet legislative requirements for all Council's operations;
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated; and
- Provide high-level oversight of financial and asset management responsibilities through the Asset Management Working Group, reporting to Council's Executive Management Team (EMT) on the development, revision and implementation of the Strategic Asset Management Plan and Asset Management Plans.

Where are we now?

Current Situation

In developing the Strategic Asset Management Plan, Council needed to understand the current situation of Council's assets and their management. This included consideration of the following:

- What assets do we have and where are they?
- What is the current condition of assets?
- Do they meet Council's and the community's current and forecast needs?
- Is the funding base for operation, maintenance and renewal appropriate and affordable?
- What is the state of Council's asset management practices, procedures and training?

In 2013 the NSW Government released the Local Government Infrastructure Audit Report which reviewed all NSW Council's infrastructure management and infrastructure financial planning. The independent report determined Lithgow City Council's infrastructure management as **Moderate**.

In 2017, Council engaged the services of a Consultant to undertake a review of Council's asset maturity, with this review highlighting Council's current strengths and opportunities for improvement in relation to asset management. This assessment indicated that overall, Council is at a basic level of competence in asset management 9across a range of areas including Asset Knowledge / Data, Asset Knowledge Processes, Strategic Asset Planning Processes, Operations and Maintenance Work Practices, Information Systems and Organisational Context).

Council has been working in the areas of Information Systems and Strategic Asset Planning processes as recommended by the Asset Maturity Report, and identifying actions and suitable timeframes for completion of the recommendations resulting from the report. Council will be undertaking continuous monitoring, review and improvement in asset management to improve Council's competence.

Asset Cost, Condition and Value

The cost, condition and value of assets are reported each year in financial statements within the Annual Report. Special Schedule 7 and Note 9a provide the appropriate information relating to infrastructure assets.

The table below is an extract of information included in Council's 2017 / 2018 Annual Report:

$'000 as at 30 June 2018			
	At Fair Value	Accum Dep'n	Carrying Value
Buildings	66,038	18,554	47,484
Other Structures	25,064	11,872	13,192
Roads	287,431	73,205	214,226
Bridges	21,492	2,543	18,949
Footpaths	17,092	3,526	13,566
Bulk earthworks	25,639	0	25,639
Stormwater	42,039	17,936	24,103
Water supply	90,858	57,701	33,157
Sewerage	117,889	41,011	76,878
Recreational Facilities (Swimming Pools)	2,767	168	2,599
Total	**696,309**	**226,516**	**469,793**

Until recently Council's financial and technical asset registers were operated in separate maintenance management systems. The information in both systems was updated individually on an as needs basis (as projects are completed), and often integration between the two (2) registers was a tedious process to ensure accurate reconciliation.

Council is in the process of migrating its technical Asset Registers for all infrastructure assets into the current financial operating system, which is expected to be operational by the end of 2019. This process will ensure that the technical and financial data for each Asset Register remains current.

Infrastructure Backlog

Council's infrastructure backlog represents the cost to bring assets in a worn and poor condition up to an acceptable standard.

Council has recently reviewed the asset registers and the backlog figures, which was previously reported in Special Schedule 7, 2017 / 2018 as $28Million. Council's asset data such as unit rates, condition ratings and useful lives were revised and a new methodology for determining the infrastructure backlog has been applied.

The infrastructure backlog ratio compares the backlog figure to the written down value of our assets (WDV). Figure 1 shows how the ratio decreases from 2019 / 2020, moving towards meeting the 2% OLG target by the later years of the plan. The ratio determines if the asset backlog is manageable.

Figure 1 shows the Infrastructure backlog over a ten-year (10) period (Long Term Financial Plan Scenario 3 – Sustainable Assets). The projections each year are based on the previous year's backlog, adding depreciation and deducting renewal expenditure. The renewal expenditure is adopted in the Long Term Financial Plan (LTFP) and will be revised each year to ensure that Council reallocates renewal to asset groups with a higher backlog figure.

Infrastructure Backlog Ratio (%)	Projected 18/19	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Budget 27/28	Budget 28/29
Buildings and Infrastructure	6.3%	5.3%	4.2%	3.8%	3.2%	2.9%	2.4%	1.9%	1.6%	1.3%	0.8%

Figure 1 Infrastructure Backlog Ratios (identified in the LTFP Scenario 3 – Sustainable Assets)

Asset Renewal Expenditure

Renewal is the activities undertaken to refurbish or replace assets with assets of equivalent capacity or performance capacity. Renewal works are included in Council's Capital Works Program.

Figure 2 displays the asset renewal ratio forecasts identified in Council's ten (10) year Long Term Financial Plan (Scenario 3 – Sustainable Assets). The asset renewal ratio compares renewal expenditure to the depreciation of assets. The ratio indicates if the asset renewal expenditure is sufficient to maintain the assets in the long-term. The 2017 / 2018 actual ratio was 87%, below the sustainable target of 100%. The 2018 LTFP (Scenario 3 – Sustainable Assets) demonstrates that Council plans to exceed the OLG benchmark of 100% by 2018 / 2019, and continue to maintain this level for future years.

Asset Renewal Ratio (%)	Projected 18/19	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Budget 27/28	Budget 28/29
Buildings and Infrastructure	133.0%	145.2%	141.0%	109.7%	116.2%	108.2%	112.8%	116.3%	107.0%	106.7%	159.2%

Figure 2 Asset Renewal Ratio (identified in the Long-Term Financial Plan Scenario 3 – Sustainable Assets)

Asset Maintenance Expenditure

Asset maintenance is the activities required or undertaken by Council to preserve the original condition of the assets. The required maintenance, which is reported in Special Schedule 7, is the amount that Council should be spending on its assets and is based on the percentage of the replacement cost. Actual maintenance includes the budgeted amount that Council will spend on preventative, corrective and reactive maintenance annually.

Figure 3 displays the asset maintenance ratio forecasts identified in Council's ten (10) year Long-Term Financial Plan (Scenario 3 – Sustainable Assets). The asset maintenance ratio compares the figures and demonstrates how Council meets the OLG benchmark of 100% in the final years of the Long-Term Financial Plan. Maintenance expenditure will have to be revised each year to ensure that Council remains on track to meet the 100% benchmark within the term of the LTFP.

Asset Maintenance Ratio (%)	Projected 18/19	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Budget 27/28	Budget 28/29
Buildings and Infrastructure	77%	80%	82%	85%	87%	90%	93%	96%	99%	103%	106%

Figure 3 Asset Maintenance Ratio (identified in the Long-Term Financial Plan Scenario 3 – Sustainable Assets)

New / Upgrade Expenditure

Capital new works expenditure creates assets which will deliver a service to community that didn't exist beforehand, whilst capital upgrade enhances an existing asset to provide a higher level of service to the community. New and upgrade works are included in Council's Capital Works Program and are funded through a combination of rate funding, Section 94a contributions, successful grant applications and loan funding. Figure 4 shows the ten-year (10) capital new and upgrade expenditure forecasts identified in Council's Long-Term Financial Plan (Scenario 3 – Sustainable Assets).

New & Upgrade Asset Expenditure ($)	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Building and Infrastructure										
– Asset Renewals	11,816	12,102	10,844	12,102	11,121	11,632	12,226	11,467	11,653	12,782
- New Assets	1,241	209	214	219	223	228	233	239	244	249
Water Fund										
– Asset Renewals	4,632	1,550	1,901	1,573	1,595	1,687	1,710	1,733	1,757	7,781
- New Assets	184	285	136	136	4457	1988	139	140	141	142
Sewer Fund										
– Asset Renewals	310	2,910	1,040	1,843	1,967	1,992	2,117	2,043	2,069	2,196
- New Assets	2,534	6,435	1,436	36	37	38	39	40	41	42

Figure 4 – Asset Renewals and New Assets

Risk Management

Council has developed and implemented a Risk Management Framework meeting the requirements of the International Risk Management Standard ISO31000. This framework establishes how Council views its exposure to risk as well as the administrative, human and financial resources necessary to enable those exposures to be managed effectively whilst meeting Council objectives.

Key to this process was the identification of significant risks, which required action to reduce the level of risk presented to Council and the Community. Asset Management was one area that was identified as presenting a significant risk to Council – in particular the risk presented by the age of assets, condition and available resources for asset maintenance and renewal.

The Risk Management Procedure sets out the principles and processes the organisation uses to identify assess and manage risks in a broad context. Essentially, Council's asset management practices integrate risk management principles throughout both strategic and operational processes. However, it is important that the risk management practices are consistent and documented across all of these processes. To ensure this consistency with minimal duplication, the Asset Management Risk Guide (shown in flow chart on page 21) defines how the risk management processes are integrated both strategically and operationally.

Each group of asset custodians are responsible for maintaining a risk register to assist in the identification of significant risks for their asset class. These detailed Risk Registers feed relevant risk information and risk treatment actions into both the Strategic Asset Management Plan and individual Asset Management Plans.

This Strategic Asset Management Plan defines high level significant risks, which impact across asset management in general. Each asset overview has a summary of the key significant risks and risk controls for the asset class / group / type.

The Strategic Asset Management Plan for each asset class have a detailed evaluation of the significant risks, risk treatments and risk monitoring activities that are carried out by asset custodians. Council's WHS & Risk Coordinator provides ongoing assistance to the asset custodians, including training and technical assistance throughout the risk management process.

The demonstration of senior management support for Council Risk Management Framework can be summarised in four words: vision, direction, leadership and communication.

By being more involved in the review of risks, senior managers can be assured that the outputs of the Council Risk Management Framework will have the desired result of reducing uncertainty and increasing the probability that outcomes at all levels will be achieved.

Integration into Strategic and Business Planning

A key requirement in all strategic and business planning is the integration of the risk management discipline with the planning process. When conducting strategic planning, the organisations attuned to their environment will ensure that once strategies are developed the risks of achieving those strategies will be identified, reviewed and where possible, appropriate measures will be adopted to minimise the likelihood of the events occurring and/or severity of consequences if these events were to occur.

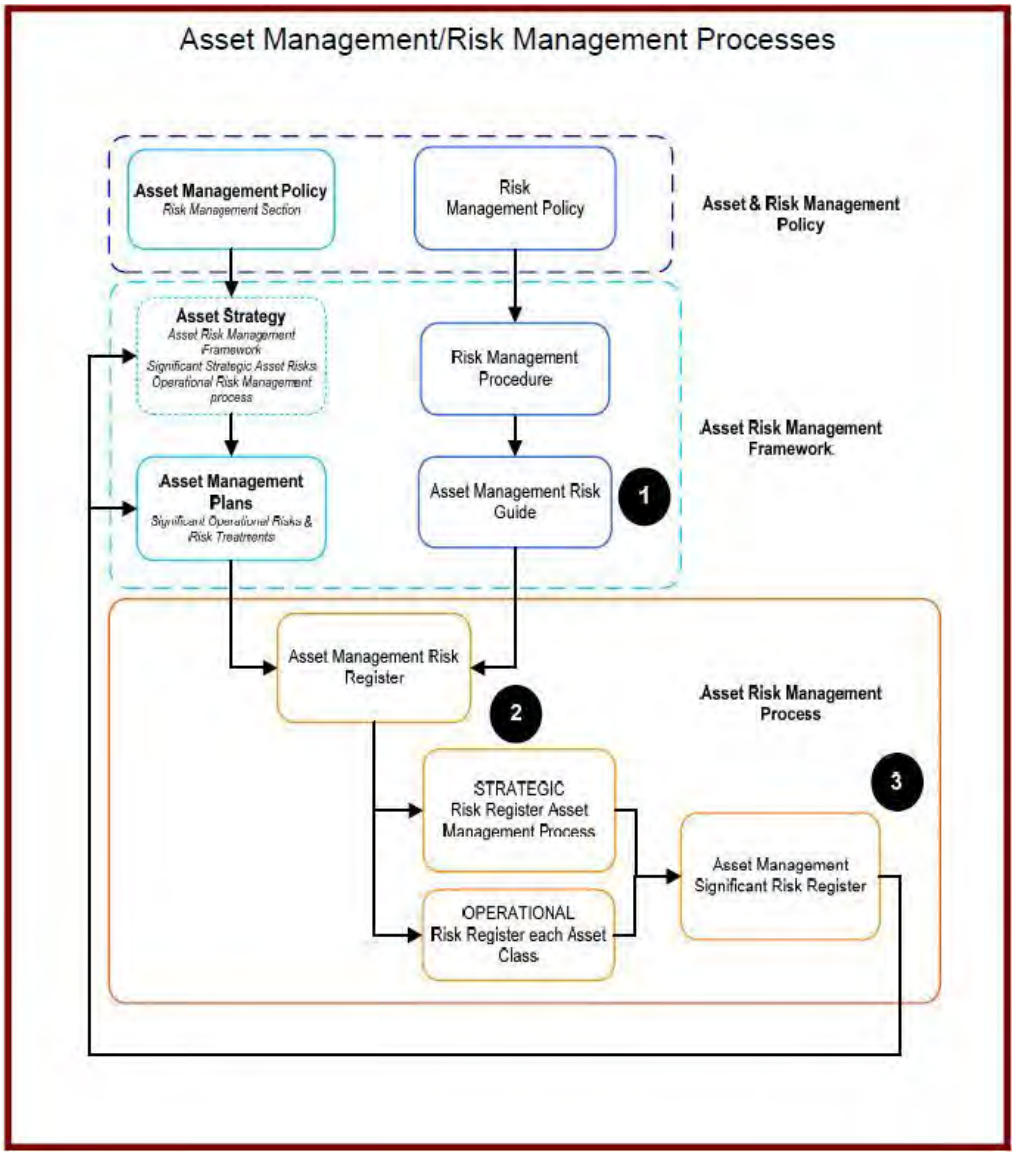
Critical Assets

Critical assets are those assets where the financial, business or service level consequences of failure are sufficiently severe to justify proactive inspection and rehabilitation.

Based on Council Officers comprehensive understanding of the function and operation of Council's assets, combined with the knowledge of the ability of these assets to provide essential services to the community, the following facilities have been determined as essential for Council's operations and are considered critical assets;

- Council's Administration Building;
- Council works depots located at Lithgow and Wallerawang;
- Oakey Park Water Treatment Plant;
- Sewerage Treatment Plants located Lithgow, Wallerawang and Portland;
- Civic Ballroom;
- Lithgow Library;
- Farmers Creek Number 1 and Number 2 Dams;
- Water Reservoirs and Pumping Stations located at Lithgow, Marrangaroo, Wallerawang, Lidsdale, Tarana and Portland;
- Sewerage Pumping Stations located at Lithgow, Marrangaroo, Wallerawang, Lidsdale and Portland.

The risks associated with these assets include public health and safety, business continuity and emergencies. With the revision of the current suite of Asset Management Plans further investigation of critical assets and the required maintenance strategies will be developed.



Community Levels of Service

Council regularly conducts customer satisfaction surveys to determine community attitudes towards the services and facilities provided, and the quality and appropriateness of each of its services.

Throughout 2016, Council consulted with the community to examine community attitudes and perceptions towards current and future services and facilities provided by Council. Key objectives of this research included:

- Current community priority issues
- Satisfaction with Council's performance overall
- Drivers of community satisfaction
- Importance and satisfaction with Council provided services and facilities
- Relative importance of Council provided services and facilities
- Satisfaction with customer service levels from Council staff

The survey asked the community to respond on the importance and satisfaction over a range of facilities and services Council provides. The main concerns centred on renewing and maintaining the local infrastructure, the management and process of development, as well as the provision of community facilities for residents.

Overall, 83% of residents were at least 'somewhat satisfied' with Council's performance. This is in line with the NSW category benchmark.

The community were asked to rate the importance and level of satisfaction of the facilities and services Council provides, with the following results specifically relating to infrastructure:

INFRASTRUCTURE	IMPORTANCE	SATISFACTION	PRIORITY
Buildings	High	Moderate	Priority 2
Other Structures	Moderate	Moderate	Priority 2
Roads	Very High	Moderately Low	Priority 1
Bridges	High	Moderate	Priority 2
Footpath	High	Moderately Low	Priority 1
Kerb & Gutter	Moderate	Moderate	Priority 2
Water Supply	Extremely High	Moderate	Priority 1
Sewerage Network	High	Very High	Priority 2
Stormwater Drainage	Moderate	Moderate	Priority 2
Recreational Facilities	High	Very High	Priority 3

COMMUNITY LEVELS OF SERVICE PRIORITY MATRIX						
		Satisfaction				
		Extremely High	Very High	High	Moderate	Moderately Low
Importance	Extremely High	Priority 2	Priority 2	Priority 1	Priority 1	Priority 1
	Very High	Priority 3	Priority 2	Priority 2	Priority 1	Priority 1
	High	Priority 4	Priority 3	Priority 2	Priority 2	Priority 1
	Moderate	Priority 4	Priority 4	Priority 3	Priority 2	Priority 1
	Moderately Low	Priority 5	Priority 4	Priority 3	Priority 2	Priority 2

The community consultation assisted with determining priorities and understanding the community's desired service levels. This information has been incorporated into the Strategic Asset Management Plan and assists with funding decisions identified in the Long-Term Financial Plan to deliver the community's outcomes. Council also needs to measure its performance to know whether it is achieving or making progress towards achieving these outcomes, and to make choices about the services it delivers and what service level is required. There may even be new services required and Council needs to look at the full program of services to ensure they are affordable and sustainable.

Until recently the 'Level of Service' provided by Council's assets was primarily governed by the condition of these assets. Council is in the process of reviewing the levels of services provided to the community, and will be working on adopting standard service levels to be used in asset management. Council will be continuing to further develop and revise service levels with the revision and advancement of its Asset Management Plans for each asset group, and will be linking these service levels with community priorities. To do this, Council plans to continue to undertake regular surveys with the community to ensure the services provided are important to them, and that they are satisfied with the performance, availability and affordability of those services.

Council's Vision, Goals and Objectives – Our Future

This Strategic Asset Management Plan is prepared to achieve the vision, aspiration and long-term objectives of the community and identified in the Community Strategic Plan. The table below shows the link between the Community Strategic Plan and this Strategic Asset Management Plan, with all asset classes having integration with one or more theme;

Theme	Community Aspiration	Long Term Objective
Caring for Our Community	Planning and providing quality community and recreational facilities and services for a healthy, vibrant and harmonious community	Working together to support, celebrate and expand the social and cultural diversity of our community whilst promoting healthy, active lifestyles in a safe environment
Strengthening Our Community	Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities	Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities
Developing Our Built Environment	Planning for suitable infrastructure development to promote sustainable and planned growth, while enhancing the existing identity of the towns villages and rural areas of the local government area	Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community
Enhancing Our Natural Environment	Planning to conserve and preserve the natural environment whilst balancing the impact of development to ensure a sustainable and healthy community	Working together to enhance, manage and maintain the Lithgow region's distinct and exception natural environment for the enjoyment of current and future generations
Responsible Governance and Civic Leadership	Ensuring integrated corporate plans that set the long term direction for the local government area and Council	A Council that focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future

Life Cycle Management

Buildings

Council's Building asset class is separated into operational, community and commercial asset groups. Operational buildings include Council offices, bush fire sheds, storage sheds, workshops, and depots while commercial assets consist of Council owned and leased residential properties and retail services. Community buildings comprise of public toilet amenities, libraries, halls, clubhouses and shelters. These assets are maintained by the Building Program within Council's Environment and Development Department. All asset information pertaining to Building assets is contained within Council's asset registers and further detailed information on Council's Buildings is held within Council's Asset Management System.

Current Information - Buildings and Other Structures		
Assets	Two hundred and thirty five (235) buildings and other structures are owned / controlled by Council, including community halls, Council offices, Council depots, commercial premises, residential properties, public amenities, pavilions, bus shelters, barbeque structures, sporting clubhouses, machinery sheds, picnic shelters, sporting centres, boat ramps etc.	
General Assessment of Condition	Condition Rating	% of Asset Value
	1 – Excellent	8
	2 – Good	34
	3 – Satisfactory	21
	4 – Worn	26
	5 - Poor	11

Community Objective

The Buildings asset class supports the long-term objectives of Council's Community Strategic Plan through the following themes;

- *Caring for Our Community* - An equitable and inclusive community that cares and provides for its members
- *Strengthening Our Community* – Our city, towns and villages have adequate community buildings to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* – Multipurpose community buildings and facilities are available to meet the community's diverse and changing needs
- *Enhancing Our Natural Environment* – Buildings that are constructed sustainably, whilst protecting and enhancing the environment in our city, towns and villages

- *Responsible Governance and Civic Leadership* – Council rigorously manages its financial resources and assets to maximise delivery of services
- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

Council's Building asset data, reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed by a registered valuer in 2013. Buildings have been valued at a component level, including structural elements, internal fittings, electrical elements, mechanical elements, fire / safety elements, transport elements and roof elements.

A review of the data, as part of the Fit For the Future review, has recommended that a re-assessment of the useful lives, conditions and unit rates of the Building components be undertaken.

This assessment has recently been completed by a registered valuer, resulting in a significant improvement of building asset condition and an increase in useful lives that has decreased Council's depreciation.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects building conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Buildings Capital Program	3,074	2,086	1,914	2,103	1,969	2,051	2,145	2,046	2,082	2,251

Service Level Expectations

Community consultation confirmed that Council's Building assets are a medium priority, based on the community's importance rating of High and satisfaction level of Moderate.

The community's expectation of Council's Building assets influences the investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding. Council will develop data collection procedures and programs for all assets.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Building category.

Council will develop advanced Asset Management Plans based on the data review undertaken as part of the Fair Valuation revaluations scheduled for 2020 / 2021.

The corporate asset management system will be updated to reflect the revised Buildings data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Building assets.

Council will continue to review operational and capital expenditure and where necessary reallocate funding to ensure these assets are maintained to community expectations and the infrastructure backlog is reduced.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Other Structures

Council's Other Structures class includes assets such as fencing, carparks, security lighting, close circuit television equipment, park benches, flag poles, cemetery columbarium's, paths, park equipment, barbeque equipment and boardwalks. These assets are maintained by various Departments within Council. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Other Structures is held within Council's Asset Management System.

Community Objective

The Other Structures class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Caring for Our Community* - An equitable and inclusive community that cares and provides for its members
- *Strengthening Our Community* – Our city, towns and villages have adequate structures to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* – Community structures are available to meet the community's diverse and changing needs
- *Enhancing Our Natural Environment* – Community structures that are constructed sustainably, whilst protecting and enhancing the environment in our city, towns and villages
- *Responsible Governance and Civic Leadership* – Council rigorously manages its financial resources and assets to maximise delivery of services
- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

Council's Other Structures data, reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed by a registered Valuer in 2013. A recent reassessment has been undertaken by an independent Consultant, resulting in the review of the useful lives, condition and valuation of the assets.

A review of the data by Council (as part of the Fit For the Future review) has identified that Council needs to complete a revision of the categories of these components for inclusion in separate Asset Management Plans.

This assessment has recently been conducted by a registered valuer, in line with the required Fair Valuation review, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects Other Structure conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Other Structures Capital Program	940	961	900	974	928	963	1,002	969	987	1,056

Service Level Expectations

Community consultation confirmed that Council's Other Structure assets are a medium priority, based on the community's importance rating of Moderate and satisfaction level of Moderate.

The community's expectation of Council's Other Structures influences the ongoing investment in renewal and capital funding.

Future Directions

Council will review the categories included in the Other Asset registers, to determine the value of incorporating these categories into other existing Asset Management Plans for streamlining of monitoring and reporting.

Roads

Council's road network comprises of roads (bulk earthworks, pavements, and surfaces), footpaths, and kerb and gutter. These assets are maintained by the Works Program within Council's Infrastructure Services Department. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Roads assets is held within Council's corporate asset management system.

Current Information - Roads			
Assets	A total of 1,101 kilometres of roads		
	Length (km)	Classification	
	208	Urban	
	873	Rural	
	20	Regional	
General Assessment of Condition	Condition Rating	% of Asset Value	
		Sealed	Unsealed
	1 – Excellent	14	6
	2 – Good	41	13
	3 – Satisfactory	32	68
	4 – Worn	13	13
	5 - Poor	0	0

Community Objective

The Roads asset class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Caring for Our Community* - An improved standard of infrastructure that meets the community's service level standards and Council's obligations as the custodian of our community assets
- *Strengthening Our Community* – Our city, towns and villages have adequate road services to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* – An accessible public transport and regional road network that meets the diverse and changing needs of the community and the road network is efficiently managed to achieve a safe and effective network
- *Enhancing Our Natural Environment* – infrastructure that is built sustainably, whilst protecting and enhancing the environment in our city, towns and villages
- *Responsible Governance and Civic Leadership* – Council rigorously manages its financial resources and assets to maximise delivery of services

- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

The Roads data reported in Note 9a of Council's Financial Statements 2019 / 2020 is based on the previous revaluation completed in 2015. A review of the data by Council and Consultants (as part of the Fit For the Future review) identified that Council needed to complete a revision of the useful lives, conditions and unit rates of the road components.

This assessment has recently been conducted by a registered Valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects road conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Roads, Bridges & Footpaths Capital Program	8,035	8,231	7,336	8,217	7,518	7,872	8,284	7,741	7,863	8,652

Service Level Expectations

Community consultation confirmed that Council's roads are a high priority (notably improving the condition of both rural and urban roads), based on the community's importance rating of Very High and satisfaction level of Moderately Low.

The community's high expectation of Council's roads influences the substantial investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding. Council will develop data collection procedures and programs for all assets.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Road category.

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Roads data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Road assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Footpaths

Current Information - Footpaths		
Assets	* A total of 121 kilometres of footpath in the LGA, including	
	* 76 kilometres of concrete path / cycleways	
	* 21 kilometres of grass footpaths	
	* 24 kilometres of gravel / unformed paths	
General Assessment of Condition	Condition Rating	% of Asset Value
	1 – Excellent	5
	2 – Good	93
	3 – Satisfactory	2
	4 – Worn	0
	5 - Poor	0

Available data and funding

The Footpath data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2015. A review of the data by Council and Consultants (as part of the Fit For the Future review) identified that Council's asset register was well established and recommended that condition assessments continue on an ongoing basis. The review also suggested a need to complete a revision of the useful lives, conditions and unit rates of the footpath assets.

This assessment has recently been conducted by a registered valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to formally document its current formal regular inspection program. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

Service Level Expectations

Community consultation confirmed that Council's footpaths are a high priority, based on the community's importance rating of High and satisfaction level of Moderately Low.

The community's high expectation of Council's footpath assets influences the investment level in renewal and capital funding.

Future Directions

Council will be improving processes to formally document the existing asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Footpath category (revaluation planned for 2019 /2020).

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Footpath data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Footpath assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Kerb and Gutter

Current Information - Kerb and Gutter				
Assets	Total of 261,653m of kerb and gutter, classified as Regional, Rural and Urban			
	Category		Total Length (m)	
	Regional		11,418	
	Rural		1,764	
	Urban		248,471	
General Assessment of Condition	Condition Rating	% of Asset Value		
		Regional	Rural	Urban
	1 – Excellent	0.6	0.5	34
	2 – Good	3.5	0.2	26
	3 – Satisfactory	0.3	0	34
	4 – Worn	0	0	1
	5 - Poor	0	0	0

Available data and funding

The Kerb and Gutter data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2015. A review of the data by Council and Consultants (as part of the Fit For the Future review) identified that Council needs to complete a comprehensive condition reassessment of the kerb and gutter assets, and there was no regular inspection program in place. In addition to this reassessment, Council needs to complete a revision of the useful lives, conditions and unit rates of the kerb and gutter components.

The major issue with the kerb and gutter data is that all assets were listed as standard kerb and gutter, and this attribute needs to be more specifically identified to enable a consistent and appropriate valuation based on type to be applied.

This assessment has recently been conducted by a registered valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects kerb and gutter conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

Service Level Expectations

Community consultation confirmed that Council's Kerb and Gutter assets are a medium priority, based on the community's importance and satisfaction level ratings of Moderate.

The community's average expectation of Council's Kerb and Gutter assets influences the level of investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Kerb and Gutter category (revaluation planned for 2019 /2020).

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Kerb and Gutter data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Kerb and Gutter assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Bridges

Council's Bridge asset comprises of bridges (timber and concrete) and culverts, and include both Rural and Urban classes, as well as categories of vehicle and pedestrian. These assets are maintained by the Works Program within Council's Infrastructure Services Department. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Bridge assets is held within Council's corporate asset management system.

Current Information - Bridges					
Assets:	Forty (40) bridges (concrete and timber structures catering for vehicle and pedestrian traffic) totaling 5,80.17 square metres				
	Number	Category	Class	Type	Total Area (m^2)
	3	Road	Regional	Concrete Beam	547.85
	1	Road	Regional	Concrete Culvert	126.8
	19	Road	Rural	Concrete Beam	3069.65
	4	Road	Rural	Timber Beam	319.17
	1	Pedestrian	Rural	Concrete Beam	11.07
	1	Road	Urban	Timber Beam	17.5
	8	Road	Urban	Concrete Beam	1610.38
	2	Pedestrian	Urban	Concrete Beam	50.94
	1	Pedestrian	Urban	Timber Beam	49.81
General Assessment of Condition	Condition Rating			% of Asset Value	
	1 – Excellent			26	
	2 – Good			54	
	3 – Satisfactory			20	
	4 – Worn			0	
	5 - Poor			0	

Available data and funding

The Bridge data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2015. A review of the data by Council and Consultants (as part of the Fit For the Future review) determined that the asset register was well established and recommended that inspections and valuations by a suitably qualified and experienced Bridge Contractor continue on an ongoing basis.

The review further identified the need for a reassessment of the condition, useful lives and unit rates of the Bridge components. This review has revealed a number of minor discrepancies in data have occurred over time, and it is recommended that a full audit of rural culverts be undertaken, and the information added to Council's asset register.

This assessment has recently been conducted by a registered valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review also highlighted that Council needs to implement and maintain a formal regular inspection program, as at present Council inspects Bridge and Culvert conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

Service Level Expectation

Community consultation confirmed that Council's Bridges are a medium priority, based on the community's importance rating of High and satisfaction level of Moderate.

The community's high expectation of Council's Bridges influences the level of investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Bridge category (revaluation planned for 2019 /2020). A full audit of rural culverts will be undertaken by Council.

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Bridge and Culvert data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Bridge assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Water Supply

The Water Supply asset class comprises of all assets including dams, water treatment plant, reservoirs, water chlorination equipment, pumping stations, reticulated mains, trunk mains, property services and ancillary services. These assets are maintained by the Water and Wastewater Program within Council's Infrastructure Services Department. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Water Supply assets is held within Council's Asset Management System.

Current Information - Water Supply		
Assets	* Oakey Park Water Treatment Plant	
	* 1 kilometre of trunk reticulation main	
	* 459 kilometres of rising main and gravity reticulation mains	
	* 12 potable water reservoirs and 1 non-potable reservoir	
	* Clarence Transfer system	
	* 2 water supply dams at Clarence (Farmers Creek Dams), with one dam permanently empty to cater for emergency storage	
General Assessment of Condition	Condition Rating	% of Asset value
	1 – Excellent	14
	2 – Good	11
	3 – Satisfactory	47
	4 – Worn	25
	5 - Poor	3

Community Objective

The Water Supply asset class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Caring for Our Community* – An improved standard of infrastructure that meets the community's service level standards and Council's obligations as the custodian of our community assets
- *Strengthening Our Community* - Our city, towns and villages have adequate water supplies to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* – Sustainable and beneficial water supplies are available to meet the community's diverse and changing needs and the water supply assets are efficiently managed to achieve a safe and effective network
- *Enhancing Our Natural Environment* - infrastructure that is built sustainably, whilst protecting and enhancing the environment in our city, towns and villages

- *Responsible Governance and Civic Leadership* - Council rigorously manages its financial resources and assets to maximise delivery of services
- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

The Water Supply data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2017. This revaluation was in conjunction with a review of Council's assets (as part of the Fit For the Future review), and identified that Council's needs to complete a revision of the useful lives and unit rates of the water supply components.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects Water asset conditions on a reactive basis or through customer requests.

This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Water Fund Capital Program	4,816	1,835	2,037	1,709	6,052	3,675	1,849	1,873	1,898	7,923

Service Level Expectations

Community consultation confirmed that Council's Water Supply assets are a high priority, based on the community's importance rating of Extremely High and satisfaction level of Moderate.

The community's expectation of Council's Water Supply assets influences the investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Water Supply category.

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Water Supply data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Water Supply assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Sewerage Network

The Sewerage Network asset class comprises of all assets including and ancillary services. These assets are maintained by the Water and Wastewater Program within Council's Infrastructure Services Department. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Sewerage Network assets is held within Council's Asset Management System.

Current Information - Sewerage Network		
Assets	* 3 x Sewerage treatment Plants (Lithgow, Wallerawang and Portland)	
	* 11 kilometres of rising main	
	* 353 kilometres of gravity reticulation mains	
	* 29 sewerage pumping stations	
General Assessment of Condition	Condition Rating	% of Asset value
	1 – Excellent	32
	2 – Good	8
	3 – Satisfactory	48
	4 – Worn	2
	5 - Poor	10

Community Objective

The Sewerage Network asset class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Caring for Our Community* – An improved standard of infrastructure that meets the community's service level standards and Council's obligations as the custodian of our community assets
- *Strengthening Our Community* - Our city, towns and villages have adequate sewerage networks to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* – Neutral or beneficial effects on the environment are achieved while meeting the community's diverse and changing needs and the sewerage network assets are efficiently and safely managed
- *Enhancing Our Natural Environment* - infrastructure that is built sustainably, whilst protecting and enhancing the environment in our city, towns and villages
- *Responsible Governance and Civic Leadership* - Council rigorously manages its financial resources and assets to maximise delivery of services

- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

The Sewerage Network data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2017. This revaluation was in conjunction with a review of Council's assets (as part of the Fit For the Future review), and identified that Council's needs to complete a revision of the useful lives and unit rates of the sewerage network components.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects sewerage network asset conditions on a reactive basis or through customer requests.

This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 18/19	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28
Sewer Fund Capital Program	2,844	9,345	2,476	1,879	2,004	2,030	2,156	2,083	2,110	2,238

Service Level Expectations

Community consultation confirmed that Council's Sewerage Network are a medium priority, based on the community's importance rating of High and satisfaction level of Very High.

Whilst the community's importance and satisfaction ratings resulted in a low rating, Council's legislative requirements (particularly licencing issued under the NSW EPA), have raised the importance to Priority 2.

Both the community's expectation and Council's legislative requirements of Council's Sewerage Network influences the investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Sewerage Network category.

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Sewerage Network data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Sewerage Network assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Stormwater Drainage

Council's Stormwater Drainage network includes underground assets such as pits and pipes and surface drainage assets including detention basins and open channels. These assets are maintained by the Works Program within Council's Infrastructure Services Department. All asset information pertaining to each group is contained within Council's asset registers and further detailed information on Council's Stormwater Drainage assets is held within Council's Asset Management System.

Council imposes a stormwater levy on rateable properties, and this funding source is used to undertake maintenance and improvements of Council's stormwater drainage systems.

Current Information - Stormwater Drainage		
Assets	* 56.5 km of pipe of varying material (concrete, clay, PVC, brick channel, and concrete channel)	
	* 1,650 junction pits,	
General Assessment of Condition	Condition Rating	% of Asset value
	1 – Excellent	0
	2 – Good	0
	3 – Satisfactory	100
	4 – Worn	0
	5 - Poor	0

Community Objective

The Stormwater Drainage asset class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Developing Our Built Environment* – An improved standard of infrastructure that meets the community's service level standards and Council's obligations as the custodian or our community assets
- *Enhancing Our Natural Environment* – Our natural waterways and riparian areas are enhanced and protected
- *Responsible Governance and Civic Leadership* – Council rigorously manages its financial resources and assets to maximise delivery of services
- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

Council's Stormwater Drainage data reported in Note 9a of Council's Financial Statements 2019 /2020, is based on the previous revaluation completed in 2015. A review of the data by Council and Consultants (as part of the Fit For the Future review) identified that Council needs to complete a comprehensive revision of the current condition ratings, the useful lives and unit rates of the stormwater drainage components.

The major issue with the stormwater drainage data is that all components were previously given the same condition rating of 3. This assessment has recently been conducted by a registered valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects stormwater drainage assets on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

	Projected 19/20	Projected 20/21	Projected 21/22	Projected 22/23	Projected 23/24	Projected 24/25	Projected 25/26	Projected 26/27	Projected 27/28	Projected 28/29
Stormwater Capital Program	955	980	862	974	882	925	976	904	918	1,017

Service Level Expectations

Community consultation confirmed that Council's Stormwater Drainage assets are a medium priority, based on the community's importance rating and satisfaction level of Moderate.

The community's expectation of Council's Stormwater Drainage influences the investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Stormwater Drainage category (revaluation planned for 2019 /2020).

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Stormwater Drainage data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Stormwater Drainage assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

Recreational Facilities

The Recreational Facilities asset class comprises of all assets within our sports fields, parks and recreation locations, as well as cemetery operations. Asset groups within these areas include ovals, golf courses, playgrounds, playing courts, walking tracks, passive parks and cemeteries. The JM Robson Aquatic Centre is also an asset within the Recreation Facilities category, and with staged completion between 2012 and 2015, the asset condition is in excellent condition. These assets are maintained by the Recreation Program within Council's Infrastructure Services Department.

All asset information pertaining to each group is contained within Council's asset registers (Other Structures and Land Assets) and further detailed information on Council's Recreation Facilities is held within Council's Asset Management System.

Current Information - Cemeteries		
Assets	Fourteen cemeteries including Capertee, Cullen Bullen, Dark Corner, Glen Alice, Hartley, Lithgow (three (3) cemeteries), Lowther, Meadow Flat, Palmers Oakey, Portland, Rydal, and Wallerawang	
General Assessment of Condition	Condition Rating	% of Asset Value
	1 – Excellent	0
	2 – Good	57
	3 – Satisfactory	22
	4 – Worn	21
	5 - Poor	0

Current Information - Recreation		
Assets	* Ten (10) playing fields including Conran Oval, Glanmire Oval, Kremer Park, Marjorie Jackson Oval, Saville Park, Tony Luchetti Sportsground, Wallerawang Oval, Watsford Oval, Zig Zag Oval, Jim Monaghan Athletics Oval and Lake Wallace.	
	* Lithgow War Memorial Olympic Swimming Centre, including an 8 lane 50 metre outdoor heated pool, 25 metre learners pool and 15 metre round wading pool, kiosk, plant room, male and female amenities and change rooms, manager office, and first aid room.	
	* Lithgow Golf Club, including 18 holes, practice putting green, and Clubhouse / Professional Golf Shop	
	* Lake Lyell foreshore facilities	
	* a Total of 73 Open space recreational areas	
	* Formal gardens (including amenities, paths and plants)	
General Assessment of Condition	Condition Rating	% of Asset Value
	1 – Excellent	10
	2 – Good	40
	3 – Satisfactory	40
	4 – Worn	10
	5 - Poor	0

Community Objective

The Recreational Facilities asset class supports the long-term objectives of our Community Strategic Plan through the following themes;

- *Caring for Our Community* – A community that embraces healthier lifestyle choices and practices
- *Strengthening Our Community* - Our city, towns and villages have adequate recreational facilities to contain lively urban and rural village spaces including places where people can learn, live, work, shop, meet and spend leisure time
- *Developing Our Built Environment* - Recreation, sporting and leisure facilities are available to meet the community's diverse and changing needs
- *Enhancing Our Natural Environment* - A community addressing and responding to the impacts of climate change and extreme weather events
- *Responsible Governance and Civic Leadership* - Council rigorously manages its financial resources and assets to maximise delivery of services
- *Fit For the Future* – Adoption of satisfactory service levels that reflect an acceptable balance between Council's financial resources and the communities desires

Available data and funding

The Recreational Facilities data reported in Note 9a of Council's Financial Statements 2019 / 2020, is based on the previous revaluation completed in 2016, and is for Swimming Pools only.

Recreational Facilities assets are reported under the Other Structures and Land Asset Registers. A review of the data by Council (as part of the Fit For the Future review) identified that Council's asset inspection program was well established and recommended that condition assessments continue on an ongoing basis.

A review of the data by Council (as part of the Fit For the Future review) has identified that Council needs to complete a revision of the Other Structures asset, and to determine the possibility of these components being included in separate Asset Management Plans (including Recreational Facilities), and a review of the condition and valuation of the assets need to be completed.

This assessment of the condition and valuation of the Other Structures and Land assets has recently been conducted by a registered valuer, and the revised asset data has been included in the 2019 Long-Term Financial Plan.

The review further identified a need for Council to implement and maintain a formal regular inspection program, as at present Council inspects Recreational Facilities asset conditions on a reactive basis or through customer requests. This will be completed as part of Council's Asset Management Improvement Plan, and the data will be imported into the corporate asset management systems by 30 June 2019.

The review further identified a need for Council to formally document its current formal regular inspection program.

Council will be undertaking a comprehensive review of the asset register during 2019 / 2020, including a revision of the useful lives, conditions, and unit rates of the Recreational Facilities assets.

Capital spend for recreational facilities assets currently sits under other structures, as per current asset categories and classes (see page 28 for Other Structures capital program).

Service Level Expectations

Community consultation confirmed that Council's Recreational Facilities are a low priority, based on the community's importance rating of High and satisfaction level of Very High.

The community's expectation of Council's Recreational Facilities influences the investment in renewal and capital funding.

Future Directions

Council will be improving processes to formally implement an asset inspection and condition assessment program, and documenting of costings and risk procedures to more accurately determine any required future funding.

Council will review the asset register and update details including useful lives, conditions and unit rates, and determine if any assets from the Other Structures category can be incorporated into the Recreational Facilities category.

Council will develop and adopt Asset Management Plans based on the revised data as part of the Fit For the Future review.

The corporate asset management systems will be updated to reflect the revised Recreation Facilities data, and will be updated on a regular basis, including mapping of assets in Council's GIS system.

Council's staff will be provided with training to ensure understanding of current adopted asset management processes, and be able to confidently undertake a review of the performance of Recreational Facilities assets.

Council will be continuing to engage with the community to develop levels of service that are acceptable to the community and achievable within Council's resources.

Maintenance and renewal methodologies will be documented, and used to review the operational and capital expenditure against community expectations.

How will we get there?

The Strategic Asset Management Plan proposes the following strategies to enable the objectives of the Community Strategic Plan to be achieved.

No.	Strategy	Desired Outcome
1	Continue with Long-Term Financial Planning	The long-term implications of Council services are considered in annual budget deliberations
2	Develop and annually review Asset Management Plans covering at least 10 years for all major asset classes	Identification of services needed by the community and required funding to optimise 'whole of life' costs
3	Update Long-Term Financial Plan to incorporate Strategic Asset Management Plan expenditure projections with a sustainable funding position outcome	Sustainable funding model to provide Council services
4	Incorporate Year 1 of Long-Term Financial Plan revenue and expenditure projection into Delivery Plan and Operation Plan	Long-Term Financial Planning drives budget deliberations (weighed up with community service levels)
5	Review and update Asset Management Plans and Long-Term Financial Plans after adoption of annual budgets. Communicate any consequence of funding decisions on service levels and service risks	Council and the community are aware of changes to service levels and costs arising from budget decisions
6	Report Council's financial position at Fair Value in accordance with Australian Accounting Standards, financial sustainability and performance against strategic objectives in Annual Reports	Financial sustainability information is available for Council and the community
7	Ensure Council's decisions are made from accurate and current information in asset registers, on service level performance and costs and 'whole of life' costs	Improved decision making and greater value for money
8	Report on Council's resources and operational capability to deliver the services needed by the community in the Annual Report	Services delivery is matched to available resources and operational capabilities
9	Ensure responsibilities for asset management are identified and incorporated into staff position descriptions	Responsibility and accountability for asset management is clearly defined
10	Implement an Asset Management Improvement Plan to realise 'core' maturity for the financial and asset management competencies within 2 years.	Improved financial and asset management capacity within Council
11	Report to Council on development and implementation of Strategic Asset Management Plan, Asset Management Plans and Long-Term Financial Plans	Oversight of resource allocation and performance

Asset Management Improvement Plan

To ensure the Strategic Asset Management Plan is implemented effectively and efficiently, an Asset Management Improvement Plan has been prepared.

The actions required to undertake improvement of Council's asset management capabilities are impacted by both internal and external influences and require resources or enablers. These enablers can be in the areas of people, processes, technology and information and data.

The Asset Management Improvement Plan, which will be reviewed annually, prioritises specific capability areas which were identified through a gap analysis process, and where action is required to raise Council's asset management capacity to the desired level of maturity. Implementation of these improvements requires resourcing and monitoring. The actions have been integrated into Council's Delivery Program to ensure ongoing resourcing, implementation and performance monitoring.

Buildings					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Building and Recreation Manager	Director Infrastructure Services Development Manager Assets & Project Engineer Financial Services Manager WHS & Risk Co-Ordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Produce an asset register that captures all building components	2019 / 2020	Building and Recreation Manager	Director Infrastructure Services Development Manager Assets & Project Engineer Financial Services Manager

Asset Management Plans	1. Develop advanced Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Building and Recreation Manager	Director Infrastructure Services Development Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Building and Recreation Manager	Director Infrastructure Services Development Manager Assets & Project Engineer Financial Services Manager
People and Organisational Issues	1. Provide staff training for all facets of Building asset management 2. Review asset performance	Understanding of Building Asset Management	2019 / 2020	Building and Recreation Manager	Director Infrastructure Services Development Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Building asset management activities	Review of core and non-core activities	2019 / 2020	Building and Recreation Manager	Development Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Building and Recreation Manager	Building and Recreation Manager Development Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Other Structures					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Data and Knowledge	1. Complete database of assets (distribute to other AMP categories)	Produce asset registers and Asset Management Plans that captures all components	2020 / 2021	Assets & Project Engineer	Development Manager Works Manager Building and Recreation Manager Financial Services Manager Director Water and Wastewater Director Infrastructure Services

Roads					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning &

					Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
People and Organisational Issues	1. Provide staff training for all facets of Roads asset management 2. Review asset performance	Understanding of Roads Asset Management	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Roads asset management activities	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Works Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Footpaths					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally document the existing asset inspection and assessment program 2. Costing and Risk procedures documented	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
People and Organisational Issues	1. Provide staff training for all facets of Footpath asset management 2. Review asset performance	Understanding of Footpath Asset Management	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Works Manager

	2. Outline of required Footpath asset management activities				
Strategy and planning	1. Formally document maintenance, renewal and new assets methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Kerb and Gutter					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures)	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer

	2. Review asset register for useful lives, conditions and unit rates				Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
People and Organisational Issues	1. Provide staff training for all facets of Kerb and Gutter asset management 2. Review asset performance	Understanding of Kerb and Gutter Asset Management	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Kerb and Gutter asset management activities	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Works Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

	(reduce infrastructure backlog)				

Bridges					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates 3. Undertake a full audit of rural culverts	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1)	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager

	2. Update Mapping of Council assets				
People and Organisational Issues	1. Provide staff training for all facets of Bridges asset management 2. Review asset performance	Understanding Bridge Asset Management	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Bridge asset management activities	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Works Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Water Supply					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Supervisor Plant and Pumping Stations Reticulation Supervisor Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Improve data knowledge	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Supervisor Plant and Pumping Stations Reticulation Supervisor Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager

People and Organisational Issues	1. Provide staff training for all facets of Water Supply asset management 2. Review asset performance	Understanding Water Asset Management	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Water Supply asset management activities	Review of core and non-core activities	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Sewer Network					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Supervisor Plant and Pumping Stations Reticulation Supervisor Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Improve data knowledge	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Supervisor Plant and Pumping Stations Reticulation Supervisor Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager

People and Organisational Issues	1. Provide staff training for all facets of Sewer Network asset management 2. Review asset performance	Understanding Sewer Network Asset Management	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Sewer Network asset management activities	Review of core and non-core activities	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Water and Wastewater	Water and Wastewater Officer Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Stormwater Drainage					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Works Manager Works Co-Ordinator Urban Works Co-Ordinator Rural Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1) 2. Update Mapping of Council assets	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager

People and Organisational Issues	1. Provide staff training for all facets of Stormwater Drainage asset management 2. Review asset performance	Understanding Stormwater Drainage Asset Management	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Stormwater Drainage asset management activities	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Works Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Works Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Recreation Facilities					
Quality Elements	**Action Item**	**Objectives**	**Timeframe**	**Responsible Officer**	**Input Officers**
Processes and Practices	1. Formally implement an asset inspection program 2. Formally implement regular condition assessment program 3. Costing and Risk procedures documented 4. Continue to develop data collection procedure and program for all assets	Review of processes and practices	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager WHS & Risk Coordinator
Data and Knowledge	1. Complete database of assets (from Other Structures) 2. Review asset register for useful lives, conditions and unit rates 3. Undertake a full audit of rural culverts	Improve data knowledge	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager
Asset Management Plans	1. Develop and adopt Asset Management Plan	Updated Asset Management Plan	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer
Asset Information Systems	1. Update asset register in corporate Asset Management Systems (Confirm and Technology 1)	Confidence and streamlined Annual Reporting	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager

	2. Update Mapping of Council assets				
People and Organisational Issues	1. Provide staff training for all facets of Bridges asset management 2. Review asset performance	Understanding Bridge Asset Management	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager
Implementation Tactics	1. Conduct comprehensive review of Levels of Service 2. Outline of required Bridge asset management activities	Review of core and non-core activities	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager
Strategy and planning	1. Formally document maintenance and renewal methodology 2. Undertake lifecycle cost analysis 3. Review operational and capital expenditure against community expectations (reduce infrastructure backlog)	Improve data knowledge and develop advanced asset plans for better decision making	2019 / 2020	Director Infrastructure Services	Building and Recreation Manager Assets & Project Engineer Financial Services Manager Corporate Planning & Communications Officer

Reporting and Assessment - Measuring Our Performance

The approach to assessing performance in relation to asset planning and measurement will be both quantitative and qualitative.

Council's Integrated Planning and Reporting processes form the core of our continuous improvement programs and are embedded within the organisation.

The development of critical actions, tasks and key performance measures relating to the delivery of infrastructure asset programs are contained in the Delivery Program and annual Operational Plan, and subsequent reporting is conducted quarterly, bi-annually and annually to ensure progress and/or achievements are measured and reported.

Reporting on these indicators is the responsibility of all Program Managers who have control of specific asset classes. Regular periodic surveys with the community, gauging perceptions between satisfaction of built asset classes and services being provided is required. The ongoing conduct of community surveys will be tailored to include specific asset management issues to ensure relevance of the programs at the required levels of service continue.

Conclusion

Whilst significant work has been undertaken in providing more consistent asset management planning, continued diligence is required to allow ongoing improvements for all infrastructure assets under the Council's control and management.

This Strategic Asset Management Plan, together with asset managers, custodians, staff and the community will allow a continued progression toward service excellence. Management techniques drawing on the financial, risk, environmental and social drivers will assist in providing an improved asset management performance by enabling Council to work with the community to ensure operations are better understood.

Although adopted as a ten-year (10) Strategic Asset Management Plan, annual revisions of the Strategic Asset Management Plan will be carried out to ensure relevance in responding to government and the community. Specifically, with the review of the Community Strategic Plan, the development of each new Delivery Program and Resourcing Strategy every four (4) years Council need to ensure what they provide aligns with community objectives and priorities, and that the community understands the implications of these directions.

Appendix A: Asset Management Policy

Council's current adopted Asset Management Policy (Policy 1.5)

1. ACQUISITION AND DISPOSAL OF ASSETS

Policy 1.5

ASSET MANAGEMENT

Version 3

1. ACQUISITION AND DISPOSAL OF ASSETS

1.5 ASSET MANAGEMENT

OBJECTIVE:

This Policy has been created to set guidelines for implementing consistent asset management processes across all activities undertaken by Lithgow City Council.

This Policy relates to Council's infrastructure assets, and excludes management of Council's land assets.

This Policy will ensure adequate provision is made for the long-term replacement of major infrastructure assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with appropriate levels of service to residents, visitors and the environment;
- Safeguarding Council's assets including physical assets and employees by implementing appropriate asset management strategies and allocating appropriate financial resources to those assets;
- Creating an environment where all Council employees are an integral part and play a proactive role in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development;
- Meet all legislative requirements of asset management;
- Ensure resources and operational capabilities are identified and responsibility for asset management is allocated;
- Demonstrate transparent and responsible asset management processes that align with appropriate best practice; and
- Implementing procedures that will ensure that:
    - The right assets are built, rebuilt or disposed of;
    - The assets are managed well; and
    - There is a balance between Council operations, new assets and existing assets.

INTERACTION WITH OTHER POLICIES

- Asset Acquisition Policy 1.2
- Asset Disposal Policy 1.3

BACKGROUND:

- Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- Council owns and maintains a range of non-current assets to support its core business of delivery of service to the community.
- Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve Council's strategic service delivery objectives.
- Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.
- A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;
    - Members of the public and staff;
    - Council's financial position;
    - The ability of Council to deliver the expected level of service and infrastructure;
    - The political environment in which Council operates; and
    - The legal liabilities of Council.

PRINCIPLES

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- This Policy covers all elected members of the Lithgow City Council, all personnel employed by Lithgow City Council, any person or organisation contracted to or acting on behalf of the Lithgow City Council, any person or organisation employed to work on Lithgow City Council premises or facilities and all activities of the Lithgow City Council. This policy does not confer any delegated authority upon any person.
- Council, as custodian of Lithgow City Council assets, will:
    - Ensure the Council's legal obligations are met;
    - Represent the community who pay for and use the assets ; and
    - Ensure the asset / service is maintained for use by present and future generations on a sustainable basis.
- As part of Council's consideration of infrastructure asset management, Lithgow City Council will:
    - Manage its infrastructure and assets in a systematic and sustainable manner;
    - Engage with the community, stakeholders and service providers when determining service standards / level of service every four (4) years (as part of the Community Strategic Plan review), within the first year of each newly elected Council;

- Set levels of service, risk and cost standards after balancing competing demands and considering integrated planning matters;
- Allocate appropriate resources to ensure the timely maintenance and renewal of built and natural assets, so that “life cycle” costs are optimised (existing and new assets);
- Meet legislative requirements for asset management;
- Update asset management plans annually to reflect the position in the Operational Plan for the upcoming financial year;
- Audit progress in Asset Management Plans and strategies on an internal basis every two (2) years;

- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service / asset categories. The Plans will be informed by community consultation and financial planning and reporting.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans which align with the priority objectives of the Community Strategic Plan will be given high priority for funding in the annual budget estimates, with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.
- Service levels defined in adopted asset management plans will form the basis of annual budget estimates, with the service and risk consequences of variations in defined services levels and budget resources documented in budget documentation.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and will ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and the ability to fund those costs considered in all decisions relating to new services and assets, and upgrading of existing services and assets. Those lifecycle costs will include the eventual disposal / decommissioning costs.
- Future service levels will be determined in consultation with the community.
- Training in asset and financial management will be provided for Councillors and relevant staff.

RESPONSIBILITIES

To achieve this policy, the following key roles and responsibilities and commitments are identified:

- **Council**
  Councillors are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilised to address the organisation's strategic plans and priorities.

- **General Manager**
  The General Manager has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

  The General Manager shall also ensure that Lithgow City Council's organisational structure identifies responsibility and accountability for implementation of Council's role for custodian of the community's infrastructure assets and meet the associated stewardship requirements.

- **Executive Management Team (EMT)**
  The Executive Management (EMT) has the responsibility of:
  - Ensuring a review of the risks and opportunities involved in the Strategic Asset Management Plan is undertaken;
  - Ensuring resources and funding for Asset Management activities are made available to integrate Asset Management into the corporate governance framework;
  - Reviewing Asset Management Plans annually; and
  - Ensuring that timely, accurate and reliable asset information is presented to Council to allow informed decision-making.

- **Asset Management Working Group (AMWG)**
  The Asset Management Working Group (AMWG) has the responsibility of:
  - Assisting EMT to develop and implement the Asset Management Policy and procedures;
  - Maintaining momentum and co-ordination of the implementation of this Policy and Lithgow City Council's Strategic Asset Management Plan; and
  - Encouraging continuous improvement, innovation and cost effective methods to improve asset management practices.

Maintained by Department:	Operations	**Approved by:**	Council	**Exhibition Date:**	24 June 2012
Reference:	Policy Register	**Council Policy No:**	1.5	**Effective Date:**	4 June 2012
Min No:	V1 - 12-182 V2 - 13-432 V3 – 17-133	**Version No:**	3	**Reviewed Date:**	June 2012 July 2013 April 2017
Attachments:					

Saville Park Porltand Proposed Location of Skatepark

4. COMMUNITY LIAISON

Policy 4.5

Lithgow City Council Artwork Collection

Version 4

4. COMMUNITY LIAISON

4.5 LITHGOW CITY COUNCIL ARTWORK COLLECTION

OBJECTIVE:

To develop, maintain and display a permanent artwork collection which primarily reflects the development of art and artists in the Lithgow Local Government Area .

POLICY:

To achieve the stated objective, the following will apply:

1. The Collection will include a range of traditional art forms, digital art and other forms of art as they develop.

2. Exhibitions of ~~W~~works from the Collection will be supplemented from time to time with touring exhibitions and loans from other sources.

3. Where appropriate, works from the Collection will be exhibited in locations outside Council to raise and complement the profile of Lithgow LGA.

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Acquisitions

1. Acquisitions will be made to the collection through purchase, gift or long term loan in excess of 5 years. Loans of less than 5 years will not be accessioned into the collection.

2. Council will develop Collection acquisition priorities which identify areas of works to be acquired based on artists, mediums and themes. Priorities will be reviewed regularly.

3. Acquisition priority will be given to works by Lithgow LGA artists or which depict the Lithgow Local Government Area.

4. Works by artists from outside the Lithgow LGA will be acquired where they demonstrate high artistic merit.

~~.~~5. Collection works will only be acquired ~~where~~ where:
- the donor or vendor has the legal right to donate or sell items
- previous ownership and object provenance is established
- works are of good quality, in good condition, appropriate to the Collection and are not already represented in the Collection
- works contain no hazardous material
- meet the policy guidelines
- their acquisition is recommended by the Cultural Development Officer to and approved by Council

6. Funds voted by Council for art acquisition may, where appropriate, be placed in an "Acquisition Reserve Account" to permit the accumulation of funds for major purchases.

Management of Collection

1. A detailed catalogue of each item within the Collection will be maintained by the Cultural

Development Officer.

2. An acquisition proposal outlining the works significance, importance and the reasons for acquisition will be developed by the Cultural Development Officer and submitted to Council for approval prior to proceeding with any acquisition.

3. Once an acquisition is approved title transfer documentation (Deed of Gift or Purchase Agreement) will be issued for each acquisition by Lithgow City Council.

4. ~~2.~~ The movement of Collection holdings within Council will take into account issues of condition of the works, security of the display location, civic importance and accessibility to the public.

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~~**Loans and Permanent Donations**~~

~~1. Requests for the loan of works from the Collection for external exhibitions are subject to approval by the General Manager.~~
~~2. Bodies requesting the loan of works from the Collection will need to demonstrate that they have appropriate security and insurance.~~
~~3. Council will inspect all loaned Collection items annually to ensure compliance with the policy. Borrowers not satisfying the policy forfeit the opportunity to hold such works.~~
~~4. Requests for the permanent donation of works from the Collection for external exhibitions are subject to a resolution of Council.~~

Deaccessioning

1. ~~t~~The Collection can be reviewed for deaccessioning from time to time, to ensure its relevance to the Lithgow LGA
2. Items are to be recommended by the Cultural Development Officer to Council for deaccessioning where:
   - they are in poor condition,
   - are not significant to the Lithgow LGA
   - or are no longer relevant to the collection principles as outlined in this policy

3. Where Council approves deaccessioning recommendations, Collection works approved for deaccessioning can be disposed of by donation, sale or destruction.
4. Any proceeds raised as a result of deaccessioning are to be used to further enhance the Collection through conservation, acquisition or collection development.

Outward Loans

1. Requests for the loan of works from the Collection for external exhibitions are subject to the borrower demonstrating their ability to provide security, insurance and to meet any environmental standards deemed necessary by the Cultural Development Officer

2. Outward Loans will be assessed by the Cultural Development Officer and their recommendation made to the General Manager for approval.

3. Borrowers will cover all costs associated with conservation, preparation, insurance and transport of the items to and from the exhibition location.

4. Approved Outward loans will be lent for an initial 12 month period with the possibility for annual renewal based on an inspection by Council. Council will inspect the borrower's compliance with the policy and if terms of the policy are breached the loan will be cancelled. In this instance the borrower will meet all associated costs.

5. T~~t~~he Cultural Development Officer will keep a record of all Outward loans in Council's Records Management System.

Inward Loans

1. Requests to borrow works for exhibition or display at ~~the~~ Council are recommended by the Cultural Development Officer and approved by the General Manager.

2. Approved Inward loans will be borrowed for a 12 month period, ~~at this~~after which time the loans requirement and use will be reassessed and if deemed surplus it will be returned, Council will not enter into permanent loans.

3. the Cultural Development Officer will keep a record of all Inward loans in Council's Records Management System.

Permanent Donations

1. Requests for the permanent donation of works from the Collection for external exhibitions are subject to a resolution of Council.

Maintained by Department:	Corporate & Community	**Approved by:**	Council		
Reference:	Dataworks: Policy Register	**Council Policy No:**	4.5	**Effective Date:**	4 Nov 08
Min No:	06-349 V1 P08-136 V2 V3 - 14-62 V4 - XXX	**Version No: 4**	4 reviewed June 2016	**Review Date:**	June 2013
Attachments:					

Minutes

Youth Advisory Council Meeting
16 October 2018
4.00-5.00pm

Name of Committee: Youth Advisory Council	
Item Number	**Agenda**
1	Welcome/Present/Apologies
2	Business Arising
3	Youth Week 2019
4	General Business
5	Next Meeting

AGENDA - YOUTH ADVISORY COUNCIL – 16 OCTOBER 2018

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Elyse Hudson, Brayden Drury, Farah Trifogli, Ollyvar Baber, Shifa Hargi, Claire Tilley, Eleisha Fisher, Elli Kozicki, Katie Coleman.

APOLOGIES: Jess Alexander, Kristy Lenon

OFFICERS: Viktoria Gulabovski

DECLARATION OF INTERESTS: Nil

ITEM: 2 BUSINESS ARISING

Youth Councilors gave an update regarding their progress on projects.

2.1 Youth Councilors from Lithgow High School have been given permission to publish articles in their school newsletters. La Salle is yet to confirm. Elyse will get in touch with the Mercury and invite the new journalist and young person, Alanah, to the next meeting.

2.3 Claire will conduct an information/ training session on Google Classroom at the next meeting. This platform will enable the group to create and share documents and communicate more effectively.

2.2 Shifa will save her draft letter re: alcohol free zone in Microsoft word and re-send to both Viktoria and Kristy for progressing to the TALC.

2.3 Claire and Brayden provided an update on their workshop with the Young Change Agents. They found the experience worthwhile and brainstormed various business solutions to address social problems in our community.

2.4 Viktoria will send an invitation to Dayne Walker, Manager of the PCYC to attend the next Youth Council meeting as a guest speaker.

2.5 Viktoria spoke about the Youth Working Group and had initial discussions with Youth Councillors around what that might look like. It is anticipated that the Youth Working Group will commence in the new year. Viktoria will provide further clarification at the next Youth Council meeting.

ACTION

THAT the items under business arising are noted.

MOVED: Elyse Hudson
SECONDED: Braydon Drury

ITEM: 3 YOUTH WEEK 2019

There was discussion on possible events that can be held during Youth Week 2019. Youth Councillors voted and agreed to host one of the following as part of the annual celebration:

- Paintball
- Air Soft
- Lasar Attack
- Nerf Battle
- Outdoor Combat Archery

Youth Councillors will look into these activities further and provide an update at the next meeting.

ACTION/RECOMMENDATION

THAT The event is noted.

MOVED: Claire Tilley
SECONDED: Brayden Drury

ITEM: 4 GENERAL BUSINESS

Subsequent to the meeting, the issue of raising funds to support local farmers was brought up via email. Youth Councilors will find out if any local charities will support their efforts.

ACTION/RECOMMENDATION

THAT the item under general business be noted.

MOVED: Katie Coleman
SECONDED: Elli Kozicki

There being no further business the meeting closed at: 5.00pm

Next Meeting:

20 November 2018 @ the Library Conference Room, 4.00pm-5.00pm
157 Main Street, Lithgow

CENTRAL TABLELANDS ALLIANCE (CTA)
AUDIT COMMITTEE

MINUTES – 19 October 2018

1. Welcome and Acknowledgement of Country

We acknowledge the traditional custodians of the land on which we live and work - the Wiradjuri and Gundungurra Nations of people and we pay our respects to the Elders past, present and emerging.

2. Attendance

Rob Campbell	Chair
Neil Maltby	Independent Member
Phillip Burgett	Independent Member
Mayor Kathy Sajowitz	Mayor Oberon Council - Member
Deputy Mayor Wayne McAndrew	Deputy Mayor Lithgow City Council – Alternate for the Mayor
Gary Wallace	General Manager Oberon Council
Lynette Safranek	Finance & Community Services Director Oberon Council
Ross Gurney	Chief Financial and Information Officer Lithgow Council
John Thompson	External Auditor Via Phone Conference
Andrew Muir	Acting General Manager Lithgow City Council
Trinity Newton	Secretariat – Lithgow Council

3. Apologies

Graham Faulkner, General Manager, Lithgow City Council
Mayor Ray Thompson – Lithgow City Council

4. Declarations of Interest

Nil

5. Confirmation of minutes of previous meeting.

The Minutes of the CTA Audit Committee held 22 June 2018 were confirmed. The minutes have been endorsed by both Oberon and Lithgow Councils.

Moved: Kathy Sajowitz
Seconded: Neil Maltby

Carried

John Thompson proposed that the Audit office call in. This was not an item on the agenda and the Chairman advises that an audit discussion was not required.

John Thompson left the meeting at 2:34 pm.

6. Business Arising and Action List
Chairman advised that the charter has been amended and approved by each council.

The complete set of the Charter is to be circulated to the Committee by the secretariat.

7. Chairman's Report
Rob Campbell presented the Chairman's report which had been circulated as part of the Agenda and Business Paper for the meeting.

Supportive structure: an appropriately resourced internal audit function.
Ross Gurney gave advice that Lithgow City Council was unable to carry forward any funds from the 2017/18 budget due the restriction of carryovers. It is feasible to complete one internal audit project before 30 June 2019. In planning for the following financial year, LCC can incorporate a budget request for a more substantial internal audit program.

Oberon Council carried over their unspent budget from last financial year. Given the timeframe, Oberon will also only have time and funds for one internal audit project in 2018/19

Both councils are agreed that the total budget for 2018/19 should be close to sufficient for a single joint internal audit project in 2018/19.

The highest priority risks were discussed. Lithgow City Council's Priority List for internal audit includes payroll, certificates, property management. Oberon Council's Priority List for internal audit includes Procurement, Environment & Development and WHS non-compliance (was the top priority but has been addressed).

LCC and Oberon should determine a project which is of common importance to both Councils.

Contract / Project Management is a common project which was identified by Oberon. The Committee put the recommendation:

That the contract / project management internal audit be the common project to be carried out by both Councils.

Moved: Wayne McAndrew

Seconded: Kathy Sajowitz

Carried

The discussion continued to determine the next steps for the internal audit project.

Options include using an LG procurement contract or seeking quotes via Vendor panel.

Lynette Safranek gave an overview of the Vendor Panel process.

Ross Gurney will ask the LCC Procurement Officer to investigate the options.

Both Councils are to prepare a scoping document for review – Ross Gurney and Lynette Safranek will co-ordinate the preparation of a scoping document.

Final Step - before appointment of the proposed contractor, documentation is to be reviewed by the independent members of the Committee.

Ross Gurney attended an internal audit seminar in June 2018 and presented the keys points around legislatively mandated internal audit. Guidelines will be developed for internal audit to be a requirement by the time of the next Council elections.

Rob raised the issue of funding the 2018/19 internal audit process. Approx. $20,000 in total will be available for this audit.

Recommendations from June meeting Chairman's Report and execution thereof

1. That the Central Tablelands Alliance (CTA) Audit Committee Charter be amended - *has been completed.*

2 That the Committee's approach to the Audit Plan (ie. evidence based spot check) be endorsed pending appointment of an Internal Auditor – *planning for the audit project is to be addressed by Ross Gurney and Lynette Safranek. The recommendation for appointing an auditor to complete the project will be reported to the next meeting.*

3. That the Committee recommend that each of the CTA Councils move to appointment of an Internal Auditor as a matter of priority - *still outstanding. The process for engaging an internal auditor and the options for appointment (direct employment or contractor) was discussed.*

4. That the Committee requests each Council to urgently review and update their Risk Register and submit to the Chairman - *the Committee discussed the item. The Risk registers are to be updated and sent to Rob Campbell by COB 19 November 2018.*

Moved: Phillip Burgett

Seconded: Wayne McAndrew

8. Other Items
Nil

9. Confidential Session – Lithgow Council
Lithgow Audit is close to complete. Audit reports are forthcoming and are due on Tuesday 30/10/18. Audit Office and Crowe Horwath will present to the November meeting of Council.

10. Confidential Session – Oberon Council
Oberon Council reported on their Audit. Audit Officer gave them praise for clear and clean accounts. Audit Office Management letter has been received.
Financial statements are on public exhibition and will go to the next council meeting.

Audit office would like the CTA Committee look at the unedited audit documents.

11. Next meeting, location and secretariat

Subsequent meetings will be held:

Thursday 13 December 10 am at Oberon Council.

Thursday 14 March at 10 am at Lithgow City Council.
Thursday 13 June at 10 am at Oberon Council.

12. Meeting close

The Chair thanked everybody for their input into the meeting and closed the meeting at 3:23 pm.

SUMMARY OF ACTIONS

Activity	**Responsibility**
INTERNAL AUDIT PROJECT • Investigate the options for procurement of one internal audit project for 2018/19 (LG procurement contract or Vendor Panel).	Ross Gurney
INTERNAL AUDIT PROJECT • Co-ordinate the preparation of an internal audit project scoping document for contract / project management.	Ross Gurney Lynette Safranek
INTERNAL AUDIT PROJECT • Before commencement of the internal audit project, documentation is to be reviewed	Chair and Independent Members
RISK REGISTERS • Each Council to urgently review and update their Risk Register and submit to the Chairman by COB 19 November 2018 then send to Rob Campbell	Ross Gurney Lynette Safranek

Agenda

Finance Committee
12 November 2018
4:37 p.m.

Finance Committee	
Item Number	**Agenda**
1	Welcome/present/ apologies
2	Confirmation of Minutes – October Meeting
3	2017/18 Financial Statements – Auditor Presentation (via teleconference)
4	Audit Plan – Final Key Dates
5	2018/19 Quarter 1 Budget Review
6	Cr Ring Queries
7	October Performance Reporting to OLG
8	October 2018 Investment Report
9	November Council Meeting – Review of Finance & Assets Reports
10	Audit Action Lists
11	General Business
12	Next meeting – 10 December 2018

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Mayor - Cr R Thompson, Cr S Ring, Cr W McAndrew

APOLOGIES: Cr Goodsell

MOVED: Cr Thompson **SECONDED:** Cr McAndrew

OFFICERS: General Manager, Chief Financial and Information Officer (CFIO), Director Economic Development & Environment (DEDE), Financial Services Manager, Minutes Taker.

DECLARATION OF INTERESTS: Nil

ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes of the Finance Committee Meeting held on 8 October 2018 were endorsed by Council on 29 October 2018 - Minute No. 18-307.

ACTION

> **THAT** the Minutes of the meeting of 8 October 2018 be taken as read and confirmed.

MOVED: Graeme Faulkner **SECONDED:** Cr McAndrew

ITEM: 3 2017/18 FINANCIAL STATEMENTS – AUDITOR PRESENTATION

SUMMARY

Ms Dominika Ryan of the NSW Audit Office presented on the 2017/18 financial results and audit (via teleconference). Ms Ryan thanked the Finance team and other staff for their co-operation and efforts in completing the financial statements on time.

Ms Ryan mentioned three general focus areas for the 2018/19 local government audit – procurement / contract management, valuation of assets and Information Systems. For Lithgow Council specifically, the auditors reviewed the classification of costs as operating vs capital, Crown Land assets and RFS assets.

Ms Ryan also discussed recent and upcoming local government performance audits. The 2019 Auditor-General's report to Parliament will comment on asset management, governance / internal controls and Information Systems issues in local government.

In response to a question from Mr Faulkner, Ms Ryan stated that the draft Audit Management Letter should be completed and sent in the week commencing 19 November 2018.

Cr Thompson queried whether cost shifting was an issue examined by the NSW Audit Office. Ms Ryan replied in the negative. The CFIO will forward information to Ms Ryan with regard to the Local Government NSW cost shifting survey.

ACTION/RECOMMENDATION

THAT the Council and the Committee accept the NSW Audit Office presentation on the 2017/18 financial results.

MOVED: Cr McAndrew **SECONDED:** Cr Thompson

ITEM: 4 AUDIT PLAN – FINAL KEY DATES

SUMMARY

The CFIO presented the final key dates from the external Audit Client Service Plan. The remaining outstanding document is the Final Management Letter. Ms Dominika Ryan of the NSW Audit Office advised during her presentation to the Committee that the letter should be completed and sent in the week commencing 19 November 2018.

ACTION/RECOMMENDATION

THAT the Committee note the information provided in relation to the Audit Plan.

MOVED: Graeme Faulkner **SECONDED:** Cr McAndrew

ITEM: 5 2018/19 QUARTER 1 BUDGET REVIEW

SUMMARY

The CFIO presented the 2018/19 Quarter 1 Budget Review report.

The CFIO will report that Council's projected position at 30 June 2019 will be unsatisfactory at year end due to the addition of operational carryovers to Council's original expenditure budget. Net $240K of budget savings were identified in Quarter One 2018/19 which have brought the projected year end deficit (after carryovers) to only ($63K) higher than the original budget deficit of ($301K). An operating efficiencies and cost savings program will continue for the remainder of the 2018/19 year.

The CFIO also presented the key 2018/19 Quarter 1 budget variations, details of the capital budget review and details of the cash and investments review.

Particular attention will need to be given to managing the large capital works program ($43.3M including carryovers) with only $2.4M spent to 30/9/18. Contractors will be used as appropriate and any projects which cannot proceed in 2018/19 will be removed from the program for consideration in 2019/20.

ACTION/RECOMMENDATION

THAT the Committee note the information provided in the 2018/19 Quarter 1 Budget Review report.

MOVED: Cr McAndrew **SECONDED:** Cr Ring

ITEM: 6 CR RING QUERIES

SUMMARY

Cr Ring provided queries relating to sewer and garbage levies for undeveloped blocks, business rates and footpath dining. The CFIO provided a response to each query. The queries and responses were discussed by the Committee.

It was agreed that the responses to Cr Ring's queries be forwarded to all Councillors.

ACTION/RECOMMENDATION

THAT the Committee note the information provided in response to the queries raised by Cr Ring.

MOVED: Cr Ring **SECONDED:** Cr McAndrew

ITEM: 7 OCTOBER PERFORMANCE REPORTING TO OLG

SUMMARY

For the information of the Committee, the CFIO presented the October Performance Report to the Office of Local Government.

ACTION/RECOMMENDATION

THAT Council and the Committee note the information included in the October 2018 Office of Local Government Performance Report.

MOVED: Cr Ring **SECONDED:** Cr McAndrew

ITEM: 8 OCTOBER 2018 INVESTMENT REPORT

SUMMARY

The Committee reviewed the October 2018 Investment Report. The decrease in the investments balance due to cash outflows and interest income being over budget were discussed.

ACTION/RECOMMENDATION

THAT Council and the Committee note the information included in the Investment Report for October 2018.

MOVED: Cr McAndrew **SECONDED:** Cr Ring

ITEM: 9 NOVEMBER COUNCIL MEETING – REVIEW OF FINANCE & ASSETS REPORTS

SUMMARY

The following reports being presented to the Council meeting by Finance and Assets were discussed and endorsed for consideration at the Council meeting on 26 November 2018.

Audit Committee Meeting Minutes 19 October 2018

THAT Council endorses the CTA Audit Committee October meeting minutes.

Banking Services to Council

THAT Council:

1. Note the response to the Council resolution (Minute No. 18-314) on banking services.
2. Endorse the proposal to call for Expressions of Interest (EOI) for transactional banking services in the 2019/20 year with the EOI criteria to be determined by the administration as is usual practice.

Financial Statements for the Year Ended 30 June 2018

THAT Council:

1. Receives the audited Annual Financial Statements for the year ended 30 June 2018 pursuant to Section 419 of the Local Government Act 1993.
2. Pursuant to Section 420 of the Local Government Act 1993, endorses the Financial Statements to be made available to the public to make submissions for a period of seven days.
3. Invites Dominika Ryan of the Audit Office of New South Wales, the Council's external auditor, to address the Council at the 26 November 2018 Ordinary Meeting in respect to the Audited Financial Statements.

Parking Special Rate

THAT Council take the following action from the 2019/20 financial year:

1. Utilise the parking special rate for Lithgow CBD capital works and maintenance.
2. Determine a specific program of works which will be funded from the parking special rate for inclusion in each year's Operational Plan.
3. Any parking special rate funds not utilised in a financial year be placed in an internally restricted reserve for future Lithgow CBD capital works and maintenance.

Write Off Section 94A

THAT Council write off $54,705.30 of Section 94 debtor invoices which should not have been included in Council's contributions income from 2013 to 2016.

Drought Assistance Measures

THAT Council note:
1. The minimal uptake of Council's drought assistance measures to date.
2. That a report will be prepared for the February 2019 meeting to further review the Council's drought assistance measures.

ACTION/RECOMMENDATION

THAT the Committee endorse the above reports for the consideration of Council at the November Ordinary Meeting of Council.

MOVED: Cr McAndrew **SECONDED:** Cr Ring

ITEM: 10 AUDIT ACTION LIST

The Audit Action Lists were discussed. The 2017/18 audit actions have been completed but some improvement actions are ongoing for 2018/19. The four remaining 2018/19 interim audit management letter actions remain on track for completion by the due dates.

.

ACTION/RECOMMENDATION

THAT Council and the committee note the updates contained within the Audit Action Lists for November 2018.

MOVED: Graeme Faulkner **SECONDED:** Cr Thompson

ITEM 11: GENERAL BUSINESS

Cr McAndrew enquired of the rates paid by the Mt Piper and Wallerawang Power Stations. The Financial Services Manager took the question on notice and will provide a response to the Committee.

ITEM 12: NEXT MEETING:

Next Meeting: Monday 10 December at 4:30 pm in the Committee Room.

There being no further business the meeting closed at 6:07pm.

ITEM FIN - 26/11/18 - COUNCIL INVESTMENT REPORT - OCTOBER 2018

REPORT BY: CHIEF FINANCIAL AND INFORMATION OFFICER

REFERENCE

Min No 18-307: Ordinary meeting of Council held on 29 October 2018.

SUMMARY

To advise Council of investments held as at 31 October 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 October 2018 when compared to 30 September 2018, has decreased by $1,850,000 from $34,270,000 to $32,420,000. Cash in Council's bank account increased by $170,336.18 from $41,967.64 to $212,303.82.

There is an overall decrease in cash and investments of $1,679,663.82 since 30 September 2018. The decrease is mainly due to operational costs and the capital program, as well as no significant rating revenue being received in October 2018.

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 October 2018 were as follows:

Opening Balance of cash and investments as 01 October 2018	$34,311,967.64
Plus New Investments – October 2018	$4,820,336.00
Less Investments redeemed – October 2018	-$6,500,000.00
Closing Balance of cash and investments as at 31 October 2018	$32,632,303.82

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 – $242,666.66
- Cost centre - 3259
- YTD Income to date - $278,960.22
- Future potential impact – Nil

The Council's interest income for YTD is $36K is over budget due to a combination of reserve balances being greater than forecast and improved investment returns. Should interest income remain over budget, a budget variation request will be prepared for Council's consideration at the Quarter 2 budget review.

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

LEGAL IMPLICATIONS

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

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

CERTIFICATION OF THE RESPONSIBLE ACCOUNTING OFFICER

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

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

ATTACHMENTS

1. Investment Register 2018/19

RECOMMENDATION

THAT

1. Investments of $32,420,000 and cash of $212,303.82 for the period ending 31 October 2018 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.

Issuer	Market Value	% Total Value
AMP Bank Ltd	**5,029,457.55**	14.74%
Auswide Bank Limited	**7,038,895.90**	20.63%
Bank of Queensland Ltd	**8,036,236.99**	23.56%
Commonwealth Bank of Australia Ltd	**2,420,000.00**	7.09%
Members Equity Bank Ltd	**3,015,171.23**	8.84%
MyState Bank Ltd	**6,065,320.55**	17.78%
National Australia Bank Ltd	**2,507,175.35**	7.35%
Portfolio Total	**34,112,257.56**	100.00%

Market Value by Issuer

Minutes

Community Development Committee
Tuesday 13 November 2018
Lithgow City Council
Committee Room
4.00 – 5.00 pm

Community Development Committee	
Item Number	**Agenda**
1	Welcome, Present & apologies
2	Previous Minutes
3	Business Arising from Previous Minutes
4	Round 2 Financial Assistance Requests
5	Bronze Name Plaques Glen Davis Residents
6	Update on Current projects
7	General Business

Minutes
Community Development Committee
13 November 2018

ITEM: 1 WELCOME, PRESENT AND APOLOGIES

Present: Councillor Coleman, Bryan Williamson, Glenda Anthes, Rachael Young, Paul Phillips and Leanne Walding.

Apologies: Clr Statham and Annette Staines

Officers: Viktoria Gulabovski and Matthew Johnson

Declaration of Interests:
Councillor Coleman declared an interest in the financial assistance application from the Lithgow Show discussed in Item 4 as she is a Lithgow Show volunteer.

Leanne Walding declared an interest in the Suicide Prevention Training application by LINC, discussed in Item 4 as she is an employee of LINC.

ACTION

THAT
The list of present and apologies and Declarations of Interest be noted.

MOVED: Glenda Anthes **SECONDED:** Paul Phillips

ITEM: 2 PREVIOUS MINUTES

The minutes of the 11 September 2018 meeting were endorsed by three members present and reported to Council on 24 September 2018.

ACTION

THAT
The endorsement of the previous minutes by three members present and their reporting to Council on 24 September 2018 be noted.

MOVED: Rachael Young **SECONDED:** Leanne Walding

ITEM: 3 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1. Community Consultation by Council
An attachment was provided on the methods used by Council to inform and consult with the community.

3.2 Recognition of Ron Bidwell
Following Council's resolution to rename Rotary Park Portland to Ron Bidwell OAM Rotary Park, the Geographical Names Board of NSW advised that it is their policy not to allow letters after names other than in the case of VC (Victoria Cross). Accordingly, they proposed the alternative of Ron Bidwell Rotary Park for Council's consideration. Council then resolved on 29 October 2018 to endorse this alternative naming.

The renaming won't take place until the Geographical Names Board advertises the proposal, 12 months after Mr Bidwell died (March 2019). In the meantime Council will consult with Ron Bidwell's family about suitable signage.

3.3 Commemorative Signage Queen Elizabeth Park

A Lone Pine tree donated by Mr Burrett was recently installed at Queen Elizabeth Park Lithgow, together with a commemorative sign. The new WW1 names plaque was also installed and dedicated on 11 November 2018.

ACTION

THAT The discussion on Business Arising from the Previous Minutes be noted.

MOVED: Bryan Williamson **SECONDED:** Leanne Walding

ITEM: 4 ROUND 2 FINANCIAL ASSISTANCE REQUESTS

SUMMARY

The Committee considered Round 2 Financial Assistance requests for recommendation to Council.

COMMENTARY

Council called for Round 2 Financial Assistance applications during October with 12 applications to the value of $41,805 received.

$93,000 has been set aside for Non-Recurrent Financial Assistance in 2018/19 with $51,692 allocated in Round 1, leaving $41,308 for Round 2 allocation.

Councillor Coleman declared an interest in the financial assistance application from the Lithgow Show and left the room during consideration of that application.

Leanne Walding declared an interest in the Suicide Prevention Training application by LINC and left the room during consideration of that application.

RECOMMENDATION TO COUNCIL

THAT Council: Provide Round 2 Non-Recurrent Financial Assistance to the following organisations and projects:

Minutes
Community Development Committee
13 November 2018

	Organisation	Project Outline	Amount requested	Amount Recommende	Comment
1.	**Mitchell Conservatorium** 2019 Scholarship	To support local young people to develop their musical skills, and enable them to perform at local events.	$2,000	$2,000	
2.	**Aftercare Lithgow** Random Weaving Workshop	A mindfulness workshop for Aftercare clients teaching weaving with natural fibres. Encourages focus, improved cognitive function, and the learning of new skills. An inclusive workshop - will also be	$1,285	$1,285	
3.	**Lithgow Show** 2019 Lithgow Show	Funding to help run the 2019 Lithgow Show.	$12,000	$12,000	
4.	**Lithgow City Orchestra** Scolarship	Offer two scholarships to local music students learning an orchestral instrument as an incentive to join the orchestra.	$2,700	$2,700	
5.	**CWA – Wallerawang Lidsdale Branch** Rate Reimbursement	2017/18 Rate Reimbursement	$400	Deferred Council policy is that Financial assistance will not be provided retrospectively other than for Council fee waiver requests within the current financial year. Once the applicant has paid the equivalent of $400 General Rate component of 2018/19, the matter will be brought back to Council.	
6.	**Capertee Progress Association** Hall Improvement and Repairs	Repair to ceiling in storeroom, weatherproof storage shed, maintenance of stairs, maintenance to the ceiling of the main part of the hall.	$3,000	Deferred	This application to be deferred until quotes are provided

	Organisation	Project Outline	Amount requested	Amount Recommende	Comment
7.	**LINC** Community Suicide Prevention Training	An education program to strengthen our local suicide prevention knowledge. To educate more community members in suicide prevention and have more gatekeepers in the community.	$3,000	$3,000	
8.	**One Mob** Deadly Dance & Didge Days	Host a minimum of three sessions for the wider Aboriginal and Torres Strait Islander community to learn skills such as Aboriginal contemporary dance and Didgeridoo playing.	$3,000	$3,000	
9.	**Wallerawang Kids Club** Rent waiver	The waiving of rent for the use of the rear of Wallerawang community hall.	$900	Deferred	Deferred until further information is obtained from applicant.
10.	**Lithgow Area Women's Shed** Women's shed training and development	Provide practical and professional tool-based workshops and training to further develop the skills of the members and encourage others to participate more fully in the life of the community.	$3,000	$0	Deferred until further information can be obtained on possible premises and alternative training opportunities.
11.	**Portland Golf Club** 2018 Open	Hold the Portland Open Golf tournament	$3,000	$3,000	Previously received recurrent funding
12.	**Lithgow Bible Church** Playground equipment upgrade	New play equipment and softfall in church playground that is also used by general public.	$7,520	$0	The project is based in church grounds so not open to general public other than church user groups
	TOTAL		**$41,805**	**$26,985**	

MOVED: Glenda Anthes **SECONDED:** Bryan Williamson

ITEM: 5 BRONZE NAME PLAQUES GLEN DAVIS RESIDENTS

SUMMARY
Council has received a request from a former resident of Glen Davis to fund the fixing of bronze name plaques to the Glen Davis Community Hall of all Glen Davis residents from 1938-1954.

COMMENTARY
The Committee noted that as the person making the request is to meet with Council's General Manager, the committee will consider the matter at the next meeting if required.

ACTION

THAT Council:
Note the discussion on bronze name plaques recognising Glen Davis residents.

MOVED: Leanne Walding **SECONDED:** Rachael Young

ITEM: 6 UPDATE ON CURRENT PROJECTS

SUMMARY
An update was provided on projects currently underway in Community and Culture.

COMMENTARY

Adventure Playground
Works are well underway and still hopefully to be completed pre-Christmas, subject to weather.

Underground services and pavements are largely complete, stoneworks have commenced and installation of equipment has commenced.

Future Finders Program
As part of the Future Finders program the Community development team secured a $50,000 grant in early 2018 and since then has hosted a number of business workshops, education tasters at Notre dame, Lithgow Tafe and WSU, and Employment tasters at Wolgan Valley Resort and Energy Australia. The next event lined up as part of this program is a Youth Leadership Forum, which will be hosted at Notre Dame University on 22 November 2018.

2018 Ability awards
The Lithgow Ability awards will be hosted on 4 December 2018 at Lithgow Workies from 1pm-4pm. Nominations are now open. While a small number of nominations have been received, it would be great to see some more recipients. Please nominate someone you know.

ACTION

THAT Council:
Note the discussion of current projects.

MOVED: Bryan Williamson **SECONDED:** Paul Phillips

ITEM: 7 GENERAL BUSINESS

NIL

Meeting Closed 5.03pm