



# MINUTES

Finance Committee

held at

Council Administration Centre  
Committee Room  
180 Mort Street, Lithgow

on

Wednesday 9 August 2023

at 4:30 PM

# ORDER OF BUSINESS

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|  |          |
|--|----------|
| <b>1. Acknowledgement of Country</b> .....           | <b>3</b> |
| <b>2. Present</b> .....                              | <b>3</b> |
| <b>3. Apologies</b> .....                            | <b>3</b> |
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| <b>5. Staff Reports</b> .....                        | <b>3</b> |
| 5.1. Review of Policy 8.4 Debt Recovery .....        | 3        |
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| <b>6. General Business</b> .....                     | <b>5</b> |
| <b>7. Meeting Close</b> .....                        | <b>5</b> |

The Chairperson declared the meeting open at 4:32 pm.

## **1. Acknowledgement of Country**

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The Mayor acknowledged Wiradjuri Elders past and present of the Wiradjuri nation - the original custodians of the land on which the Lithgow communities reside and extended respect to our neighbouring nations.

## **2. Present**

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Present: Mayor M Statham, Councillor S Ring, Councillor S Lesslie, Councillor E Mahony.

Officers: Jonathon Reid, Ross Gurney, Craig Butler, Trevor Holland, Trinity Newton.

## **3. Apologies**

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An apology was received Councillor S McGhie who is unable to attend due to illness.

Procedural Motion

That a leave of absence be granted to Councillor S McGhie.

**MOVED:** Councillor S Lesslie

**SECONDED:** Councillor S Ring

**CARRIED**

## **4. Declaration of Interest**

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The Mayor called for any declarations of interest.

There were no declarations of interest made.

## **5. Staff Reports**

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### **5.1. Review of Policy 8.4 Debt Recovery**

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The policy was reviewed by the Committee. Policy 8.4 Debt Recovery was advertised some time ago. There have been only minor updates to the policy.

The policy states that legal action will be taken with overdue amounts of \$500. Discussion was held and wording to be updated to state "at least two quarterly instalments unpaid".

### **ACTION / RECOMMENDATION**

THAT the Finance Committee note and endorse the Draft Policy 8.4 - Debt Recovery.

**MOVED:** Councillor S Ring

**SECONDED:** Councillor S Lesslie

**CARRIED**

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## 5.2. Audit Action Lists

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The Committee was informed that the final interim Audit Management Letter has not been received from the auditors. The CFIO will follow up the matter.

Rates Harmonisation options will include implementation over several years, with models to be presented to the Finance Committee once completed in 2024.

The Committee sought further information on the Special Parking Rate charged to Lithgow CBD businesses. A resolution to review the program after a period of 5 years was made in November 2018.

After eleven weeks of review, numerous historical inconsistencies have been identified with rating charges. This has resulted in increased income being identified.

The base residential rating amount was adjusted for 2023/24. The base amount is considered by Council each year.

### **ACTION / RECOMMENDATION**

THAT progress and completion of internal and external audit actions be noted by the Committee.

**MOVED:** Councillor S Ring

**SECONDED:** Councillor S Lesslie

**CARRIED**

## 5.3. Investment Report July 2023

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The CFIO presented the July 2023 Investment Report.

July is the peak month of the year for Accounts Payable transactions due to the payment of remaining 2022/23 invoices. In July 2023, \$5.8M in Accounts Payable transactions were processed. There were high value transactions for natural disaster works and large-scale capital works projects. The administration continues to pay close attention to managing cashflow.

### **ACTION / RECOMMENDATION**

THAT:

1. Investments of \$39,200,534 and cash of \$884,074 for the period ending 31 July 2023 be noted.
2. The enclosed certificate of the Responsible Accounting Officer be noted.
3. The commentary on cashflow and funding requirements for restricted reserves be noted.

**MOVED:** Councillor S Ring

**SECONDED:** Councillor E Mahony

**CARRIED**

## 5.4. Natural Disaster Works & Cashflow - Update

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The monthly budget review process was discussed.

The General Manager outlined Council's actions on lobbying to have the grant funding process changed.

A motion to be submitted to LGNSW Annual Conference on this topic.

The capital works program will be thoroughly reviewed each quarter and an updated plan will be presented to Council and the community as part of each quarterly budget review.

A request was made to have a Mayoral Minute or General Manager Report be put to Council at a future meeting.

#### **ACTION / RECOMMENDATION**

THAT the Finance Committee note the update on natural disaster works, claims and cashflow.

**MOVED:** Councillor S Ring

**SECONDED:** Councillor E Mahony

**CARRIED**

## **6. General Business**

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Councillor S Ring raised the matter of funding mitigation works / hazard reductions, specifically asking if LCC pays rural fire services for hazard reduction. Asset protection zones and strategic fires trails were also discussed. The Mayor asserted that she will raise this matter at the next RFS meeting.

Councillor Ring raised the question of why Council removed the cash payment facility from the library. This is due to numerous reasons including reducing cash handling risks and due to earlier Covid restrictions. Other Council facilities are also cashless.

## **7. Meeting Close**

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There being no further business the Chairperson declared the meeting closed at 5:44 pm.