



LITHGOW CITY COUNCIL

AGENDA

ORDINARY MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

19 AUGUST 2008

AT 6.00pm

AGENDA

PRESENT

QUESTIONS FROM THE PUBLIC GALLERY - NIL

PRESENTATIONS -

CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON 15TH JULY 2008

DECLARATION OF INTEREST

NOTICES OF MOTION - NIL

NOTICE OF RESCISSION - NIL

MAYORAL MINUTE - Lithgow Flash Gift
Code of Conduct Complaint

CORRESPONDENCE AND REPORTS

General Manager Reports
Regional Services Reports
Community and Corporate Reports

CLOSED REPORTS -

1. Code of Conduct Committee
2. General Manager Selection Committee
3. Purchase of two Trucks with tipping bodies
4. Tender 03/08 - Engagement of consultant for the preparation of Land Use Issues Paper, Land Use Strategy and Local Environmental Plan
5. Lithgow City Council v Barclay Holdings Pty Ltd

REPORTS FROM DELEGATES - NIL

COMMITTEE MEETINGS - Code of Conduct Committee
General Manager Selection Committee

QUESTIONS OF AN URGENT NATURE

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MAYORAL MINUTES

ITEM:1 MAYORAL MINUTE - 19/08/08 - LITHGOW FLASH GIFT

REFERENCE

NIL

COMMENTARY

Following a meeting with John Scott, Danny Whitty and John Buckley at Club Lithgow regarding the next Lithgow Flash Gift to be held in February 2009, it is clear that a considerable amount of organisation and planning is needed for the event to succeed.

A number of the previous sponsors have indicated their continued interest in the event.

Council should take a leading role in the coordination of the event, with the overall event including a Sportspersons Dinner on the Friday night, a number of races to be organised by Lithgow Little Athletics, the actual Gift and other major races being run by the NSW Athletics League.

Mr John Scott who first brought the idea before Council a little over a year ago may be able to play a significant role in advising the coordinators through his extensive sports promotion activities.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council support next years Lithgow Flash Gift and investigate what role John Scott may have in the organisation of the event.

ITEM:2 MAYORAL MINUTE - 19/08/08 - CODE OF CONDUCT COMPLAINT

COMMENTARY

Following deliberations of the Code of Conduct Committee in reference to a complaint from a staff member against a Councillor the final report has now come to Council for its consideration.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council consider the report of the Code of Conduct Committee and take the appropriate actions if it sees that it is required.

GENERAL MANAGER REPORTS

ITEM:3 GM - 19/08/08 - QUARTERLY PERFORMANCE REPORT ON 2007/08 TO 2009/10 MANAGEMENT PLAN FOR THE PERIOD OF 1 APRIL 2008 TO 30 JUNE 2008

REFERENCE

Min 07-258: Extraordinary Meeting 28 June 2007
Min 07-502: Council Meeting 19 November 2007
Min O08-12: Council Meeting 18 February 2008
Min P08-32: Council Meeting 7 April 2008

SUMMARY

This report provides the Quarterly Performance Report on the 2007/08 to 2009/10 Management Plan for the period of 1 April 2008 to 30 June 2008 with a recommendation that the adjusted surplus be noted.

COMMENTARY

The June Quarter Performance Report on the 2007/08 to 2009/10 Management Plan has been prepared and is provided within Councillor's Business Papers.

It details the achievement of activities identified in the Management Plan and provides information on variations to activities. The Budget Review Statement notes a surplus of \$60,638 which is comparable to the reported surplus of \$37,106 in the March quarter.

Copies of the report are also available for viewing at Council's Administration Centre and the website.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The financial implications are reported in the June Quarter Performance Report on the 2007/08 to 2009/10 Management Plan 2007/08.

The Internal Services Manager, as the Responsible Accounting Officer has reviewed the statements and certifies as required by the Local Government (General) Regulation 2005, that Council's 2007/08 Management Plan has been reviewed and the financial position of Council is satisfactory.

LEGAL IMPLICATIONS

The Local Government Act 1993 and Local Government (General) Regulation 2005 sets out requirements for the quarterly reporting of the achievement of performance targets and the submission of a budget review statement after the end of each quarter. This report and attachment achieves these requirements.

ATTACHMENTS

1. Quarterly Performance Report on Management Plan

RECOMMENDATION

THAT the surplus of \$60,638 and changes the 2007/08 to 2009/10 Management Plan as detailed in the June Quarterly Performance Report be noted.

ITEM:4 GM - 19/08/08 - STATE DEBT RECOVERY OFFICE

REFERENCE

QWN - 01/07/08 - Finance and Services Committee

COMMENTARY

Correspondence has been received from member for Bathurst, Gerard Martin MP in relation to the advantages to the Lithgow community in having the State Debt Recovery Office located in our local government area.

Mr Martin has advised Council that approximately 170 persons are employed by the State Debt Recovery Office in Lithgow and generate approximately \$7 million in salaries.

Mr Martin is not aware of any negative publicity in relation to the State Debt Recovery Office other than parking congestion issues. Mr Martin has advised Council that if they have further concerns to put a proposal in writing and he will contact the Treasurer on Councils behalf.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information be noted.

ITEM:5 GM - 19/08/08 - INVESTIGATION OF OPTIONS - LITHGOW SKATE PARK PROPOSAL

REFERENCE

QWN- 15/07/08 - Ordinary Meeting of Council

SUMMARY

Council has previously resolved to consider the establishment of a new skate park facility in Lithgow. This item seeks Council's further consideration to progress investigations into the proposed project.

COMMENTARY

Council at its meeting of the 15th July 2008 received a petition signed by nearly 600 people seeking Council's consideration to the construction of a new skate park facility. As a result of this petition council resolved:

Mr Mayor, firstly can I please be advised of the condition of the Skate Park at Tony Lucehetti Sports Ground? Secondly, can I please table a petition which has been signed by nearly 600 residents seeking advice on the possibility of getting a "state of the art" concrete skate and BMX facility? Can Council form a working community group to look into this possibility?

The Mayor declared this as urgent and advised that he too has been approached by students regarding the condition of the skate park. The equipment of the park is fine and in good condition, the problem revolves around the bitumen, which is very rough and is hard for the riders to use.

008-112 RESOLVED

THAT:

- 1. A report on new ideas and costings will be brought back to Council.*
- 2. Council to seek advice from the Youth Council as to who wishes to be a part of the working group.*

MOVED: Councillor H K Fisher

SECONDED: Councillor M M Collins.

CARRIED

As a result of the resolution a meeting was held on 31st July 2008 between community representatives and youth with a direct interest in the skate park and Council elected members and officers. The intent of the meeting was to discuss possible options so as to progress consideration of the proposed project.

From the discussions had it was decided that an investigation of possible future options, designs and associated costs be undertaken with a view to bringing a formal proposal back to Council for further consideration at a later time. In order to progress the proposal a Council resolution authorising the undertaking of preliminary investigations and costings is therefore required.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs at this point are expected to be nominal and predominantly absorbed internally as part of existing budget allocations.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT a preliminary investigation and associated costing of possible options be undertaken in relation to the construction of a new skate park facility for Lithgow and that when completed the findings of the investigation be brought back to council for further consideration.

**ITEM:6 GM - 19/08/08 - COUNCIL MEETINGS - POST 13TH SEPTEMBER
2008 - LOCAL GOVERNMENT ELECTION**

SUMMARY

Council's Ordinary Meeting is scheduled for the 3rd Tuesday in each month. This however poses a problem in the month of September with the meeting scheduled for Tuesday, 16th, just three (3) days after the Local Government elections on Saturday, 13th. With the election poll highly unlikely to be declared by the scheduled meeting date, Council needs to formally acknowledge the issue and propose an interim alternative meeting process.

COMMENTARY

In accordance with the provisions of the Local Government Act 1993 and the Local Government (General) Regulation 2005, the Returning Officer for a local government election is responsible for the finalisation of the election count. The returning officer then advises the Electoral Commissioner of the result prior to the poll being formally declared. This process can be expected to take several weeks depending on the closeness of the election and the type of voting undertaking. Whilst it is normal practice for the Returning Officer to declare the poll as soon as practicably possible, the declaration of poll can be delayed pending receipt of postal votes should the vote counting be close and the outstanding ballots potentially having an effect on the final election result.

Council's September 2008 Ordinary Meeting is scheduled as per Council's previous resolution for Tuesday, 16th September and as such, will most likely not be able to occur due to the poll being not formally declared. Therefore, Council needs to formally acknowledge this issue and resolve not to have this meeting as scheduled.

The meeting schedule to be adopted following the election will be at the discretion of the Council elected at that time.

With the exception of the Mayor, all currently elected members cease to hold office as from the date of the election. In accordance with the Local Government Act 1993, the Mayor (whether elected or not) has specific carryover powers during the period between the election and declaration of a Mayoral successor. Of these powers the Mayor can formally call an Extraordinary Meeting in accordance with Council's Code of Meeting Practice and as such this process is recommended for the purpose of electing the Mayor and Deputy Mayor in accordance with Chapter 9, Part 2, Division 2 of the Local Government Act 1993 and Clause 394 of Schedule 7 of the Local Government (General) Regulation 2005 to the Act as soon as possible following the declaration of poll. The Council may also at this time consider its future meeting schedule.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

The only legal implications that could occur are if Council acts prior to the declaration of poll.

RECOMMENDATION

THAT as a result of the Local Government election being held on 13th September 2008 and the unlikelihood of the election poll being declared, the Ordinary Meeting of Council scheduled for the 16th September 2008 not be held and that Council determine their meeting schedule following the declaration of the election poll and the subsequent election of the Mayor and Deputy Mayor.

REGIONAL SERVICES REPORTS

ITEM:7 REG - 19/08/08 - TENDERS FOR SHOULDER WIDENING, BROWNS GAP ROAD

REPORT FROM: OPERATIONS MANAGER – MR STEPHEN DARLINGTON

REFERENCE

NIL

SUMMARY

This report seeks a determination from Council to use the selective tendering process, pursuant to s166(b) of the Local Government (General) Regulation 2005, for the procurement of suitable contractors for the shoulder widening of selected sections of Browns Gap Rd

COMMENTARY

Whenever a Council is required by s55 of the Local Government Act to invite tenders, Council must decide which of the following methods is to be used.

- (a) The open tendering method.(s167)
- (b) The selective tendering method by which invitations to tender for particular proposed contracts are made following a public advertisement seeking expressions of interest. (s168)
- (c) The selective tendering method by which recognised contractors selected from a list adopted by Council are invited to tender for proposed contracts.(s169)

The preferred method of procurement due to the nature of the specific works to be undertaken on the Brown Gap Road is the selective tendering method pursuant to s168. The specific nature of the works comprises milling out insitu material to a fixed depth and width, replacing insitu material with roadbase and/or hotmix and compacting the material, utilising a job specific one pass machine.

It is intended to call expressions of interest for the work after which invitations to formally tender for the works will be called from a suitable contractor/s.

POLICY IMPLICATIONS

Nil at this stage

FINANCIAL IMPLICATIONS

Nil at this stage

LEGAL IMPLICATIONS

Tendering is to be undertaken in accordance with the provisions of the Local Government Act and its regulations.

RECOMMENDATION

THAT Council use the selective tendering method, pursuant to Clause 168 of the Local Government (General) Regulation 2005, for the shoulder widening works on the Browns Gap Rd.

**ITEM:8 REG - 19/08/08 - DEVELOPMENT / CONSTRUCTION CERTIFICATE
 136/08 - COUNCILLOR H K FISHER**

REPORT FROM: REGIONAL SERVICES MANAGER – ANDREW MUIR

SUMMARY

To advise council of the submission of a Development/Construction Certificate Application No.136/08 on behalf of Councillor H Fisher and recommend approval.

COMMENTARY

An application has been received from Spectrum on behalf of Mr & Mrs Fisher for the construction of a enclosed verandah at Lot 1 DP 1029892, 1 Busby Street, Lithgow.

The proposal involves the construction of steel framed and glass enclosure over an existing patio on the back of the dwelling at 1 Busby Street, Lithgow.

POLICY IMPLICATIONS

Council's policy **Development Applications by Councillors and Staff and Relatives or on Council Owned Land** requires that any Development Application lodged where the applicant is a councillor must be referred to council or its appropriate committee for consideration and determination and that no aspect of the application be dealt with under delegated authority.

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

The application has been assessed in accordance with the provisions of the Environmental Planning and Assessment Act.

RECOMMENDATION

THAT Development/Construction Certificate Application No.136/08 be approved subject to the following conditions:

1. 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

2. That the glassed in verandah is finished to ensure compatibility with the existing development to the satisfaction of Council.
3. That Council is to be notified at least two (2) days prior to 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.
4. 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:
 - k) Completion of the development and sign off to all conditions of the consent including landscaping, prior to occupation and use.

Note: forty-eight (48) hours notice shall be given to Council prior to inspections.
5. Prior to the commencement of any works on the land, a sign/s must be erected in a prominent position on the site:
 - a) 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.
6. All building work must be carried out in accordance with the requirements of the Building Code of Australia.
7. Prior to the use/occupation of the structure an Occupation Certificate must be issued by the Principal Certifying Authority.

**ITEM:9 REG - 19/08/08 - TRANSFER OF A CROWN ROAD TO COUNCIL -
 OFF BAANERS LANE - LITTLE HARTLEY**

REPORT FROM: DEVELOPMENT ENGINEER- PAUL CREELMAN

REFERENCE

56/06DA

SUMMARY

To advise of a request for Lithgow Council to approve the transfer of a Crown Road off the end of Baaners Lane, Little Hartley to become a public road under Council's control.

COMMENTARY

As a part of Development Application 56/03 for the subdivision of 7 rural Lots off Baaners Lane Little Hartley, the applicant was required to dedicate a strip of unformed Crown Road as Council public road. A request has now been received from the applicant, Hartley Pastoral Company, for Council to accept the transfer of the relevant section of Crown Road. The road has been formed to Lithgow Council's standards as a part of the development and will be a side road on the western side of Baaners Lane 150metres from the end. All fees will be paid by the applicant. As part of this process Council will be required to place the Common Seal on the documentation.

POLICY IMPLICATIONS

Council Policy 1.2- Asset Acquisition applies as Council will be taking over ownership of the section of road. Under Councils code of meeting practice affixing of the common seal may only occur by resolution at an ordinary meeting of Council.

FINANCIAL IMPLICATIONS

Council will take on future maintenance of the road and obtain rate income from additional rateable properties created by the subdivision.

LEGAL IMPLICATIONS

Development Consent 56/06 places an obligation on the applicant to construct and dedicate the road to Council. The transfer of the Crown Road is undertaken under the provisions of the Roads Act 1993.

ATTACHMENTS

1. Location mapping and the layout of the approved subdivision.

RECOMMENDATION

THAT Council formally agree to the transfer of the Crown Road as indicated on the attached mapping and the Common seal be affixed to the relevant documentation.

ITEM:10 REG - 19/08/08 - CULLEN BULLEN PUBLIC TOILETS

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

Response to a Question without Notice from Councillor H Fisher concerning the construction of the public toilet block at Cullen Bullen advising that construction has commenced.

COMMENTARY

Construction has commenced on the public toilet block at Cullen Bullen and is scheduled for handover on 1 September 2008. Difficulties have been experienced with the supply of steel to the project but assurances have been provided by the contractor that the timetable provided will be met.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Funded from within the current budget.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT the information be received and noted.

ITEM:11 REG - 19/08/08 - MINERS LAMP LIGHTING AND BADGE

REPORT FROM: REGIONAL SERVICES MANAGER - ANDREW MUIR

SUMMARY

Response to a Question Without Notice from Councillor M Collins on 15/07/08 concerning progress on the lighting and badge installation on the Miners Lamp at the Visitors Information Centre.

COMMENTARY

The Miners Lamp Badge has been fabricated and has been sent to Sydney to be polished. Installation should be completed by 31 August. It is proposed to complete the badge installation before finalising lighting of the lamp and surrounds to ensure the best lighting solution.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Funded from existing budget.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT the information be received and noted.

**ITEM:12 REG - 19/08/2008 - CONFIDENTIAL - LITHGOW CITY COUNCIL V
BARCLAY HOLDINGS PTY LIMITED**

Reason for Confidentiality

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

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

The matters and information are the following:

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

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

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege*

REFERENCE

Nil

SUMMARY

To advise Council of the progress of Court proceedings between Lithgow City Council and Barclay Holdings Pty Limited.

RECOMMENDATION

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

COMMUNITY AND CORPORATE SERVICES REPORTS

ITEM:13 **COMM - 19/08/08 - OFFER THE RYDAL VILLAGE ASSOCIATION INC TO PURCHASE TWO OUT FRONT MOWERS**

REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH

REFERENCE

Nil

SUMMARY

To advise Council of an offer from the Rydal Village Association Inc for the purchase of two unused out front mowers.

COMMENTARY

Council has received an offer from the Rydal Village Association Inc for the purchase of two John Deere F1145 mowers for the sum of \$1,200 (GST Exc). Council has purchased new mowers and the discarded mowers were to be sold at a public auction later in the year.

The Association advise that their members maintain the village gardens to a high standard and perform months of planning and many hours of works to maintain and develop ever evolving gardens and parkland areas for the September 'Daffodils at Rydal Festival'. They further advise that the members are hardworking and keen to keep up the village beautification program and the prospect of being able to purchase industrial mowers from Council would help them immensely.

The mowers are in a state of disrepair and require repairs prior to use. As a condition of the sale Council will advise the Association that we will no longer service the mowers and recommend a risk assessment be carried out on the mowers prior to operating.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Sale of mowers for \$1,200 (GST Exc) proceeds to be returned to the plant replacement reserve to fund future purchases.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

THAT:

1. Council accept the offer from the Rydal Village Association Inc for the purchase of two John Deere F1145 mowers for the purchase price of \$1,200 (GST Exc)
2. The sale of the mowers be on a "as is, where is" basis and the Rydal Village Association confirm their acceptance of this condition prior to finalisation of the sale.
3. The Rydal Village Association Inc carry out a risk assessment prior to operating the mowers

ITEM:14 COMM - 19/08/08 - EXCESSIVE WATER USAGE DUE TO BREAKAGES

REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH

REFERENCE

Nil

SUMMARY

To advise Council of correspondence from three property owners seeking an allowance to water accounts due to breakages.

COMMENTARY

Council has received three requests to consider relief to excessive water accounts due to water pipe breakages.

Council Policy 8.6 'Excessive Water Usage Allowance for Breakages' allows for breakages which occur on **residential properties** but does not make allowance for business premises.

The policy provides a concession for excessive water usage to residential landowners on the first occurrence that a breakage occurs which is beyond the owners control and causes excessive water accounts. The owner is requested to provide evidence of the breakage by the way of a plumbers account and an allowance is capped at \$200.

The policy states:

- 1. The policy applies to residential homes only and applicants must use the property as their principle place of residence;*

2. *The policy applies once only for a particular property;*
3. *If an application is received in writing for Council to determine an account as showing excessive water usage due to damage to infrastructure on property owner's side of the meter, Council may consider relief for the account if it is evident that the ratepayer will incur financial hardship;*
4. *Applications should be addressed to the Internal Services Manager who will assess and determine the legitimacy of the application in accordance with investigation and with consideration of Council's Hardship Policy;*
5. *Proof of the breakage in infrastructure will need to be substantiated by the way of a tradesman's account showing the date of repairs and or supply of goods.*
6. *Council will average an account using the past four readings if it is determined the account is eligible for an excess water usage allowance;*
7. *The allowance is capped at \$200 in total per property and is available in a one off instance per property only.*

The following three properties seek financial relief due to excessive water usage.

1) Property No 103436: Fitness Centre, Hoskins Ave, Lithgow

The agent acting on behalf of the owners advise they are seeking relief for the current water account of \$836.70 which is attributed to a disused water service leaking into a carpark area.

A plumber's account has been provided as evidence of the breakage and the agent points out that a sewer discharge factor is calculated on water usage for water leaving the property and being discharged into the sewer system. He continues that the bulk of the water which discharged via the carpark ran onto an adjoining grassed area and therefore had no impact on the sewer system and should not attract a sewerage discharge fee.

The account is made up of:

Water usage:	\$427.05
Sewerage Discharge:	\$433.85
Total:	\$836.70

The last water accounts issued on the property have been for \$76.58 and \$40.96. The breakage has occurred on private property and Council has purchased the water from Fish River Water Supply. In this instance Council is not at fault but may wish to consider an adjustment to the account as an act of goodwill.

The water usage for the property is 466 kls and this applied to the sewerage discharge factor would result in a write off of \$433.85 to the account.

2) Property No 100259: Restaurant, Main St Lithgow

The owner advises that the water pipe in the walkway between Main St and the laneway fractured and because of the location it was assumed that the problem was with the Council main and the breakage was reported to Council. This proved not to be the case and the location of the breakage was later established on private property.

The owner has provided a plumber's account showing repairs to the damaged pipe and has written to Council requesting relief for the last water account of \$2,951.14.

The account is made up of:

Water usage:	\$1,865.60
Sewerage Discharge:	\$1,085.54
Total:	\$2,951.14

The last three water accounts issued on the property have been for \$1,594.53, \$1,490.35 and \$1,705.90 respectively. The breakage has occurred on private property and Council has purchased the water from Fish River Water Supply. In this instance Council is not at fault but may wish to consider an adjustment to the account as an act of goodwill.

To be consistent with Property 1) the water usage for the property is 1,166 kls and this applied to the sewerage discharge factor would result in a write off of \$1,085.54 to the account.

3) Property No 104184: Private Lease of Crown Land for Residential use at Portland

The owner advised that a shed on the land was broken into and was the subject of a police report following the theft of equipment. A Council employee from the Portland Sewerage depot reported to the owner that water was running in the paddock towards the Sewerage Depot and upon investigation it was found a tap had been damaged and left turned on. It is assumed this action was a direct result of the break in on the property.

The water account issued totalled \$2,332.85 and Council officers advised that in this instance Policy 8.6 "Excessive Water Usage Allowance for Breakages" may apply and requested evidence by the way of a plumbers account. The owner replied that they are unable to produce a plumber's account as the repairs were undertaken by themselves and the water has resulted from vandalism and theft on the property.

The owner has replaced the existing fittings with a commercial garden tap that requires a key to operate to prevent excessive water usage occurring again.

The maximum allowance covered by Policy 8.6 is \$200 and Council resolution is required to consider a further reduction.

The residential water account is made up of:

(It should be noted that the sewerage discharge factor is not calculated on residential water accounts but is charged on the annual rate notice)

Water usage: \$2,332.85

Total: \$2,332.85

The last water accounts on the property have been \$39.95, 42.50 and \$162.35 respectively and the current account has been charged \$0.85 c per kl for water usage up to 500kl and \$1.60 per kl for the remaining 1,330 kls.

The breakage has occurred on private property and Council has purchased the water from Fish River Water Supply. In this instance Council is not at fault but may wish to consider an adjustment to the account as an act of goodwill. It may be appropriate to charge \$0.85c per kl on all usage which would result in a write off of \$977.50 to the account.

POLICY IMPLICATIONS

All Council policies will be reconsidered in October 2008 with the election of a new Council. Council will consider any changes to Policy 8.6 “Excessive Water Usage Allowance for Breakages” at this time.

FINANCIAL IMPLICATIONS

Write off of \$2,496.89 due to water breakages.

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT Council adjust water accounts as follows:

- 1) Business Property 100259: Write off of \$433.85
- 2) Business Property 103436: Write off of \$1,085.54
- 3) Residential Crown Lease Property 104184: Write off of \$977.50

ITEM:15 COMM - 19/08/08 - CONFIDENTIAL REPORT - PURCHASE OF TWO TRUCKS WITH TIPPING BODIES

REPORT FROM: INTERNAL SERVICES MANAGER - CAROL FARNSWORTH

Reason for Confidentiality

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

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

The matters and information are the following:

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

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

- (d) *commercial information of a confidential nature that would if disclosed:*
 - (i) *prejudice the commercial position of the person who supplied it*

The Department of Local Government Tendering Guidelines for NSW Local Government states in Section 1.3 'Confidentiality' "that *council staff or councillors must not disclose information regarding the specific details of a tendering process, including recommendation of the tender evaluation or assessment panel before the Council has made a resolution on the matter at a Council meeting.*"

REFERENCE

Nil

SUMMARY

To advise Council of the assessment of tenders received for the supply and delivery of two trucks with tipping bodies with a recommendation for purchase and acceptance of a suitable purchase price for the items of plant.

RECOMMENDATION

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

ITEM:16 COMM - 19/08/08 - ARTS OUT WEST MEMORANDUM OF UNDERSTANDING AND BOARD MEMBERSHIP

REPORT FROM: GROUP MANAGER COMMUNITY AND CORPORATE SERVICES, SUZANNE LOLLBACK

REFERENCE

NIL

SUMMARY

This report recommends renewing the Memorandum of Understanding between Lithgow City Council and Arts OutWest for 2008/09 financial year and requests the nomination of a representative of the Council to the Board of Management.

COMMENTARY

Member Councils have agreed to manage the relationship with Arts OutWest as a regional service through the Memorandum of Understanding.

In August last year the organisation changed its Constitution to recognise Councils as a separate membership to ordinary organisational members and to give every member council the opportunity to appoint a representative to the Board of Arts OutWest. This position may be held by a Councillor, a council staff officer or a community member and would normally be made at the Annual General Meeting held in April-May each year. The former General Manager Paul Anderson was the Lithgow City Council appointed Board member and now that he has left the position needs to be refilled to ensure Lithgow continues to remain strongly represented in the regional program.

There are 12 Council positions, 1 from Charles Sturt University, and 3 elected community representatives. One of these positions is held by Wendy Carlson a resident of Wallerawang.

It is recommended that either a Councillor or General Manager or his nominee represent the Council. Should the Council determine that a Councillor be the representative, it is recommended that the Council determine which Councillor it will be after the Council elections to be held on 13 September 2008.

The Board of Management meets four times a year in February, May, August and November and over the past 3 years they have been held at 5pm on the second Tuesday of the month. The meetings are held in either Bathurst or Orange.

POLICY IMPLICATIONS

There are no policy implications.

FINANCIAL IMPLICATIONS

The Council has provided funding support for the 2008/09 financial year on the agreed rate of 0.48 per head of population calculated at 20,694 (ABS estimated population 2007) therefore a financial commitment of \$9933.12.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. Memorandum of Understanding 2008-12
2. Arts OutWest prospective Board member Information pack

RECOMMENDATION

THAT the Council:

1. Sign the Memorandum of Understanding between Lithgow City Council and Arts OutWest for 2008-2009
2. Nominates **(Councillor or General Manager or his nominee)** to represent the Lithgow City Council on the Arts OutWest Board of Management.

ITEM:17 COMM - 19/08/08 - SECTION 356 - DONATIONS TO COMMUNITY ORGANISATIONS

REPORT BY: MANAGER COMMUNITY AND CULTURE – MATTHEW JOHNSON

REFERENCE

Minute O08-72 - Extraordinary Meeting of Council 10 June 2008

Minute F08-88 - Finance and Services Committee 1 July 2008

Minute - Finance and Services Committee 5 August 2008

SUMMARY

This report outlines requests from the Portland Golf Associates and Wallerawang-Lidsdale P&C Association for donations. The report recommends that Council consider allocating funding for these not-for-profit organisations.

COMMENTARY

On the 10 June 2008 the Council adopted its Management Plan for 2008/09 – 2010/11 in which it identified its provision for donations to not-for-profit community groups.

Portland Golf Associates

The Portland Golf Associates will be hosting the NSW Sandgreen Championships in September this year. To make this event as successful as the last time they hosted the Championships in 1996, they are looking for sponsorship to offset the costs. This competition is for women golfers.

Portland Golf Club received \$750 for the men's competition.

As the NSW Sandgreen Championships do not occur often within the Lithgow City Council area, it is recommended that a donation towards sponsorship be provided to the value of \$250.

Wallerawang-Lidsdale P&C Association

The P & C Association is holding a fete on 7 November 2008 to raise funds to enclose the Wallerawang Public School's outdoor area to provide a more comfortable and healthy all-weather environment for students. This is particularly important during the winter period.

They have requested a donation from Council to assist with holding the fete. The fete is the major fund raising activity towards this project.

It is recommended that a donation to assist the school to hold their fete be provided to the value of \$500.

POLICY IMPLICATIONS

Donations are provided under Policy 4.4 Donations – Section 356 of the Local Government Act.

FINANCIAL IMPLICATIONS

The Council provides Financial Assistance to not-for-profit community groups. The Council has set aside some \$23,000 for distribution throughout the 2008/09 Financial Year. \$5,103 has been allocated to date leaving \$17,897 for distribution.

LEGAL IMPLICATIONS

Local Government Act NSW 1993, Section 356

ATTACHMENTS

1. Portland Golf Associates (Document No 411043)
2. Wallerawang-Lidsdale P&C Association (Document No 440471)

RECOMMENDATION

THAT Council:

1. Provides \$250 to Portland Golf Associates
2. Provides \$500 to Wallerawang-Lidsdale P&C Association

**ITEM:18 COMM - 19/08/08 - ECONOMIC DEVELOPMENT WORKING PARTY
AND ECONOMIC DEVELOPMENT OFFICER**

**FROM: GROUP MANAGER COMMUNITY AND CORPORATE – SUZANNE
LOLLBACK**

REFERENCE

NIL

SUMMARY

This report updates the Council on the recruitment of an economic development officer and recommends that the Council establishes an Economic Development Working Party in line with its funding agreement with the Department of State and Regional Development.

COMMENTARY

The Council has signed a funding agreement with the Department of State and Regional Development. The Department has agreed to provide \$100,000 over a three year period. This agreement outlines the need for the appointment of an economic development officer and the establishment of an Economic Development Working Party.

Economic Development Working Party

It is recommended to the Council that the membership of the Economic Development Working Party be by invitation only and specifically target a range of industry sectors and relevant skills. Following consultation with the Department of State and Regional Development it is recommended that membership of the Working Party be as follows:

- Councillor – Chairperson
- Lithgow City Council General Manager or his nominee
- Department State and Regional Development - Business Development Manager
- Area Consultative Committee
- Power Industry – Delta
- Mining/minerals Industry - Centennial Coal
- General Industry
- Finance/economic sector
- Tourism
- Education and Training
- Lithgow Business Association

Council officers (non-voting)

- Group Manager Community and Corporate or nominee
- Economic Development Officer (executive officer)

Terms of reference will include the principle responsibilities of:

- Provide input that assists Council in determining the long term economic development needs for the Lithgow City Council area
- Provide input that assists with the development of an Economic Development Strategic Plan for the Lithgow City Council area
- Provide input that assists with the identification of new business and growth opportunities for existing businesses
- Provide input into land use planning that will allow for and stimulate economic growth
- Consider social and environmental impacts of anticipated economic growth
- In conjunction with the Council identify, seek out and advocate for economic development opportunities for the area.

Full terms of reference will be developed and referred back to the Council.

Economic Development Officer

The position of Economic Development Officer was identified in the Management Plan for the 2008/2009 financial year. Some \$45,000 was included for salary, plus on-costs. It was recognised that this would not attract an experienced officer, so following a review of funding for the division, it was determined that a reallocation of salaries across some vacant positions within the unit could be achieved to boost the salary range to between \$56,000 and \$62,000.

In July the position was advertised. No suitable applications were received. It is considered that a salary in the range of \$70,000 - \$75,000 may be required if an experienced economic development officer is to be attracted to the position. The position is for a three year term.

As the position will now not be filled until at least October a saving in the budget will be made of approximately \$11,000 (salary). The Department of State and Regional Development have also agreed to *“the bulk of the funds be compressed into a 2 year period, so long as we retain a few thousand for year 3”*.

It is recommended that the position be readvertised with a salary in the range of \$70,000 - \$75,000.

In addition a letter has been forwarded to the Hon Bob Debus, Member for Macquarie requesting financial support from the Federal Government.

POLICY IMPLICATIONS

The report relates to Council's Policy 4.1 Community Representatives – Appointment of to Committees or Working Groups

FINANCIAL IMPLICATIONS

Financial implications have been outlined above.

LEGAL IMPLICATIONS

NSW Local Government Act 1993, Section 355

ATTACHMENTS

1. Lithgow City Council Economic Development Strategy Project Brief.

RECOMMENDATION

THAT:

1. Council readvertise the position of Economic Development Officer with a salary range of \$70,000 to \$75,000.
2. Council adopt the membership for the Economic Development Working Party.

**ITEM:19 COMM - 19/08/08 - CONFIDENTIAL REPORT - TENDER 03/08 -
 ENGAGEMENT OF CONSULTANT FOR THE PREPARATION OF
 LAND USE ISSUES PAPER, LAND USE STRATEGY AND LOCAL
 ENVIRONMENTAL PLAN**

REPORT FROM: STRATEGIC LAND USE PLANNER – S HANRAHAN

Reason for Confidentiality

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

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

The matters and information are the following:

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

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

- (d) *commercial information of a confidential nature that would if disclosed:*
 - (i) *prejudice the commercial position of the person who supplied it.*

REFERENCE

Min 07-518: Policy and Strategy Committee Meeting 3 December 2007
Min P08-20: Policy and Strategy Committee Meeting 3 March 2008.

SUMMARY

This report outlines the process undertaken to assess tenders submitted for the above Project and to seek Council resolution to engage a Consultancy to undertake the work.

RECOMMENDATION

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

ITEM:20 COMM - 19/08/08 - AMENDMENTS TO THE FOOD ACT

REPORT FROM: ENVIRONMENTAL HEALTH OFFICER – DAVID DURIE

REFERENCE

NIL

SUMMARY

This report provides information to the Council on changes to the *Food Act 2003 (NSW)* and *Food Regulations 2004* and Council's role as a Regulatory Authority.

COMMENTARY

Amendments to the *Food Act 2003 (NSW)* and *Food Regulation 2004* have seen Lithgow City Council appointed as a Category B Enforcement Agency by the NSW Food Authority. Under this new Food Regulation Partnership Council is now required to take a much more active role in food premise regulation.

As a consequence some businesses, such as restaurants and takeaway food bars, will be inspected more frequently, based on a generic risk assessment. It is expected that higher risk premises, such as these, will be inspected a minimum of once per year but potentially twice.

The primary reason for the inspection of a business is to assess the compliance of the premises with the Food Safety Standards. The New South Wales Food Authority has codified the criteria to be used by all Councils and as a consequence, if during future inspections, a food business fails to satisfy the requirements in regard to personal hygiene issues, time/temperature control of food, contamination or cross contamination, pest control, cleaning / sanitising and maintenance and unsafe or unsuitable food, the issue/s will be noted on the inspection report sheet as a failure and will generate at least a re-inspection by a council officer and possibly some form of enforcement action.

It should be noted that both inspections will generate an invoice in accordance with Council's annual schedule of fees and charges.

In addition, recent amendments to the Food Act in May 2008 permit penalty notices issued by Councils to be subject to publication on a register linked to the NSW Food Authority's website. This has been referred to as the, "name and shame legislation" and publicly makes known, food premises, that have failed to comply with the Food Standards Code and Act and have been fined or prosecuted.

These amendments have been made with the intention of providing consumers with additional information about food premises to assist them in making more informed decisions about where they purchase food. Note that the same publication arrangements apply to any successful prosecution undertaken by a Council under the Food Act in a Court of Law.

The aim of the amendments is to only publish those penalty notices that are related to public health and safety or misleading labelling. Once published, the information will remain on the register for 12 months. The publication of this information, on the Food Authority's website, commenced on the 1 July 2008. Information that will be published includes;

- Trading name and address of the business
- Name of person/company served
- Local government area
- Date and description of the offence

Council has provided information to food premises on the key changes to the legislation and is now engaged in routine inspection of high risk premises. To date Council's Environmental Health Officers have issued one penalty infringement notice that will be affected by the recent changes in legislation.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The Environmental Health program is funded on an annual basis in the Management Plan

LEGAL IMPLICATIONS

Council has a responsibility to meet its requirements as Category B Enforcement Agency under the Food Act

ATTACHMENTS

NIL

RECOMMENDATION

THAT Council receive the information.

ITEM:21 COMM - 19/08/08 - COUNCIL INVESTMENTS TO 31 JULY 2008

REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH

REFERENCE

2008/09 Nil

SUMMARY

To advise Council of 2008/09 investments held for the period ending 31 July 2008.

COMMENTARY

The amount invested as at 31 July 2008 when compared to 30 June 2008 has decreased by \$2,239,114.32.

INVESTMENT REGISTER 2008/09								
INSTITUTION	INV TYPE	DATE LODGED	DATE DUE	DAYS	INT	VALUE 31.07.08	VALUE 30.06.08	% OF TOTAL
ANZ	TD					0.00	609,977.36	0.00%
BANKWEST	TD	30.05.08	29.08.08	91	8.08	519,066.48	519,066.48	4.17%
	TD	02.06.08	02.09.08	92	8.09	519,228.93	519,228.93	4.17%
	TD	04.06.08	04.09.08	92	8.14	500,000.00	500,000.00	4.02%
CBA	CMS Nt	20.06.06	20.06.11	1,825	8.71	500,000.00	500,000.00	4.02%
	On Call				7.49	434,836.50	728,081.82	3.49%
	Ethical	06.11.06	06.11.11	1,825	9.25	500,000.00	500,000.00	4.02%
	TD	11.07.08	11.08.08	30	7.49	542,579.97	539,158.90	4.36%
	TD	21.11.07	05.06.09	547	16.0	750,000.00	750,000.00	6.02%
CITIBANK	TD	12.05.08	12.08.08	90	7.96	560,603.10	560,603.10	4.50%
	TD	05.06.08	05.08.08	61	8.04	500,000.00	500,000.00	4.02%
LG FINANCIAL	On Call				8.18	278,943.43	275,148.64	2.24%
	TD	06.11.07	06.11.08	365	7.55	306,524.05	306,524.05	2.46%
	On Call				7.15	7,159.79	4,714.43	0.06%
IMBS	On Call				7.25	28,095.48	27,923.48	0.23%
	TD	06.05.08	06.08.08	92	8.02	1,135,522.75	1,135,522.75	9.12%
	TD	22.05.08	22.08.08	92	8.10	510,116.46	510,116.46	4.10%
	TD	03.06.08	03.09.08	92	7.90	832,104.76	832,104.76	6.68%
MACQUARIE	TD	30.06.08	30.10.08	92	7.90	2,000,000.00	2,549,551.37	16.06%
ALLIANCE	Managed	28.02.08	28.02.09	365		1,000,000.00	982,365.42	8.03%
ST GEORGE	On Call				7.30	1,026,360.70	1,019,972.60	8.24%
	TD					0.00	820,196.17	
			TOTAL			12,451,142.40	14,690,256.72	100.00%

I, Carol G Farnsworth, Lithgow City Council Internal Services Manager (Responsible Accounting Officer) certify as required under Local Government (General) Regulations 2005, that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Lithgow City Council's Investment Policy.

POLICY IMPLICATIONS

All Council's investments are held in accordance with Lithgow City Council's Investment Policy.

FINANCIAL IMPLICATIONS

Interest received to 31 July 2008 is \$62,417.59. Interest is paid on the maturity date of the investment and earnings derived from managed funds are reported quarterly. For end of year reporting purposes accrued interest to 30 June previously brought to account will be reversed.

LEGAL IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy which accords with the requirements of the:

- Local Government Act 1993 - Section 625
- Local Government Act 1993 - Order dated 17 March 2000
- Local Government (General) Regulation 2005
- Trustee Amendment (Discretionary Investments) Act 1997- Section 14A(2), 14c(1) & (2)

RECOMMENDATION

THAT Council's 2008/09 investments for the period ending 31 July 2008 be received

ITEM:22 COMM - 19/08/08 - CENTRAL WEST TRANSPORT NEEDS STUDY

REPORT FROM: STRATEGIC LAND USE PLANNER – S HANRAHAN

REFERENCE

Nil

SUMMARY

This report provides information regarding the Central West Transport Needs Study commissioned by Department of Infrastructure, Transport, Regional Development and Local Government and the Roads and Traffic Authority.

COMMENTARY

The Australian Government has committed funds for a study of the transport needs of the Central West. The study focuses on the transport needs of the local government areas forming the Central West Regional Organisation of Councils (CENTROC).

Sinclair Knight Merz (SKM) have been engaged by the Department of Infrastructure, Transport, Regional Development and Local Government and the Roads and Traffic Authority (RTA) to evaluate the appropriateness of existing land transport networks in meeting the short and long term transport needs of the Central West. CENTROC Council's were briefed in Orange on 31/7/08.

SKM are conducting a number of reference group meetings and invite all interested Mayors and General Managers (or their representatives) as follows:

- 13/8/08 Closed
- 28/8/08 (Venue – Grenfell Council Chambers) 10am -12 Noon
- 1/10/08 – (Venue – Cowra Council Chambers) 10am – 12 Noon.

A series of workshops will also be conducted for the purposes of gap analysis and options analysis. These workshops are open to not only Council representatives but also any special interest groups that rely on road transport or are affected by road transport issues. Council is invited to nominate any special interest group by providing contact details for SKM. These workshops will be conducted as follows:

21/8/08 Gap Analysis Workshop (Venue Sydney – Citigate Sebel) 10am – 3pm
22/8/08 Gap Analysis Workshop (Venue Orange – Turners Vineyard) 10am -3pm
11/9/08 Options Analysis Workshop (Venue Orange – Turners Vineyard) 10am -3pm.

Any person wishing to attend the above meetings must register with SKM and may do so by contacting the Policy and Planning Division of Council as soon as possible.

SKM have requested a substantial list of information pertaining to each Local Government Area in relation planning and land use zoning; relevant plans and strategies related to land use planning; population and employment forecasts; development trends and economic development. This information has been provided jointly by Council's Policy and Planning and Regional Services Division.

This Study represents a significant step in bringing the transport issues and needs of the Central West into political focus and it is strongly recommended that Council participate to the fullest extent possible within the Study to secure the best outcomes for the Lithgow Local Government Area. The findings of the study will feed into the development of the Land Use Issues Paper, Land Use Strategy and Local Environmental Plan as they become available.

Council will be further informed as more information becomes available.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

THAT the information be noted.

ITEM:23 COMM - 19/08/08 - TRANSFER OF DRAINAGE EASEMENT ON LOT 22, DP 789285, WILLIWA STREET PORTLAND

REPORT FROM: GROUP MANAGER COMMUNITY AND CORPORATE – SUZANNE LOLLBACK

REFERENCE

Min O08-63: Council Meeting 20 May 2008
Min O08873: Council Meeting 17 June 2008

SUMMARY

This report recommends the releasing of a drainage easement on Lot 22 DP 789285, Williwa Street, Portland. This report also seeks Council's approval to affix the Common Seal to the Transfer Releasing Easement.

COMMENTARY

Council has received a request to release a 0.9 metre wide drainage easement on Lot 22 DP 789285, Williwa Street, Portland which Council is the beneficiary of. The subject land has been inspected and there is no evidence of any infrastructure within the existing easement and it is not required for any public purpose. Therefore, it is recommended that Council approve the releasing of the easement.

It should be noted that council recently approved the release of a separate 1.83 metre wide drainage easement at its meeting of 17 June 2008.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The releasing of the easement is proposed at a nominal figure of \$1.00.

LEGAL IMPLICATIONS

The transfer to release the easement is occurring under the Real Property Act 1900.

ATTACHMENTS

NIL

RECOMMENDATION

THAT:

1. The 0.9 metre wide drainage easement on Lot 22 DP 789285, Williwa Street, Portland be released for the nominal sum of \$1.00 and any legal costs be borne by the transferee.
2. Council affix the Common Seal to the Transfer Releasing Easement on Lot 22 DP 789285.

COMMITTEE MEETINGS

**ITEM:24 GENERAL MANAGER SELECTION COMMITTEE - 19/08/08 -
CONFIDENTIAL MINUTES OF THE FINAL SELECTION OF GENERAL
MANAGER COMMITTEE MEETING HELD ON 21ST JULY 2008**

Reason for Confidentiality

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

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

The matters and information are the following:

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

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

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

RECOMMENDATION

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

**ITEM:25 CODE OF CONDUCT COMMITTEE - 19/08/08 - CONFIDENTIAL
REPORT - COMPLAINT BY A STAFF MEMBER AGAINST
COUNCILLOR M F TICEHURST**

Reason for Confidentiality

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

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

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- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

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

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

RECOMMENDATION

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

QUESTIONS OF AN URGENT NATURE

MEMORANDUM OF UNDERSTANDING 2008-12

Between



and

12 participating member Local Councils of the central west region of NSW

Large Councils (pop. >20,000)

Bathurst Regional Council, Orange City Council, Lithgow City Council

Medium Councils (pop. 7,500 - 20,000):

Cabonne Council, Cowra Shire Council, Forbes Shire Council, Mid-western Regional, Parkes Shire Council and Wellington Council

Small Councils (pop. <7,500)

Blayney Shire Council, The Oberon Council, Lachlan Shire Council

As financially contributing members of Arts OutWest Inc.

Key Understandings by all member Councils

- a) All member Councils understand effective arts and cultural development to be the strategic planning and management of cultural services, facilities and programs that contribute to local identity, sense of place and quality of life and empower local groups to contribute socially and economically through the arts.
- b) The Councils jointly agree to support Arts OutWest Inc. as key stakeholders in the only regional arts and cultural development service for the region.
- c) The Councils understand that funding by each member Council, matched by State funding is essential for the core operations of Arts OutWest Inc. and its sustainability in the future.
- d) The Councils understand and fully support the core business of Arts OutWest as outlined in its Strategic Plan 2008-12.
- e) Arts OutWest inc. is managed by a Central West Regional Arts Board and is a full member of Regional Arts NSW through representation on the State Board.

Undertakings

1. **Lithgow City Council** (The Council) recognizes that each contributing Local Government of the central west regional arts program is asked to have representation on the Board of Arts OutWest Inc.
2. Arts OutWest Inc. will deliver core services to the region as defined by the Strategic Plan and any reviews thereof in consultation with all its stakeholders.
3. Arts OutWest will work in active partnership with the local Councils of the region to deliver regional cultural development outcomes.
4. Arts OutWest Inc. will provide all member Councils with an Annual Report showing expenditure of all consolidated revenue and providing details on services rendered to each Council area.
5. Arts OutWest will acknowledge the partnership arrangement with the Councils on all public material in an appropriate manner
6. The Council will acknowledge Arts OutWest in all programs involving Arts OutWest
7. The Council and their communities may provide Arts OutWest with relevant information on cultural issues, activities and events for information and promotion by Arts OutWest Media and Promotion services.
8. The Council and Arts OutWest will share information on cultural matters including the linking of community directories, databases and websites.
9. Arts OutWest will work with individual Councils and their communities to develop specific projects and programs and assist with funding and delivery of projects so far as additional project funding allows with equity across the region.
10. Arts OutWest will provide one formal presentation a year to the full Council.
11. The Council may make representations to the Board and Executive Officer of Arts OutWest Inc. in respect of any proposed programs and projects arising in the community which need the support of Arts OutWest Inc.
12. The Council will encourage individuals, groups and organizations in their local areas to actively access the services of Arts OutWest for their development.
13. Arts OutWest will refer all involvement with community groups to Council for their information.

Funding contribution

Lithgow City Council will provide funding support for the 2008-9 financial year on the agreed rate of .48 per head of population calculated at 20,694 (ABS Estimated Population 2007) therefore a financial commitment of **\$9933.12**

Review

Lithgow City Council and the Board of Arts OutWest Inc agree to review the terms of this Memorandum of Understanding in preparation for the following financial year.

Signatures to this Memorandum of Understanding

..... Date

Mayor, Lithgow City Council

..... Date

Brandon Wilson, Chair, Arts OutWest Inc.

Arts OutWest prospective Board member Information pack

Thank you for your interest in becoming a Board member of Arts OutWest, the regional arts and cultural development service for the communities of central west NSW

Please find included herewith;

1. Background information on Arts OutWest services and the regional arts network in NSW and Australia.
2. Board members roles and operations
3. The Arts OutWest Board and membership structure as adopted on 27th August 2007
4. Arts OutWest Board Selection Criteria and Code of Conduct
5. Arts OutWest current Strategic Goals
6. A copy of the most recent Annual Report

Please also refer to the Arts OutWest website www.artsoutwest.org.au to see the range of publications including ArtSpeak, the monthly newsletter, the What's On Calendar and Cultural Directory of practitioners, organisations and venues.

Expressions of interest are invited from suitably qualified individuals to fill a position on the Board as an appointed delegate of your local contributing local government.

In addition 3 positions will be nominated and elected by the general membership of the organisation at the Annual General Meeting to be held in This meeting to be followed immediately by a brief meeting of the new Board to agree on future meeting times and venues.

Attendance at this meeting and subsequent brief Board meeting is important and required. Should a newly appointed Board member be unavailable to attend on that day, advice and a proxy form are to be forwarded to the Executive Officer no less than 1 week prior to the scheduled meeting.

Thank you for your interest in this exciting position on the Central West Regional Arts Board.



Hannah Semler

Executive officer, Arts OutWest

Chair, Arts OutWest

Council General Manager

Arts OutWest Background Information

Arts OutWest is the regional arts development service for the Central West of New South Wales in Australia. It is managed by a Central West Regional Arts Board and its role is to promote, facilitate, educate and advocate for the arts and cultural development of the communities in the region. Arts OutWest was founded in May 1974, making it the longest running regional arts development program in the nation.

Arts OutWest is an independently incorporated association funded through triennial grants from Arts NSW the NSW State Government's department of arts Sport and Recreation and current agreements with 11 participating local government councils. These are Bathurst Region, Blayney, Cabonne, Cowra, Forbes, Lachlan, Lithgow City, Oberon, Orange City, Parkes and Wellington.

Statewide network

There are currently 13 regional arts boards in NSW all affiliated with Regional Arts NSW with a representative from each board serving as a director on the state-wide board. Through Regional Arts NSW, the state-wide network are also represented on the Board of Regional Arts Australia.

All regional arts boards and regional Arts NSW work cooperatively to enable the best possible arts and cultural outcomes for regional, rural and remote communities of the State.

Membership

Arts OutWest membership is separated into: local government and individual or organisational general membership.

By virtue of local government membership, individuals and organizations in each participating local government area are able to access Arts OutWest services. However, in order to vote or stand for election, they must be members in their own right or nominated local council member delegates.

Members receive the monthly newsletter ArtSpeak.

Individual and organisational members from non-contributing local government areas are considered Associate members and receive only limited services from Arts OutWest. If the local government area is not a financial member, we cannot provide face to face consultations or access to the media promotion service. Some services may be obtained on a fee for service basis.

Core Services

- Assist artists and community groups to develop arts projects.
- Maintain a Central west Cultural Directory.
- Provide information, referral contacts and resources.
- Assist with funding applications which bring dollars into the community.
- Present workshops on cultural development, media and marketing, funding, and cultural planning.
- Advocate for Central West funding applications to funding bodies.
- Secure funding for regional projects.
- Provide opportunities for artists and community members of the Central West to participate in State and regional projects.

- Promote and publicise Central West arts and cultural events by featuring arts on the radio, and in newspapers, recommend stories to TV, and link to internet sites to increase audiences for events and activities across the region.
- Showcase the Central West community and its arts and cultural activities through the website and via articles in regional and statewide publications.
- Produce monthly ArtSeak newsletter
- Promote the importance of arts and culture for improving quality of life.
- Promote the importance of arts and culture for bringing people and visitors to the region.
- Encourage local government to support arts and cultural activities.
- Work to assist local governments and other government agencies to plan for and integrate arts and cultural development in all plans.
- Work on a state and national level to secure increased funding and services for the region.

Staff

Arts OutWest currently employs 3 core staff members

Hannah Semler, executive officer – full-time

Maryanne Jaques, communications officer – full-time

Bronwyn Giovenco, Finance officer – part-time

Casual Staff are employed to facilitate or co-ordinate funded regional projects. In 2007, these are;

Kylie Shead, ArtStart Youth Arts and Skills development program

Gabriella Hegyes, In Site Out 2007 Ephemeral art and installation event

Arts OutWest Board

Members roles and responsibilities

- To serve the organisation and its governance in accordance with the Objects and Rules of the Constitution of the Association
- To guide the Policy and set the Strategic direction of the organisation
- To provide a liaison between member Councils, the community and the association
- To bring in relevant expertise as required for the governance of the association including understanding of legal, financial, statutory, meeting conduct and communications protocols, special arts and cultural matters of relevance to the organisation or other relevant matters
- To be available, attend and participate in meetings, as required to further the goals of the organisation
- To act in accordance with the Code of Conduct
- To attend local and regional events as a representative of the association

Board Operations, meetings and other attendances

The association is required to hold a minimum of 4 quarterly Board meetings each year. To date these have been held in February, May, August and November and over the past 3 years have been held on the 2nd Tuesday of the month at 5pm alternating between Orange Bathurst as being most central and convenient given the distances involved in the region and the availability of current Board member to attend only outside normal working hours. The new Board may wish to alter these meeting times and venues.

In addition special meetings may be held including comprehensive Strategic and Business planning over a full day or more, and sub-committees, currently being Governance, Finance and Fundraising, and Projects.

Members of sub-committees may also be asked to take on special tasks such as chairing project steering committees, acting as a representative to other regional organisations, speaking at special events and openings or participating in grant appraisals or staff reviews.

At the first full meeting of the Board, a new executive will be elected to include the Chair, Vic-Chair, secretary and treasurer and a representative to the Board of Regional Arts NSW.

The Executive may be given delegated powers to act in matters as voted on by the Board and to report such matters back to the full Board at its next meeting.

Board cost and reimbursements

Board members are not paid stipends or sitting costs however reimbursed for travel costs to Board meetings and other special events, based on the current ATO per kilometre rate and where required accommodation, in accordance with the adopted Budget. Wherever possible, car pooling is encouraged to minimise this cost.

Reports are prepared by the staff for Board meetings and circulated one week prior to the meeting, mostly electronically. Full print-outs where required to be sent must be requested at least 1 week prior to meetings. Otherwise it is anticipated that the member Council or the Board delegate themselves will carry the cost of printing reports as required. Not all material however is required to be printed, but members should be familiar with the content when attending the meeting.

General Operations

Board members are not involved in the direction and implementation of day to day operations of the association and its staff which is delegated to the executive officer.

A Board representative is nominated to act as a staff liaison as part of the Staff Employment policy.

The Strategic Plan is implemented via an Operations Plan developed by the staff and reported quarterly to the Board.

Nominated executive and other appropriate Board members may become cheque signatories and are required to assist with the smooth payment of all invoices on a fortnightly basis.

SELECTION PROCESS AND CRITERIA

Arts OutWest Board Members

COMPOSITION OF THE Central West REGIONAL ARTS BOARD

The Board of Arts OutWest Inc. will be derived from 2 categories of membership:

1. Local Government and Charles Sturt University - one representative from each financially contributing Local Government and Charles Sturt University;
and
2. Three (3) elected Board positions from the General financial Membership of individuals and organisations.

PROCESS FOR APPOINTMENT OF BOARD MEMBERS

Up to 3 months prior to each Annual General Meeting following the establishment of the newly structured Board, each contributing member Council and Charles Sturt University (CSU) will be invited to issue an expression of interest either through internal or through a public process.

Each Local Government and CSU will decide how to select and appoint its representative to the Board. Advice and assistance may also be sought from the Arts OutWest executive officer and public officer.

Representatives may be an elected Councillor, a Staff member or a member from the community – in consideration of the following;

SELECTION CRITERIA

Essential

- commitment to representing and managing the organisation
- demonstrated engagement or experience in the arts or cultural development
- understanding of local government processes
- experience in developing regional strategies, working in a regional context
- knowledge of community arts and community cultural development issues
- knowledge of key stakeholders of Arts OutWest
- regional policy, planning and advocacy experience
- governance skills and understanding of responsibilities involved in planning,
- monitoring and managing a not for profit association.
- understanding of the role of the Regional Arts Board, the role of executive officer / Regional Arts Development Officer (RADO), Communications officer, Finance officer and other casual staff
- understanding of O H & S issues.

Desirable

The following criteria are also desirable for directors of the Board, which should ideally include a balance of the following skills:

- knowledge and networks in state and federal arts funding bodies,
- arts institutions and broader arts community
- experience in professional arts practice
- knowledge of arts education and training
- experience in or knowledge of cultural tourism sector
- knowledge of community economic development issues
- media and marketing skills
- policy development skills
- experience in arts management and arts administration

- knowledge of regional development issues and network
- events management skills
- knowledge of regional heritage and museums

Criteria for EXECUTIVE committee (to be elected by the Board):

- governance skills and understanding of responsibilities (Chair and Deputy Chair)
- accountancy skills (Treasurer)
- legal and business skills (Secretary)

Board Tenure

Board tenure is for 2 years at which point, members may offer themselves for re-appointment.

CODE OF CONDUCT FOR Arts OutWest Board MEMBERS

1. Integrity and Public Interest:

In conducting the business of the Board, members must:

- 1.1. Perform their duties in a professional and responsible manner, conducting themselves honestly and carefully at all times.
- 1.2. Keep themselves informed of the business of the Board.
- 1.3. Make reasonable decisions and actions that are appropriate to the circumstances, and based on a consideration of all relevant facts, and supported by adequate documentation.
- 1.4. Act in the best interests of the Board and be fully aware of when their own interests may conflict with those of the Board.
- 1.5. Be aware of their responsibilities to the *regional* organisation even though they may be representatives of a local government area.
- 1.6. Be fully aware of their roles as *advocates* for and on behalf of the *regional* organisation.
- 1.7. Not accept any gift or benefit that is intended to, or likely to, influence their decisions or voting method.

2. Protection of Confidential Information

- 2.1. Unauthorised disclosure of any confidential information may expose the Board legally and/or morally and may compromise the reputation and integrity of the Regional Arts Board. It may give an individual or an organisation an improper advantage or disadvantage in the conduct of Board business which represents a conflict of interest.
- 2.2. Members who handle confidential and sensitive personal, commercial or political information must ensure that such information is not disclosed in any way without clear authority from the Board.
- 2.3. Official information must only be used for Board related purposes, and not for personal benefit.
- 2.4. All confidential information and materials must be kept in a safe place to maintain security.
- 2.5. Confidential material must not be accessed or discussed by unauthorised people, either inside or outside State Agencies or the Board.
- 2.6. The Board may determine from time to time to release draft board documents to specified persons after a resolution has been passed at a Board meeting.

3. Conflict of Interest – Pecuniary and Non-Pecuniary

- 3.1. It is the responsibility of Board members to disclose any potential or actual conflict of interest to the Chair or at Board meetings.
- 3.2. Interest can be pecuniary or non-pecuniary.
- 3.3. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.
- 3.4. A non pecuniary interest is any private or personal interest which does not pertain or relate to money, for example relatives, membership of an association or society or a friendship.
- 3.5. Conflicts of interest arise when:
- 3.6. It is likely that a member of the Board could be influenced, or perceived to be influenced, by a personal interest in carrying out their public duty.
- 3.7. Board members have friends, personal relationships that go beyond the level of a professional working relationship, or relatives connected to a business or professional arrangement with Arts OutWest Inc. or any of its members.
- 3.8. Other employment compromises the integrity of a Board Member.
- 3.9. A conflict of interest will be resolved by declaring and recording a conflict of interest at the beginning of the Board meeting, or at the commencement of an agenda item, and, by the member withdrawing from any decision-making involving the subject of the conflict of interest at the meeting.
- 3.10. A member who has a pecuniary interest in any matter with which the organisation is concerned and who is present at a meeting of the board at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- 3.11. The member must not be present at, or in sight of, the meeting of the board at any time during which the matter is being considered or discussed by board, or at any time during which the board is voting on any question in relation to the matter.
- 3.12. Disclosures made at a meeting of a Board must be recorded in the minutes of the meeting.
- 3.13. A general notice given to the Executive Officer in writing by a member to the effect that the member, or the member's spouse, de facto partner or relative is:
 - 3.13.1. a member, or in the employment, of a specified company or other body, or
 - 3.13.2. a partner, or in the employment, of a specified person,
- 3.14. Unless and until the notice is withdrawn, sufficient disclosure of the member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the board after the date of the notice.

4. Board member relationship with local Councils

4.1 Councils appointed Board members are to provide the following;

- Act as a liaison between the Arts OutWest Board and the Council member they represent
- Provide Councils with regular reports and briefings following each Arts OutWest Board meeting
- Contribute relevant information to the Regional Arts Board
- Ensure that arts and cultural development interests are met for the region

4.2 Elected Board members

- May bring additional information or issues to the Regional Arts Board and
- together with a Council appointed Board member make representations to Councils on specific issues as determined by the whole Arts OutWest Board or its executive.

Lithgow City Council

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07 APR 2008

Doc. No.

GDA Ref.

Years

Portland Golf Associates

Secretary

William Burgess

2 Waterways Rd.

Portland 2847

Lithgow City Council

General Manager

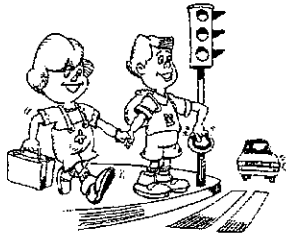
Paul Anderson

Dear Paul.

The Portland Golf Associates will be hosting the N.S.W. Sandgreen Championships in September this year. To make this event as successful as the last time we hosted the championships in 1996 we are looking for Sponsorships to offset the costs. As Portland Associates are only a small group of golfers any donation would be very much appreciated.

Thanking you
yours sincerely
William Burgess.

Non Secretary.
Phone - 63555780.



Wallerawang-Lidsdale P&C Association

PO Box 21 Wallerawang 2845

Lithgow City Council
Scanned

06 AUG 2008

Doc. No.
GDA Ref.
Years

6th August 2008

Lithgow City Council
PO Box 19,
Lithgow NSW 2790

Dear Manager and Staff,

Our school is currently organising our annual school fete on the 7th November 2008, this year our P&C is trying to raise money to enclose the schools outdoor undercover area for use in all weather conditions.

We are asking you today to consider a donation towards our fete day.

This would be very much appreciated the Students, staff and families of Wallerawang Public School, as monies raised will help us turn our under cover area into an all weather area for every season.

If you have any questions please do not hesitate to call our representative or the school on 63551210.

Kindest Regards

Wallerawang P&C Fete Committee
Representative Dianne Lewis (63551430)

Lithgow City Council Economic Development Strategy Project Brief

1. Project Aim/Objectives

Lithgow City Council wishes to appoint an Economic Development Officer to write and then implement an Economic Development Strategy for the Council's continued prosperity.

Council is in the process of writing a comprehensive Local Environmental Plan (LEP) and the creation of an Economic Development Strategy to provide input into this document, and to supplement the existing Strategic Plan Council has recently completed, are key components in creating a blueprint for the economic base for the region.

Council is now less than 2 hours from the western areas of Sydney and is already experiencing growth that highlights the need to manage land and other resources carefully as there is a growing expectation that there will be even greater pressure locally to accommodate new businesses and expansions of existing business.

With consideration of the locality and impacting issues such as being a part of the Sydney Catchment area with its associated drinking water restrictions, coupled with Council's need to appropriately manage resources and capital expenditure to service future development needs, the Economic Development Strategy will provide another effective tool in the management of the council area's sustainability and growth potential .

2. Broad project components

The following are the key components in the project:

- a. Appoint a dedicated Economic Development Officer to write and implement the Economic Development Strategy
- b. To develop the framework for economic growth in the Region
- c. Identify development opportunities for new business and growth opportunities for existing businesses – with consideration of opportunities for clustering, associated industry development, land use planning and future growth as the area is comes under more pressure from expanding city market;
- d. Consider social impacts of the economic growth anticipated for the area to assist Council in financing key infrastructure projects in long term
- e. Look for opportunities for growth to enhance the broader area, in particular through assessment of the needs for business development in particular areas that Lithgow has in common

with its strategic alliance partners in Oberon Council and Mid-Western Regional Council areas

- f. Deliver a strategic position and action plan for implementation to foster growth in the Lithgow Local Government Area.
- g. Incorporate and integrate with the strategic and land use planning currently being undertaken by Lithgow City Council – this will align the economic development with other areas of planning Council has embarked upon

3. Communication and consultation processes

Council recognises and values input from the community and stakeholders and the development of the Strategy will include extensive consultative processes :

- a. Determination of means to engage stakeholders including through Workshops with key stakeholders and the community generally
- b. Creation of an Economic Development Strategy Working Party, developed through an expression of interest process – focus on attracting a cross section of the community and draw from businesses and government agencies to assist
- c. Preparation of a communications strategy to include consultation processes, advertising and seeking comment and advising the community on proposed and then finalised strategy for economic development.

4. Analysis of economic position of the region – where have we been and where are we now – this will create an economic profile of the region

- a. **Conduct a shift/share analysis** to determine how the area is performing in a comparative manner considering regional and state performance in various industry sectors – this will proof check the current and future aspirations determined in the proposed survey of businesses using BREP approach and will establish where competitive advantages and growth opportunities lie;
- b. **SWOT analysis** – to list the strengths, weaknesses, opportunities and threats the region faces, what natural resources and other elements create competitive advantage – to be undertaken with the Economic Development Working Party - assess and determine the key community issues, what are their causes and what is the desired outcome – these need to be ranked and then strategies to deliver the outcomes proposed.
- c. **Assessment of what Economic development activities/planning have been undertaken by Council or other bodies locally** – and what were success/failures.
- d. **Business sector assessment** - survey - using a Business Retention and Expansion (BRE) Survey tool, the current business conditions will illustrate which business are in the

region and identify their expectations in terms of potential growth or regression. Explore opportunities to replace imports with local products through enhancing product knowledge of the local market and advising operators. Outcomes of survey:

- i. Retail properties assessment – vacancy rates, conditions
- ii. Access issues – pedestrian, vehicular
- iii. Future planning – expansion strategy, business planning opportunities, expectations of future growth from existing businesses determined in BREP survey
- iv. Identification of gaps in market for new business development
- v. Life stage of businesses – which ones want to expand – which are preparing to contract
- vi. Health of the CBDs across the region in terms of growth potential
- vii. Schedule annual update using the same tool to gather longitudinal information on business expectations

e. Assessment of services sector

- i. Identification of service sector participants and opportunity for new development. For example, assessment of areas where there are higher numbers of children could provide opportunities for child care businesses.
- ii. Identification of current servicing in health sector
- iii. Identification of current servicing in education sector
- iv. Determination of likely demand and issues in the services sector

f. Population Strategy

- i. Aging population issues and strategies to deal with them
- ii. Youth issues
- iii. Housing issues - affordability, land availability
- iv. Population projections model
- v. Assess large industry expansion possibilities to determine accurately population growth opportunities with local knowledge offering better information

g. Planning issues

- i. Identification and link of current and future economic performance to the strategic land uses as identified in the Strategic Plan and Land Use Strategy to ensure aligns with Council's strategic land management objectives and ultimately LEP
- ii. Mapping of the localities of businesses to assist in illustrating co-location/clustering options
- iii. Establish scenarios and determine the requirements to create the scenarios – develop concepts and test through consultation with community. Use the scenarios developed in the creation of the Strategic Plan and expand to determine broad and long term impacts and

what would be required to create the outcomes. Include assessment of internal and external factors.

iv. Survey and assess property pricing and land availability

h. Infrastructure issues

- i. To assess the implications of current and future needs for infrastructure to support proposed development – use strategic plan information to inform
- ii. Investigate re-use of existing facilities for new purposes – investigate re-purposing of existing facilities to improve sustainability – audit of all facilities and land holdings to assess long term plans for each facility and determine its highest value use
- iii. Determine urban rejuvenation programs – consider Mainstreet or similar programs and determine advantages of the improvements. Work with Tidy Town committees to develop long term projects e.g. street beautification projects, street tree assessment and utilization of Community Nursery to ensure propagation of native species
- i. Consider options for re-purposing unused facilities – or better and higher use options for key **landmark** buildings
- j. Develop strategies for investment options – all tiers of government, private sector

5. Strategies – where do we want to be – include assessment of capabilities and where skills need to be developed

- a. Employment Generation strategies
- b. Capacity building strategies – to provide toolkits and skill sets for community members to drive growth and knowledge development
- c. Identify resources and support services Council can make available to the existing operators to ensure they remain in the area
- d. Information and communications strategies
 - i. New Resident Kit design and program to keep the kit current
 - ii. Annual promotional brochure for business attraction - design and program to keep brochure current
 - iii. Resources register – in the survey processes, collect information on what business are buying in as well as all their processes to enable a comprehensive list of the products that are being made but also to collate which products are being brought into the region to allow for the identification of new industries as it will be clear where there are holes in the current product provision and where a business could successfully set up locally to reduce/eliminate importation. This will provide vital

information to drive expansion of complimentary industries through clustering considerations.

- iv. Develop means to capture inquiries for development opportunities to map where interest areas are – this will assist Council in determining what areas may be beneficial to focus on – also able to provide information to DSRD and similar for assistance, financial packages State and Federal governments may have.
- e. Industry expansion – identification of the opportunities for new business, clustering to encourage economy of scale improvements, what industries could take advantage of local competitive advantages, which businesses are able to expand and which are at capacity
- f. Retail sector strategies – determine expansion in physical dimension – i.e. where in the CBDs the business sector can extend to, optimal floor space to meet the needs of the community matched to population growth scenarios
- g. Incorporation into Council's Management Plan/Budget processes.
- h. Identify which industries can take advantage of government funding, investigate incentives options such as competitive pricing for infrastructure and services, looking at minimising time taken for development assessment, developing investor briefs, identifying what Lithgow local government area can offer.
- i. Link opportunities and industries – assess which are complimentary with existing strategies, ensure support Council's strategic objectives, quantification of the economic impact – both positive and negative, assess existence of market, impacts on infrastructure, level of competition, levels of investment that would be required, labour force requirements, impact on Council
- j. Event and promotional activities – assess Council's role in sponsoring key events and determine return on investment, consider events development
- k. Marketing strategy – promotional materials to drive growth – key messages to support strategy elements
- l. Clearly define what COUNCIL can do – do not over promise – stay realistic and achievable

6. Implementation Action Plan

- a. Methods to determine outcomes of the actions to achieve strategies
- b. Determine SMART key performance indicators – specific, measurable, achievable, realistic, targeted

7. Monitoring/Review processes

- a. Key Performance Indicators outcome reports quarterly to Executive Management Team
- b. Six monthly reports to Council
- c. Annual review included in Annual Report to Department Local Government

FINANCE & SERVICES





MEMORANDUM


TO: COUNCILLORS
FROM: ACTING GENERAL MANAGER
SUBJECT: DEVELOPMENT APPLICATIONS


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

26 JULY 2008 TO 11 AUGUST 2008

**Mr Scott Greensill
ACTING GENERAL MANAGER**

 (02) 6354 9999
 (02) 6351 4259

 www.lithgow.nsw.gov.au
council@lithgow.nsw.gov.au

 ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19, LITHGOW NSW 2790

APPLICATIONS RECEIVED 26/07/2008 TO 11/08/2008

Appl/Proc ID	Date Received	Description	Property Address	NN	Target Date
012/08CC	1-Aug-08	DWELLING ADDITION	2371 GLEN DAVIS ROAD GLEN DAVIS NSW 2846	N	14/08/2008
013/08CC	5-Aug-08	COTTAGE	591 COXS RIVER ROAD LITTLE HARTLEY NSW 2790	N	5/09/2008
013/08CDC	7-Aug-08	SWIMMING POOL	841 RANGE ROAD PIPERS FLAT NSW 2847	N	14/08/2008
039/08DA	1-Aug-08	DWELLING	22 JAMES O'DONNELL DRIVE LITHGOW NSW 2790	N	1/09/2008
040/08DA	4-Aug-08	BOAT SHED	WALLERAWANG POWER STATION MAIN STREET	N	4/09/2008
041/08DA	6-Aug-08	DWELLING	35 VALLEY VIEW ROAD DARGAN NSW 2786	N	6/09/2008
042/08DA	7-Aug-08	DUAL OCCUPANCY & DEMOLITION OF	111 COXS RIVER ROAD LITTLE HARTLEY NSW 2790	N	7/09/2008
043/08DA	8-Aug-08	SUBDIVISION INTO 3 LOTS	IVATT STREET LITHGOW NSW 2790	N	9/09/2008
136/08DACC	30-Jul-08	GLASS - IN VERANDAH	1 BUSBY STREET LITHGOW NSW 2790	N	15/08/2008
137/08DACC	31-Jul-08	SINGLE CAR GARAGE	4 EAST STREET LITHGOW NSW 2790	Y	16/08/2008
138/08DACC	5-Aug-08	SHOP ALTERATIONS	165 MAIN STREET LITHGOW NSW 2790	N	5/09/2008
139/08DACC	6-Aug-08	GARAGE	16 LOCKYER STREET LITHGOW NSW 2790	N	20/08/2008
140/08DACC	6-Aug-08	GARAGE	23 BRIDGE STREET LITHGOW NSW 2790	N	20/08/2008

13
APPLICATIONS

DEVELOPMENT & CONSTRUCTION APPROVALS 26/07/2008 TO 11/08/2008

Appl/Proc ID	Property Address	Property Owners	Description	Estimated Cost	Clock Days	NN
043/08DACC	16 GUY STREET LITHGOW NSW 2790	MR JJ THURLOW	ALTERATIONS & DWELLING ADDITIONS	200000	18	Y
104/08DACC	46 HASSANS WALLS ROAD LITHGOW NSW 2790	MR DJ WILLIS & MRS KL WILLIS	GARAGE EXTENSION	11900	16	Y
138/08DACC	165 MAIN STREET LITHGOW NSW 2790	WL SIMCOE & MRS G SIMCOE	SHOP ALTERATIONS	4000	6	N
106/08DACC	ORDNANCE AVENUE LITHGOW NSW 2790	MR MJ HORSFALL, MR AG GILLIES, MR JM JOYCE	DEMOLITION AND ALTERATIONS	30000	63	Y
121/08DACC	38 RIFLE PARADE LITHGOW NSW 2790	MR KA NORTHEY	GARAGE	10113	30	N
025/08DA	591 COXS RIVER ROAD LITTLE HARTLEY NSW 2790	MR RW HOWARD & SA HOWARD	DWELLING	750000	15	N
014/07DA	MORNING VIEW GREAT WESTERN HIGHWAY HARTLEY	MR B BARBER & MRS R BARBER	SUBDIVISION INTO 2 ALLOTMENTS	0	2	N
122/08DACC	CARTWRIGHT STREET RYDAL NSW 2790	MS C DE ROSSE-LYONS	SHED	10500	30	N
085/08DACC	BATHURST STREET RYDAL NSW 2790	MR L FEATHERSTONE	GARAGE	12500	17	N
108/08DACC	COMMERCIAL HOTEL MAIN STREET WALLERAWANG NSW 199	MR J LENON, MRS JR LENON, MR MG LENON	REPLACEMENT OF VERANDAH	56900	19	N
022/08DA	199 WOLGAN ROAD LIDSDALE NSW 2790	MS CM BAKER	DWELLING	176089	13	Y
096/08DACC	33 ROBINIA DRIVE LITHGOW NSW 2790	MR PA STAINES & MRS KP STAINES	PATIO COVER	8783	6	N
136/08DACC	1 BUSBY STREET LITHGOW NSW 2790	MR HK FISHER & MRS MA FISHER	GLASS - IN VERANDAH	6500	12	N
037/08DA	1 WILLOW PLACE BOWENFELS NSW 2790	MR LC COLLINS & MS L DONACHIE	BOUNDARY ADJUSTMENT	0	26	N
132/08DACC	RYDAL/SODWALL/TARANA ROAD TARANA NSW 2787	MS CR PERRY	SHED	17061	20	N
127/08DACC	METHVEN STREET LITHGOW NSW 2790	THALES AUSTRALIA LIMITED	DISABLED RAMP TO MUSEUM	5000	32	N

118/08DACC 11 RIVER LETT CLOSE HARTLEY MR DG WHITE & MRS T DWELLING 211553 6 N
NSW 2790 WHITE

17
APPLICATIONS

19 DAYS

1510899 331



Quarterly Performance Report on Management Plan



2007/08 - 2009/10

For period
15 March to 30 June 2008

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Introduction by the Acting General Manager

Mr Scott Greensill

A report on Council's achievements of the performance targets set in the Management Plan and the provision of a budget review statement which provides a revised estimate of income and expenditure for the year is a requirement of the Local Government Act 1993 and Local Government (General) Regulations 2005. This Quarterly Performance Report for the period of 1 March to 30 June 2008 achieves these requirements.

Summary of Principal Activity Achievements

The Principal Activity Achievements presents the achievement in terms of the key performance indicators from the Management Plan 2007/08 – 2009/10 for the period of 1 April to 30 June 2008. An estimated timeline for the undertaking of activities is provided as is alterations to any variations to key performance indicator timelines. The progress of undertaking activities has been satisfactory.

Summary of Financial Position

The deficit position of \$343,691 in the second quarter has been reversed to a surplus of \$60,638 as shown in the following table.

2007/08 Quarterly Budget Comparisons			
Budget	Income (\$'000)	Expenditure (\$'000)	Total (\$'000)
Original	\$66,500	\$66,499	\$1
September Quarter	\$62,769	\$63,273	(\$504)
December Quarter	\$63,128	\$63,472	(\$344)
March Quarter	\$61,218	\$61,181	\$37
June Quarter	\$57,945	\$57,885	\$61

The major changes to the Budget have included:

- The use of \$300,000 for award increases which have been subsequently funded from the Divisional Recurrent Budgets.
- The reversal of \$107,000 of proposed expenditure from the previous year.
- An increase of \$100,000 in the amount expected from interest on investments.
- Additional expenditure for development legal expenses.
- A reduction in the amount of income expected from development applications of \$120,000.

Overall, the budget position is satisfactory.

Scott Greensill
ACTING GENERAL MANAGER

Principal Activity Achievements

1. Community

Statement of intent for principal activity

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.

2007/08 Budget Overview - Community

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
5,268	4,928	1,042	479

2007/08 Program of Works – Community

Objective	Activity	Quarterly Achievements		
Companion Animals				
To provide for the effective and responsible care and management of companion animals.	Maintain animal control in accordance with legislation and policy.		June Quarter 2006/07	June Quarter 2007/08
		No. of animals impounded	81	87
		No. animals returned to owners	27	35
		No. animals destroyed	33	36
		No. animals sold	4	12
	Maintain the Lithgow Pound.	Daily feeding, cleaning and exercising was undertaken.		
Cemeteries				
To provide a respectful cemetery service.	Maintain and operate cemeteries at: <ul style="list-style-type: none"> • Capertee • Cullen Bullen • Dark Corner • Glen Alice • Hartley • Lithgow (3 cemeteries) • Lowther • Meadow Flat • Palmers Oakey • Portland • Rydal • Wallerawang. 	No complaints were received about the service.		

Principal Activity Achievements

Community Buildings and Structures		
To maintain clean and safe community buildings in a cost effective manner.	Clean and maintain community buildings and structures.	All buildings cleaned in accordance with the current schedule.
Community Information		
To foster community engagement with the implementation of participatory practices.	Develop and implement a community engagement procedure.	Community Consultation undertaken for Cultural Plan and Crime Prevention Plan.
To disseminate concise and effective information to the community about Council's programs, policies and activities.	Survey the Resident Feedback Register regarding the effectiveness of Council's current information dissemination practices.	This activity was completed in the second quarter.
	Develop and implement a public relations policy.	This activity has been rescheduled for 2008/09 financial year.
	Produce and deliver to residents Council Connection Newsletters.	The April edition of Council Connections was delivered in the week beginning of 24 March 2008 and the July edition was delivered in the week beginning 30 June 2008.
	Provide information through Council's and the Mayor's Column in the Lithgow Mercury.	13 Council and 6 Mayor's Columns were printed in the Lithgow Mercury.
	Produce media releases.	50% of media releases were published.
	Provide information through the Mayor's radio spot on 2LT.	20 radio segments were recorded.
	Redesign the website to improve access to information.	This activity has been rescheduled for the 2008/09.
To provide information about community activities and facilities.	Provide community information on the noticeboard in Cook Street Plaza.	A new community notice board has been installed and is updated weekly.
To provide access to television.	Maintain the Federally funded blackspot television transmission equipment.	Maintenance payments made and complaints referred to the contractor within 2 days.
Community Support		
To support the activities of community groups and organisations.	Participate in approved community groups and activities.	Meetings were attended with the following: <ul style="list-style-type: none"> • Lithgow Community Projects • Lithgow Information and Neighbourhood Centre • Police Citizens and Youth Club • Uniting Care.
	Prepare policy guidelines for Council's Financial Assistance Program.	Financial Assistance Program has been adopted and guidelines are available on Council's website.
	Provide and promote Council's Financial Assistance Program.	Undertaken.
	Provide advice and assistance to not-for-profit community groups and organisations in identifying appropriate funding sources and preparing grant applications.	9 groups were assisted with grant applications and 5 were submitted. 12 applications were submitted for Council
	Provide a LGA clean up service	A clean up was completed

Principal Activity Achievements

	to public areas on behalf of the Tidy Towns Committees.	
	Provide support for special community events.	No support was requested during the quarter.
Crime Prevention		
To promote a safe community.	Maintain street lighting.	No requests were received.
	Participate in the Police Action Community Team forum and the Lithgow Correctional Centre Community Consultative Committee.	1 meeting of the Lithgow Correctional Centre Community Consultative Committee was attended.
	Participate in the Local Liquor Accord.	A number of meetings have been attended by staff.
	Remove graffiti from public places, update Council's graffiti register and liaise with Police.	All graffiti on public places was removed within 5 working days.
Customer Service		
To provide an effective and efficient customer service.	Operate the one stop customer service counter including: <ul style="list-style-type: none"> • works requests • bookings for community facilities • cashiering • certificate production • customer enquiries • daily mail and accounts • maintaining registers • registering of development applications, construction certificates and complying development applications. 	<ul style="list-style-type: none"> • No complaints were received regarding the service. • Work requests – 408 were received. • Community Facilities bookings: <ul style="list-style-type: none"> ○ Cook St Plaza = 18 ○ Wang/Portland = 6 • 614 Certificates logged and processed on same day. All certificates completed within 14. • Urgent certificates completed in the required turnaround timeframe. • 8 Construction Certificates processed • 7 Complying Development processed. • 16 Development Applications processed. • 73 Development Applications & Construction Certificates processed. • 1 Section 68 processed. • Increase in customer enquiries during this period due to arrears notices being sent out. • Daily balancing and cashiering completed. • • Daily mail and monthly accounts. • All registers were up to date.
	Provide responses to correspondence.	All correspondence completed within 7 days by Customer Service staff.
Emergency Services		
To plan and assist for emergencies.	Participate in emergency services committees including the Bushfire Advisory Committee and the Local Emergency Management Committee in accordance with their terms of reference.	A meeting of each of the Bushfire Advisory Committee and Combined Brigades was attended.

Principal Activity Achievements

	Contribute towards the NSW Fire Brigade Service.	At the time of writing the report, \$133,614 was paid.
	Provide annual and discretionary contributions to the NSW Rural Fire Service and fulfill responsibilities under the Memorandum of Understanding.	At the time of writing the report, \$175,766 was paid to the RFS and \$24,604 was paid from the discretionary contribution.
Private Works		
To undertake private works.	To provide quotations and/or undertake private works.	A 20% profit margin is listed in the Fees and Charges and is being charged accordingly unless the work is for a charity or not for profit organisation.
Recreation Facilities		
To provide quality recreational facilities for the community.	Maintain gardens, parks, reserves, street trees and other public spaces.	Maintained effectively and requests were responded to in a timely manner.
	Manage and prepare playing fields including: <ul style="list-style-type: none"> • Conran Oval • Glanmire Oval • Kremer Park • Marjorie Jackson Oval • Tony Luchetii Sportsground • Wallerawang Oval • Watsford Oval. 	All playing fields were available for use.
	Operate the Lithgow Swimming Pool.	Pool closed during fourth quarter.
	Maintain the Lithgow Golf Course.	The course was open for play each week in a presentable condition.
	Review all Council owned land and prepare community lands plans of management.	Plans of management for community lands to be completed in 2008/09
To provide a forum for sporting groups to discuss matters relating to local sport.	Organise the Sports Advisory Committee meetings in accordance with the terms of reference.	All meetings organized.
Social Plan		
To implement the Social Plan 2006-2011.	Review the profiles within the Social Plan 2006-2011 in light of the Census 2006 data.	This activity is to be undertaken in first quarter of 2008-2009.
	Consider Social Plan actions in the draft Management Plan 2008/09 – 2010/11.	Social Plan actions have been identified in the draft Management Plan for Council's consideration.
Street Numbering		
To identify premises.	To provide street and rural numbers to premises upon request and at subdivision stage.	Street numbers have been issued for all subdivisions and upon request

Principal Activity Achievements

2007/08 Capital Works and New Initiatives – Community

Capital Work or Initiatives	Quarterly Achievements
Community Buildings and Structures	
Construct new or replace public toilet facilities at Cullen Bullen	Underway
Improvements to Littleton Hall	Job commenced. However, this revealed structural defects which require further investigation
Provide additional chairs for community buildings	Complete
Provide disabled access and toilet facilities to Hermitage Hall	Underway
Upgrade toilet facilities at the Civic Ballroom (<i>subject to grant funding</i>)	Carried over with additional funds to 2008/2009
SES building works	Carried forward to 2008/2009
Crime Prevention	
Provide additional CCTV cameras in Main Street, Lithgow	Completed
Develop a crime prevention plan	Community Consultation undertaken
Disability Access	
Develop a disability access plan	Carried forward to 2008/09
Cemeteries	
New columbarium for Lithgow Cemetery	Completed
Provide lawn beams at Lithgow Cemetery	Carried over to 2008/2009
Planning	
Strategic planning program:	
Assessment of community and operational land	Completed in the first quarter.
Biodiversity strategy (<i>subject to grant funding</i>)	Not commenced subject to grant funding.
Economic and retail strategies	Underway
Completion of the outstanding issues for the Marrangaroo Local Environmental Study	To be completed in line with Lithgow Local Environment Plan
Population modeling	This is a component of the economic development strategy.
Preparation of the Land Use Strategy	Tender advertised
Preparation of the comprehensive Lithgow Local Environmental Plan	Tender advertised
Preparation of development contributions plans	Underway
Preparation of new development control plans	Underway
Radio Broadcasting	
Provision of SBS FM radio service to the LGA	Underway
Recreation Facilities	
Camp site improvements to Lake Lyell	Complete
Contribution towards the Lake Lyell Caretaker	Complete
Lithgow Swimming Pool:	
Remove and replace trees	Carried over to 2008/2009

Principal Activity Achievements

Provide irrigation system to the Lithgow Golf Course (<i>subject to grant funding</i>)	Carried over to 2008/2009 to enable additional grant funding
Portland Swimming Pool refurbishment (financed by loan)	Completed
Top dress Kremer Park, Marjorie Jackson and Wallerawang sporting fields	Completed
Upgrade the croquet club house	Underway
Upgrade overhead electrical installations at Kremer Park	Major works completed
Upgrade play equipment and seating at Andrew Street Park	Rescheduled for 2008/09
Hermitage Oval investigation	Not commenced scheduled for the fourth quarter.
Seating improvements to the Ashley Grandstand	Carried over to 2008/2009
Installation of barbeques in parks	Barbeques procured. However, sites proposed for installation are being reviewed
Street Trees	
Provide street trees in towns and villages	Underway & Ongoing
Remove and replace street trees in Main Street, Wallerawang	Removal complete
Television Broadcasting	
Provision of SBS television to Hartley	Underway

2007/08 Donations – Community

Donations	Quarterly Payments
Aboriginal and Torres Strait Islander brochure	Completed
Air League celebrations	Completed
Contribution to the Lithgow Show	Completed
Dads and kids day activities	Completed in the first quarter.
Domestic Violence Liaison Committee support	Completed
Donations throughout the year	There were no other donations resolved by Council in the quarter.
Family friendly community initiatives	Completed
Family fun day activities	Completed in the first quarter.
Lifeline contribution	Completed
NAIDOC week activities	Completed in the first quarter.
Personal development courses at Bowenfels Cottage	Completed in the first quarter.
Production of the multi-cultural newsletter	Completed
Senior citizens week activities	Completed
Support to the Josephite Foundation	Completed
Rental Assistance to the Lithgow Information and Neighbourhood Centre	Completed
Annual training camp for the Western Region Academy of Sport	Completed
White ribbon day activities	Completed
Lithgow SES	Completed
Portland SES	Completed
Lithgow, Portland, Wallerawang and Cullen Bullen Tidy Towns Committees	Cullen Bullen, Lithgow and Portland Tidy Towns Committees completed.

Principal Activity Achievements

Cullen Bullen Progress Hall general rate	Completed
First Australian Muzzleloading Gun Rifle and Pistol Club's general rate	Completed in the first quarter.
Lithgow Information and Neighbourhood Centre's Disability Service discos	Completed
Lithgow Poultry Club's Annual All Breed Show	Completed
General rates for the Country Womens Association of NSW	Wallerawang completed.
Payment of account for the removal of rubbish from the Lithgow and District Community Nursery	Completed
Garden improvements to the Capertee Memorial Hall	Completed
Capertee's Blue Light Unit	Completed
Development application and construction certificate fee for the proposed rotunda at Saville Park	Completed
Portland Swimming Association	Completed
Greater Lithgow Region Diary	Completed
Kidney Health Kar Rally	Completed
Portland District Motor Sport Club sponsorship	Completed
Rydal Show Society sponsorship	Completed
State Mine Railway for the difference between residential and business rates	Completed

2007/08 – Recommended Variations to Program of Works – Community

The following variations to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min Nos. 07-502 and 008-12) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Review all Council owned land and prepare community lands plans of management	Plans of management for community lands complete	To be completed by December 2008	Responsible officer on extended leave.
Develop and implement a community engagement procedure.	Adoption and implementation of the procedure by 31 March 2008.	Adoption and implementation of the procedure by 31 December 2008.	Drafting has commenced but not achieved.
Develop and implement a public relations policy.	Adoption and implementation of the procedure by 31 March 2008.	Adoption and implementation of the procedure by 31 December 2008.	Drafting has commenced but not achieved.
To implement the Social Plan 2006-2011.	Review the profiles within the Social Plan 2006-2011 in light of the Census 2006 data.	This activity is to be undertaken in first quarter of 2008/09.	Drafting was commenced, however position of Manager Community and Culture vacant
Hermitage Oval Investigation	Investigation completed	Investigation to be completed by 31 March 2009	Staff resource not available

Principal Activity Achievements

Upgrade toilet facilities at the Civic Ballroom <i>(subject to grant funding)</i>	Upgrade completed subject to grant funding	Carried over with additional funds to 2008/2009	Additional funds to be provided in 2008/09
SES building works	Works completed	Carried forward to 2008/2009	Unavailability of resources
Provide lawn beams at Lithgow Cemetery	Lawn beams replaced	Carried over to 2008/2009	Unavailability of resources
Lithgow swimming pool: Remove and replace trees	Trees replaced	Carried over to 2008/2009	Held over pending outcome of proposed aquatic centre
Provide irrigation system to the Lithgow Golf Course <i>(subject to grant funding)</i>	Irrigation system provided	Carried over to 2008/2009	To enable additional grant funding to be obtained for the project
Upgrade play equipment and seating at Andrew Street Park	Play equipment installed	Rescheduled for 2008/09	Insufficient resources to complete in 2007/08
Seating improvements to the Ashley Grandstand	Improvements completed	Carried over to 2008/2009	Additional funds required to complete project.

2. Transport

Statement of intent for principal activity

Providing a choice of effective public and private transport options for those who live, work and visit our community.

2007/08 Budget Overview - Transport

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
-4,578	-3,117	1,626	1,848

2007/08 Program of Works – Transport

Objective	Activity	Quarterly Achievements
Abandoned Articles		
To improve safety and amenity of the neighborhood.	Impound abandoned articles and vehicles from public places.	The Impounding Act was complied with in relation to the impounding of 7 vehicles and 1 forklift.
Bells Line and M2 Extension		
To lobby for improved access to and from Sydney over the Blue Mountains.	Participate in the Bells Line Expressway Group.	No meetings were attended.

Principal Activity Achievements

Council Plant and Equipment		
To provide plant and equipment to undertake works.	Maintain Council's fleet of plant and equipment.	Plant serviced in accordance with manufacturer's recommendations and repairs conducted in a timely and efficient manner. Weekly reporting of plant off the road to management indicating less than .05%
Parking Enforcement		
To provide available parking for residents and visitors.	Conduct on street parking enforcement in the Central Business District of Lithgow.	38 patrols were undertaken.
Transport Groups		
To provide a forum for community and government authorities to discuss issues relating to local traffic.	Organise the Traffic Authority Local Committee in accordance with the terms of reference.	No meetings were held.
To improve access to public transport in the LGA.	Participate in Transport Working Party forum.	Attended a meeting.
Roads and Associated Infrastructure		
To provide safe and serviced roads within the LGA.	Maintain roads, bridges, footpaths, cycleways, drainage, roadside vegetation, carparks and kerb and guttering.	Maintenance was carried out within budget to an acceptable standard.
	Clean footpaths and streets in Lithgow, Portland and Wallerawang.	Footpath and street cleaning undertaken within budget to an acceptable standard.
	Maintain traffic signs and other associated furnishings.	Traffic facilities renewed and maintained within budget.
Road Safety Program		
To develop and deliver the road safety message.	To host the Roads Safety Officer for Lithgow and Mid-Western Regional Councils.	Road Safety Officer program being implemented
	Develop and implement road safety strategic and actions plans.	The 2007-2008 Action Plan has been implemented and completed. A Road Safety Action Plan for 2008-2009 is being developed.

2007/08 Capital Works and New Initiatives – Transport

Capital Work or Initiatives	Quarterly Achievements
Road and Associated Infrastructure	
Drainage improvements to roads:	
Arden/Macauley Streets, Lithgow	Completed
Bayonet Street/Curtin Place, Lithgow	Carried over to 2008/2009
Marsden Swamp Road Culvert	Carried over to 2008/2009
Rydal streets	Completed in the first quarter.
Kerb and gutter at:	
Cook Street, Main Road 531 and Railway Avenue, Portland	Completed
Lime Street, Portland	Completed
Auslink Strategic Road Program upgrade to Wolgan Road	Underway
Continuation of upgrade works to Dark Corner Road	Underway

Principal Activity Achievements

Resealing of streets and lanes:	
Jamison Street, Portland	Carried over to 2008/2009
Lane Street/Lyon Parade, Wallerawang	Completed
Sandford Avenue, Lithgow (Coalbrook to Tank Streets)	Completed
Undertake assessment of lanes to determine priorities and commence implementation with Clwydd Street Lane, Lithgow	Completed
Roads to Recovery Program including upgrades to:	
Sodwalls/Tarana Road	Carried over to 2008/2009
Wallerawang/Rydal Road	Completed
Wolgan Road	Carried over to 2008/2009
Mills Street Footbridge	Underway
Undertake assessment of roads to determine projects	Completed
RTA Blackspot Improvements to Sodwalls/Tarana Road	Completed
RTA Regional Roads Construction to Range Road	Completed
RTA Regional Roads Repairs to Range Road	Completed
RTA Traffic Facilities guard rail improvements to McKanes Falls Road	Completed
Undertake assessment of bridges to determine priorities and commence implementation.	Completed
Country Passenger Transport Infrastructure Scheme:	
Taxi rank upgrade, Eskbank Street, Lithgow	Carried over to 2008/2009
Installation of new bus shelters and signage	Underway
Construct roundabout in Lithgow Street/Kirkland Link, Lithgow	Deferred due to impact on design by proposed works to Valley Shopping Centre. Carried over to 2008/2009
Upgrade Jerry Meadows Road, Sodwalls	Completed
Plant	
Purchase and sell vehicles and plant	Plant replacement program complete.
Road Safety	
Undertake road safety projects	Underway
Prepare pedestrian access mobility plan	Not commenced scheduled for 2008-2009.

2007/08 – Recommended Variations to Program of Works – Transport

The following variations to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min Nos. 07-502 and 008-12) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Bayonet Street/Curtin Place, Lithgow	Works completed	Carried over to 2008/2009	Unavailability of resources due to extraordinary works program
Marsden Swamp Road	Works completed	Carried over to	Unavailability of

Principal Activity Achievements

Culvert		2008/2009	resources due to extraordinary works program
Jamison Street, Portland	Works completed	Carried over to 2008/2009	Unavailability of resources due to extraordinary works program
Sodwalls/Tarana Road	Works completed	Carried over to 2008/2009	Planned for 2008/09 Roads to Recovery Program
Wolgan Road	Works completed	Carried over to 2008/2009	Unavailability of resources due to extraordinary works program
Country Passenger Transport Infrastructure Scheme: Taxi rank upgrade, Eskbank Street, Lithgow	Works completed	Carried over to 2008/2009	Unavailability of resources due to extraordinary works program
Construct roundabout in Lithgow Street/Kirkland Link, Lithgow	Roundabout constructed	Carried over to 2008/2009	Deferred due to impact on design by proposed works to Valley Shopping Centre.
Prepare pedestrian access mobility plan	Plan completed	Scheduled for 2008-2009.	Road Safety Officer to develop

3. Employment

Statement of intent for principal activity

Developing and embracing diverse job opportunities for all ages and abilities.

2007/08 Budget Overview – Employment

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
259	287	74	74

2007/08 Program of Works – Employment

Objective	Activity	Quarterly Achievements
Economic Development		
To facilitate economic development in the LGA.	Continue to work with the community to generate economic development in the LGA.	Meetings were participated in as required.
	Provide an advisory service to business and industry regarding the LGA.	Preliminary advice was provided on a couple of occasions.
	Provide opportunities for business through the leasing of Council owned retail and office space.	87% of Council properties with the property agent were leased.
	Regularly meet with the Lithgow Business Association.	A meeting was attended.

Principal Activity Achievements

Tourism																							
To foster tourism in the LGA through promotional activities.	Operate the Lithgow Visitor Information Centre including the provision of tourism marketing services such as: <ul style="list-style-type: none"> • Tourism Ambassador Program • 'What's in your Backyard' campaign • Support of local tourism events including Ironfest, Daffodils at Rydal, Hartley's Big Backyard, Celebrate Lithgow and other events as supported by Council. 	<table border="1"> <thead> <tr> <th>No. visited Visitors Information Centre</th> <th>June Quarter 2006/07</th> <th>June Quarter 2007/08</th> </tr> </thead> <tbody> <tr> <td></td> <td>12,914</td> <td>11,108</td> </tr> </tbody> </table>	No. visited Visitors Information Centre	June Quarter 2006/07	June Quarter 2007/08		12,914	11,108															
		No. visited Visitors Information Centre	June Quarter 2006/07	June Quarter 2007/08																			
			12,914	11,108																			
		<table border="1"> <thead> <tr> <th>Month</th> <th colspan="2">Visitors who booked accommodation and who visited the VIC</th> </tr> </thead> <tbody> <tr> <td>Jan 08</td> <td>\$5,005</td> <td>8.4%</td> </tr> <tr> <td>Feb 08</td> <td>\$3,356</td> <td>7.72%</td> </tr> <tr> <td>Mar 08</td> <td>\$8,074</td> <td>10.56%</td> </tr> <tr> <td>April 08</td> <td>\$10,447</td> <td>13.26%</td> </tr> <tr> <td>May 08</td> <td>\$7,227</td> <td>12.99%</td> </tr> <tr> <td>June 08</td> <td>\$6,541</td> <td>17.26%</td> </tr> </tbody> </table>	Month	Visitors who booked accommodation and who visited the VIC		Jan 08	\$5,005	8.4%	Feb 08	\$3,356	7.72%	Mar 08	\$8,074	10.56%	April 08	\$10,447	13.26%	May 08	\$7,227	12.99%	June 08	\$6,541	17.26%
		Month	Visitors who booked accommodation and who visited the VIC																				
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Feb 08	\$3,356	7.72%																					
Mar 08	\$8,074	10.56%																					
April 08	\$10,447	13.26%																					
May 08	\$7,227	12.99%																					
June 08	\$6,541	17.26%																					
<table border="1"> <thead> <tr> <th>Value of retail sales</th> <th>June Quarter 2006/07</th> <th>June Quarter 2007/08</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$8,306.93</td> <td>\$9,769.15</td> </tr> </tbody> </table>	Value of retail sales	June Quarter 2006/07	June Quarter 2007/08		\$8,306.93	\$9,769.15																	
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<table border="1"> <thead> <tr> <th>Operator membership of Lithgow Tourism</th> <th>2006/07</th> <th>2007/08</th> </tr> </thead> <tbody> <tr> <td></td> <td>64</td> <td>65</td> </tr> </tbody> </table>	Operator membership of Lithgow Tourism	2006/07	2007/08		64	65																	
Operator membership of Lithgow Tourism	2006/07	2007/08																					
	64	65																					
	Undertake assessment of existing signage to determine priorities for upgrade program and commence implementation.	Design for town entrance signs is being undertaken																					
	Investigate the feasibility of an online booking system.	Investigations are ongoing.																					
To provide a forum for tourism operators to discuss matters relating to local tourism.	Organise the Tourism Advisory Committee meetings in accordance with the terms of reference.	Meeting held and participated in																					
To promote filming in the LGA.	Participate in the activities of CENTROC's Film Central.	1 meeting attended. Filming in the area includes: <ul style="list-style-type: none"> ▪ Getaway – Centennial Glen Stables and Woolshed Cabin (has not yet aired) ▪ Great Outdoors – Glen Davis ▪ Discover Downunder – Channel 9 ▪ The Ground Beneath – a short film completed around Oakey Park, the Blast Furnace and Pottery Estate. Filming was carried out over a 5 day period. The Ground Beneath has been short listed for the Melbourne Film Festival. ▪ Deadly Women – filmed around George Coates Avenue, Lithgow and Lidsdale State Forest, this documentary is for the USA. 																					

Principal Activity Achievements

2007/08 Capital Works and New Initiatives – Employment

Capital Work or Initiatives	Quarterly Achievements
Council Employment	
Council to complete the implementation of the new corporate structure.	Completed
Land Development	
Groundwater monitoring of the former gasworks site	Consultant engaged
Tourism	
Adding iconic images of the LGA to the photographic library	Underway.
Advertising and promotion of the LGA in a range of media such as television, magazines, maps etc	Ongoing advertising carried out in the following publications: <ul style="list-style-type: none"> ▪ Blue Mountains "I" magazine ▪ Blue Mountains Life ▪ Blue Mountains Wonderland ▪ Great Outdoors (Channel 7) ▪ Sydney Morning Herald – Visiting Journalist ▪ Discover Blue Mountains and the Central West ▪ Local media via Press Releases including radio, newspaper and television
Attendance at trade shows promoting the LGA	<ul style="list-style-type: none"> ▪ Rosehill Caravan and Camping Consumer Show ▪ ATE – Generaic marketing of the Greater Blue Mountains World Heritage Drive to inbound tourist operators ▪ Doctors Conference – Trade display in Lithgow ▪ Science Teachers Conference – Trade display in Sydney ▪ Promotion of Lithgow product to Blue Mountains Tourism Ltd Operators – Trade display at Zig Zag Railway
Collaborative partnership strategies across LGAs including tourist drives and activities of the Central Tablelands Alliance	Working with The Tablelands Way Committee to develop themed stories on the Lithgow region. Focus for Lithgow stories is the nature element to be promoted through Tablelands Way marketing collateral.
Implementation of the Regional Strategy including:	
Promotion of the Lithgow product in the development of the Greater Blue Mountains World Heritage Drive	Underway. Product in the marketplace
Providing a program of product familiarisation for staff	Underway
Working with local tourism operators to facilitate product development within the attractions sector, including the identification of grant funding	Underway Zig Zag Railway currently completing The Hospital Train Programme with ATDP funding
Develop authentic indigenous heritage experiences with local indigenous groups	Underway
Memberships of:	
Auroa, the Accredited Visitor Information Centre Network	Completed in the first quarter.
Blue Mountain Tourism Limited	Completed in the first quarter.

Principal Activity Achievements

Australasian Performing Right Association, music for the visitor information centre	Completed in the first quarter.
Development of a planner for international and school operators	Completed
Provision of tourism signage in the LGA	Underway
Badge and lighting the Lithgow Visitors Information Centre	Badge fabricated and about to be placed on building

2007/08 Donations – Employment

Donations	Quarterly Payments
Business awards and Celebrate Lithgow sponsorship to the Lithgow Business Association	Completed

4. Heritage

Statement of intent for principal activity

Celebrating, protecting and sustaining our unique industrial and natural heritage, its cultural landscapes and its built heritage.

2007/08 Budget Overview - Heritage

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
121	35	13	65

2007/08 Program of Works – Heritage

Objective	Activity	Quarterly Achievements
To promote the conservation of the LGA's heritage.	Provide a heritage advisor program.	Engaged Heritage Advisor.
	Develop criteria and sponsor the presentation of the John Wellings Heritage Award.	Criteria being developed
	Review the Evans, Lithgow and Rylstone heritage studies and combine to inform the comprehensive Lithgow Local Environmental Plan.	The review is progressing.

2007/08 Capital Works and New Initiatives – Heritage

Capital Work or Initiatives	Quarterly Achievements
Site stabilisation works at Blast Furnace Park	Program to be reviewed by the newly appointed heritage advisor.
State Mine Old Power Station site works	Completed.
Install interpretive signage	Completed.
Local Heritage Fund	A number of inspections have been made by the heritage advisor of properties

Principal Activity Achievements

2007/08 Donations – Heritage

Donations	Quarterly Payments
State Mine Heritage Park and Railway's general rate for the Museum site	Completed

5. Education

Statement of intent for principal activity

Progressing to a "learning city of excellence" with a broad range of formal and non-formal education services.

2007/08 Budget Overview - Education

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
1,739	1,460	19	18

2007/08 Program of Works – Education

Objective	Activity	Quarterly Achievements
Learning City		
To provide the community with opportunities to develop knowledge and skills through Learning City Programs.	Review the Learning City Action Plan and identify opportunities to further develop the Local Government Area as a Learning City.	The review was completed in the first quarter and a Draft Action Plan drafted in the second quarter. Actions in the Draft Action Plan are being reviewed and reported on as part of the Quarterly Performance Report.
	Implement activities identified in the Learning City Action Plan according to priorities.	The following actions were undertaken: <ul style="list-style-type: none"> Apprentices/trainees continuing. Trainee at Visitor Information Centre won regional award for trainee of the year. Volunteers working on collections at Eskbank House. Operation of the Homework Centre at the Lithgow Library Learning Centre continuing. Meetings of the Environmental Advisory Committee held. Staff training was conducted.
	Maintain membership of the Australian Learning Community Network.	The membership was paid.

Principal Activity Achievements

Operate the Lithgow Library Learning Centre and the Portland, Rydal and Wallerawang Libraries.		June Quarter 2006/07	June Quarter 2007/08
	No. of library loans	20568	24387
	No. people using library service (estimate)	31000	32801
	No. of new members	205	242
	No. children at story time and activities	320	460
	No. children at homework centre	56	46
	No. of bookings: <ul style="list-style-type: none"> • Technology Centre (estimate of people) • Meeting Room 	6020 59	6701 84
Conduct exhibitions and displays in the Lithgow Library Learning Centre.	<p>One exhibition was conducted in Association with Eskbank House & Museum – Backyard Frontline: Australia Under Attack – The Bowenfels Gun Emplacements.</p> <p>One community consultation was undertaken for the Cultural Plan & Crime Prevention Plan with a Comments Board set-up for further community input.</p> <p>11 displays included:</p> <ul style="list-style-type: none"> • Teddy bear storytime • Tea plates and pots • 2 author displays – Stephen King and Virginia Andrews • 1 Stack Subject display – Railways • 3 Stack Author Displays – Phil McCutchan, Victor Canning & Dennis Wheatley. • Health @ our library • Sensational Seniors @ your library Drug Info @ your library. 		
Sharing library resources with other communities.		June Quarter 2006/07	June Quarter 2007/08
	No. of Inter-library loans	87	101
	No. of Reciprocal borrowers	695	751

Principal Activity Achievements

	Provide a community and education information service through events, displays and the Learning Shop at the Lithgow Library Learning Centre and the Portland, Rydal and Wallerawang Libraries.	The community and education information display areas were updated twice weekly.
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2007/08 Capital Works and New Initiatives – Education

Capital Work or Initiatives	Quarterly Achievements
Learning City	
Enhance the adult, children, DVD, large print and teenage sections of the Library collection and provide kits for the books for babies program	Underway
Replace shelving at Portland and Wallerawang libraries	Not commenced.
Undertake children reading activities during the school holidays	<ul style="list-style-type: none"> • Dr Seuss on the Loose (reading competition) • Craft and Story time activities.

2007/08 Donations – Education

Donations	Quarterly Payments
Donations to schools for award presentations	St Patricks, Wallerawang, La Salle, Zig Zag, Portland Central, St Josephs and Coerwull Schools were completed.
Contribution towards a sign at Cullen Bullen School	Completed
Mathew Sharp Scholarship Fund	Completed

6. Health

Statement of intent for principal activity

Creating a healthy community providing opportunities and facilities for a healthy lifestyle.

2007/08 Budget Overview - Health

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
1,480	1,247	-1,133	-1,056

2007/08 Program of Works – Health

Objective	Activity	Quarterly Achievements
Community Health Committee		
To provide a forum for the community to discuss matters relating to health.	Organise the Community Health Committee meetings in accordance with the terms of reference.	Expressions of Interest were called for membership of the Committee.

Principal Activity Achievements

Drinking Water		
To provide safe drinking water.	Provide drinking water to residents within the reticulated supply system.	Fish River Water Supply – all samples complied with the Australian Drinking water Guidelines Farmers Creek Water Supply – all samples complied with the Australian Drinking Water Guidelines except for 7 samples for total <ul style="list-style-type: none"> • 3 Coliforms • 1 pH • 3 Aluminum
	Purchase water from State Water to supply: <ul style="list-style-type: none"> • Cullen Bullen • Glen Davis • Lidsdale • Portland • Wallerawang. 	The supply was maintained 100% of the time.
	Maintain the Clarence Water Transfer System.	The system was available 100% of the time.
	Use excess allocation, within reasonable limits, to trade with other Fish River Water Supply customers for financial benefit of Council, using funds for water saving initiatives.	No trading of the allocation occurred.
	Review and implement the Drought Management Plan.	This activity was completed in the second quarter.
	Health Activities and Programs	
To provide activities and programs to improve the health of the community.	Administer the healthy local government grants for the Bowenfels community and Lake Pillans.	The acquittals were completed.
Health Enforcement		
To provide effective and efficient compliance services to protect the health of the community.	Conduct inspections of food premises and provide ongoing educational material.	31 food inspections were undertaken.
	Conduct inspections of skin penetration premises and provide ongoing educational material.	Rescheduled for first quarter 2008-2009.
	Conduct routine monitoring of Council's reticulated drinking water supplies.	41 samples were taken
	Conduct commercial swimming pools and spa inspections and provide educational material.	Comprehensive inspections of commercial spa's and pools were completed in conjunction with NSW Health. In addition, Council has now purchased its own equipment for further inspections during 2 nd and 3 rd Quarters 2008-2009.
	Conduct inspections of cooling towers and associated systems.	2 inspections undertaken.
	Maintain a register of water cooling and warm water systems.	Register has been updated and a copy submitted to NSW Health.

Principal Activity Achievements

	Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.	18 samples were analysed.
	Undertake inspections of caravan parks.	1 Inspection carried out.
	Undertake inspections of places of public entertainment and if compliant issue approvals.	No approvals were issued.

2007/08 Capital Works and New Initiatives – Health

Capital Work or Initiatives	Quarterly Achievements
Drinking Water	
Cleaning of reservoirs	Completed
Construction of South Bowenfels Reservoir and the reticulation system	Contracts signed
Construction of infrastructure for a bulk water supplier	Carried over to 2008/2009 to enable Federal Grant Funding to be obtained and utilised
Upgrades to water reservoirs at Cook and Shaft Streets, South Bowenfels and Wallerawang.	Completed
Water mains and services renewal	Completed
Works on the Clarence transfer system	Carried over to 2008/2009 to enable Federal Grant Funding to be obtained and utilised
Continuation of backwash diversion works at the Oakey Park Water Treatment Plant	Completed
Finalisation of flood earthquake study	To be completed in 2008/2009

2007/08 Donations – Health

Donations	Quarterly Payments
Radiologist/physiotherapist scholarship in conjunction with Sydney West Area Health Service.	To be reviewed

2007/08 – Recommended Variations to Program of Works – Health

The following variations to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min Nos. 07-502 and 008-12) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
To provide effective and efficient compliance services to protect the health of the community	Conduct inspections of skin penetration premises and provide ongoing educational material	To be rescheduled throughout first half of 2008/09	Concentration was put on food premises throughout 2007/08
Radiologist/physiotherapist scholarship in conjunction with Sydney West Area Health Services	Implemented	To be reviewed	There was insufficient response for membership of the Health Committee

Principal Activity Achievements

Construction of infrastructure for a bulk water supplier	Construction completed	Carried over to 2008/2009	To enable Federal Grant Funding to be obtained and utilised
Works on the Clarence transfer system	Works completed	Carried over to 2008/2009	to enable Federal Grant Funding to be obtained and utilised

7. Environment

Statement of intent for principal activity

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

2007/08 Budget Overview - Environment

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
1,541	1,609	-805	-1,031

2007/08 Program of Works – Environment

Objective	Activity	Quarterly Achievements
Environmental Education		
To improve the community's knowledge of environmental issues.	Provide education on environmental matters to the community.	<ul style="list-style-type: none"> Education provided on SepticSafe Program. Completion of a successful Greencorps partnership with Lithgow Oberon Landcare Association.
Environmental Advisory Committee		
To provide a forum for environmental groups to discuss matters relating to the environment.	Organise the Environmental Advisory Committee meetings in accordance with the terms of reference.	2 meetings were attended.
Environmental Improvement Grants		
To seek opportunities to enhance the environment.	Prepare grant applications for funding of environmental improvement works.	No funding has been received or grants completed.
	Undertake weed removal, revegetation, soil stabilisation works, site interpretation and construction of walking tracks at: <ul style="list-style-type: none"> Hartley Reserve Hassans Walls Hyde Park Londonderry Reserve as part of the River Lett Improvement Program.	<ul style="list-style-type: none"> \$150,000 funding has been expended. Completing bush regeneration, soil conservation works and providing signage and facilities at Hyde Park, Londonderry and Hartley Reserves.

Principal Activity Achievements

Environmental Awards		
To recognise excellence in environmental management.	Determine criteria for the environment awards.	Environmental Advisory Committee is working on the award parameters.
Environment Protection Licences		
To responsibly manage scheduled activities to protect the environment.	Comply with the environment protection licences for: <ul style="list-style-type: none"> • Lithgow Sewerage Treatment Plant • Lithgow Solid Waste Facility • Lithgow Water Treatment Plant • Portland Garbage Depot • Portland Sewerage Treatment Plant • Wallerawang Sewerage Treatment Plant 	A Sewer Overflow Investigation Report required under Lithgow & Wallerawang STP Licences was submitted late. However, no action was taken during the period in relation to non compliance
Environmental Regulation		
To prevent harm to human health and the environment from pollution.	To fulfill Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	<ul style="list-style-type: none"> • 3 Clean-up notices and 5 penalty infringement notices have been issued. • Continued investigation and prosecution of large scale illegal dumping at Wallerawang. • Approximately 1000 tones of contaminated building waste and material removed from illegal dumping site at Hartley and taken back to the Blue Mountains where it originated.
On-site Sewage Management		
To implement the on-site sewage management strategy.	Undertake activities identified in the on-site sewage management strategy.	<ul style="list-style-type: none"> • 9 inspections completed. • 298 licenses issued for aerated wastewater treatment systems.
Weeds Management		
To control environmental and noxious weeds.	Control environmental and/or noxious weeds and/or pests on public land through Council and/or services provided by the Upper Macquarie County Council.	The following activities were undertaken: <ul style="list-style-type: none"> • 73 property inspections. • Private property and roadside spraying.
Water Quality		
To provide a sewerage system that is managed to provide environmental security and system reliability.	Provide a secure and reliable sewerage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang.	There was one incident of sewerage overflow which was appropriately reported and rectified
	Implement the Trade Waste Policy.	The following activities were undertaken: <ul style="list-style-type: none"> • 26 trade waste inspections. • 4 approvals issued. • Correspondence forwarded to landowners advising of an upcoming inspection. •

Principal Activity Achievements

Waste Management											
To provide waste and recycling collection services that encourage a reduction in landfilling.	Collect street and park litter bins in Lithgow, Portland and Wallerawang.	Litter was collected in accordance with the current schedule.									
	Provide a kerbside garbage and recycling collection service to all residents within the collection service area.	1538 tones of waste and 215 kilograms of recycling were collected from the kerbside									
	Provide garbage disposal facilities within the LGA at: <ul style="list-style-type: none"> • Angus Place (until reaches capacity) • Capertee • Cullen Bullen (until reaches capacity) • Glen Davis • Lithgow • Portland • Wallerawang. 	<table border="1"> <thead> <tr> <th>Garbage Depot</th> <th>June Quarter 2006/07 (tonnes)</th> <th>June Quarter 2007/08 (tonnes)</th> </tr> </thead> <tbody> <tr> <td>Lithgow</td> <td>14,158</td> <td>10,810</td> </tr> <tr> <td>Portland</td> <td>215</td> <td>897</td> </tr> </tbody> </table>	Garbage Depot	June Quarter 2006/07 (tonnes)	June Quarter 2007/08 (tonnes)	Lithgow	14,158	10,810	Portland	215	897
	Garbage Depot	June Quarter 2006/07 (tonnes)	June Quarter 2007/08 (tonnes)								
	Lithgow	14,158	10,810								
	Portland	215	897								
	Prepare closure plans for the garbage disposal facilities.	Consultant engaged									
	Review waste management facilities and recycling services within the LGA.	Carried over to 2008/2009									
	Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.	A greenwaste collection was held on 7 April 2008 with 24 people requesting the service									
Provide a clean up collection service to residents within the LGA.	No clean up collection was provided in the 4 th quarter										
Assist the Sydney Catchment Authority with in kind contributions for a free chemical collection service for residents.	There was no chemical collection this quarter										
Promote composting through the sale of compost bins and worms farms.	<table border="1"> <thead> <tr> <th></th> <th>March Quarter 2006/07</th> <th>March Quarter 2007/08</th> </tr> </thead> <tbody> <tr> <td>Value of sales</td> <td>\$190.92</td> <td>\$171.82</td> </tr> </tbody> </table>		March Quarter 2006/07	March Quarter 2007/08	Value of sales	\$190.92	\$171.82				
	March Quarter 2006/07	March Quarter 2007/08									
Value of sales	\$190.92	\$171.82									
Attend meetings and participate in Netwaste activities.	No meetings were attended.										

2007/08 Capital Works and New Initiatives – Environment

Capital Work or Initiatives	Quarterly Achievements
Air Quality	
Provide the Alternate Fuel Rebate	Underway
Grants	
Undertaking of environmental improvement grants including:	
LGAG Northern	Underway
LGAG Southern	Underway
Former Rylstone	Underway

Principal Activity Achievements

Plan of Management	
Preparation of a plan of management for Hyde Park	Completed
Waste Management	
Closure of waste facilities:	
Angus Place Garbage Depot	Rescheduled project
Cullen Bullen Garbage Depot	Rescheduled project
Construction of waste transfer station at Tarana	Carried over to 2008/2009 due land ownership issues
Design and construct Blackmans Flat Waste Management Facility (including funding through loan repayments)	Carried over to 2008/2009
Education and promotion of Council's waste management facilities and services	Completed
Leachate investigation and control at Lithgow Solid Waste Facility	Underway
Water Quality	
Construct stage 2 augmentation of the Lithgow Sewerage Treatment Plant including loan repayments	Underway
Desludge the lagoons at the sewerage treatment plants	Completed
Install new South Bowenfels main and pumping station	Concept report commissioned with Department of Commerce
Prepare and implement an integrated water cycle management strategy	Underway
Replace the hired amenity buildings at Portland and Wallerawang Sewerage Treatment Plants	Underway
Load reduction agreement payment	Completed in the first quarter.
Replace sewer vents according to priorities in vent shaft replacement study	Completed
Undertake assessment of pumping stations to determine priorities for upgrade program and commence implementation	Underway
Undertake assessment of telemetry systems to determine priorities for upgrade program and commence implementation	Completed
Flood mitigation works to Farmers Creek for stage 2 and determine future stages	Underway
Water saving and reuse program	Underway
Undertake a feasibility study for the combining of the Portland and Wallerawang Sewerage Treatment Plants	Completed
Completion of Gell Street, Lithgow sewer main extension	Completed
Weeds Management	
Contribution to Upper Macquarie County Council	All contributions forwarded

Capital Works or Initiatives	Proposed Scheduling	Reason
Delete closure of Angus Place and Cullen Bullen Garbage Depots. <i>(Funding is being used to prepare landfill closure plans.)</i>	Future project.	Additional capacity has been achieved through operational activities and it is necessary to plan for the closure of the depots.
Add complete sewer overflow investigation report.	Fourth quarter.	Condition of the Environment Protection Licences for Lithgow and Wallerawang Sewerage Treatment Plants.

Principal Activity Achievements

2007/08 – Recommended Variations to Program of Works – Environment

The following variations to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min Nos. 07-502 and 008-12) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Review waste management facilities and recycling services within the LGA.	Review completed	Carried over to 2008/2009	To be done in 2008/09 to coincide with Blackmans Flat design
Construction of waste transfer station at Tarana	Transfer station design commenced	Carried over to 2008/2009	Land ownership issues to be settled
Design and construct Blackmans Flat Waste Management Facility (including funding through loan repayments)	Design and construct project commenced	Carried over to 2008/2009	Additional life identified in existing facilities

8. Arts and Culture

Statement of intent for principal activity

Supporting, celebrating and expanding a diversity of cultural and creative adventures that explore and discover the richness in our society.

2007/08 Budget Overview – Arts and Culture

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
69	69	35	35

2007/08 Program of Works – Arts and Culture

Objective	Activity	Quarterly Achievements	
Eskbank House			
To develop and promote Eskbank House and Museum as a cultural heritage venue.	Operate Eskbank House and Museum.	June Quarter 2006/07	June Quarter 2007/08
		No. of visitors	526 831
	Conduct exhibitions and displays.	The following exhibitions were held: <ul style="list-style-type: none"> • Backyard Frontline: Australia under Attack 1942-1943. • Glen Davis – Capertee Valley – Shale Oil History • HMAS Lithgow Collection 	

Principal Activity Achievements

		<ul style="list-style-type: none"> Local Landmarks II Exhibition What's in your Backyard – exhibition of archaeological items for National Archaeology Week. 						
	Improvements to the court yard space to provide for exhibitions.	<ul style="list-style-type: none"> Design specifications for Glass Floor underway. Further works to be undertaken in 2008-2009. 						
Cultural Activities and Facilities								
To celebrate the cultural heritage of the LGA.	Coordinate Australia Day activities within the LGA.	Approximately 400 people attended compared to 201 in 2007.						
Provide an opportunity for our community to enjoy Council's art collection.	Develop a program for exhibitions and conduct an exhibition of the Council art collection.	<ul style="list-style-type: none"> Inclusion of artworks on Glen Davis as part of the Australian War Memorial Exhibition – Glen Davis – Capertee Valley. Local Landmarks II Exhibition at Eskbank House & Museum. 						
To manage the Crystal and Union Theatres.	Hold Crystal and Union Theatre Committee meetings in accordance with the terms of reference.	Expressions of Interest were called for membership of the Union Theatre Management Committee.						
	Operate the Crystal and Union Theatres.	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th colspan="2" style="text-align: center;">Union Theatre/Civic Ballroom Bookings</th> </tr> <tr> <th style="text-align: center;">June Quarter 2006/07</th> <th style="text-align: center;">June Quarter 2007/08</th> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">12</td> </tr> </table> <p>Bookings for the Crystal Theatre are not taken by Council.</p>	Union Theatre/Civic Ballroom Bookings		June Quarter 2006/07	June Quarter 2007/08	4	12
Union Theatre/Civic Ballroom Bookings								
June Quarter 2006/07	June Quarter 2007/08							
4	12							
To develop local artists by offering support.	Develop a program for support of local artists and implement.	Art exhibition including local artists held Eskbank House						

2007/08 Capital Works and New Initiatives – Arts and Culture

Capital Work or Initiatives	Quarterly Achievements
Archival Activities	
Undertake archival activities at Eskbank House	Completed
Cultural Planning	
Develop a cultural plan to identify and celebrate cultural diversity in the LGA	Underway
Undertake the Hoskins building feasibility study	Not commenced scheduled for 2008/09.
Building Improvements	
Complete the joining of the Hoskins Building and Union Theatre	Carried over to 2008/2009
Install shelving at Eskbank House	Completed in the first quarter.
Provide disabled toilet facilities at Eskbank House	Completed in the first quarter.
Crystal Theatre upgrade works	Underway
Carpeting and stage opening at Union Theatre	Carried over to 2008/2009
Membership	
Arts Out West	Completed in the first quarter.

Principal Activity Achievements

2007/08 Donations – Arts and Culture

Donations	Quarterly Payments
Ironfest sponsorship	Completed
New music for the Lithgow City Band	Completed
Portland Art Show	Completed
Scholarship to the Mitchell Conservatorium	Completed in the first quarter.
Uniforms and instruments for the Lithgow Highland Pipe Band	Completed in the first quarter.
Hire of the Union Theatre for the exhibition of Wallerawang photographs	Postponed indefinitely by artist
Lithgow Community Orchestra sponsorship	Completed in the first quarter.
Newnes Hotel sponsorship	Completed
Quota for the hire of the Union Theatre	Completed

2007/08 – Recommended Variations to Program of Works – Arts and Culture

The following variations to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min Nos. 07-502 and 008-12) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Undertake the Hoskins building feasibility study	Study completed	Rescheduled for 2008/09	To be done in line with Cultural Plan development subject to funding
Complete the joining of the Hoskins Building and Union Theatre	Works completed	Rescheduled for 2008/09	Resources over committed
Carpeting and stage opening at Union Theatre	Works completed	Rescheduled for 2008/09	Resources over committed

9. Youth

Statement of intent for principal activity

Providing suitable entertainment and recreational facilities; education and employment opportunities and lifestyle choices for our valuable community of young people.

2007/08 Budget Overview - Youth

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
11	11	5	5

Principal Activity Achievements

2007/08 Program of Works – Youth

Objective	Activity	Quarterly Achievements
Youth Council		
To enable young people to have a voice to Council.	Coordinate and provide support to the Lithgow Youth Council.	Youth Council suspended
Youth Services		
To improve youth service networks.	Investigate the need and feasibility for a youth services network.	The reviewed to be completed 2008/09 in line with community consultation currently being carried out.

2007/08 Capital Works and New Initiatives – Youth

Capital Work or Initiatives	Quarterly Achievements
Youth council activities	Not commenced scheduled for the fourth quarter.
Youth week activities	Completed

2007/08 – Recommended Variation to Program of Works – Youth

The following variation to the Program of Works as detailed in the Management Plan adopted by Council on 28 June 2007 (Min No. 07-258) and as subsequently amended (Min No. 008-12) is being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Investigate the need and feasibility for a youth services network.	Review completed by 31 March 2008.	Review completed by 30 September 2008.	The review to be completed 2008/09 in line with community consultation currently being carried out.
Youth Council activities	Meetings held	Rescheduled for 2008/09	Position of Manager Community and Culture vacant

Principal Activity Achievements

10. Growth

Statement of intent for principal activity

Providing for sustainable and planned growth, while enhancing the existing rural and village identity.

2007/08 Budget Overview - Growth

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
1,532	1,548	40	99

2007/08 Program of Works – Growth

Objective	Activity	Quarterly Achievements																														
Development																																
To provide an assessment service for applications and constructions.	Assess all applications including: <ul style="list-style-type: none"> development applications construction certificates complying development applications. 	<table border="1"> <thead> <tr> <th></th> <th>June Quarter 2006/07</th> <th>June Quarter 2007/08</th> </tr> </thead> <tbody> <tr> <td>No. application received</td> <td>111</td> <td>104</td> </tr> <tr> <td>Median time for processing</td> <td>61</td> <td>31.5</td> </tr> </tbody> </table>		June Quarter 2006/07	June Quarter 2007/08	No. application received	111	104	Median time for processing	61	31.5																					
		June Quarter 2006/07	June Quarter 2007/08																													
No. application received	111	104																														
Median time for processing	61	31.5																														
	Undertake all development related inspections where Council is the consent authority and/or principal certifying authority.	Inspections undertaken within 24 hours.																														
	Process and issue: <ul style="list-style-type: none"> building certificates planning certificates subdivision certificates. 	<table border="1"> <thead> <tr> <th colspan="3">No. of Applications Received</th> </tr> <tr> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Planning Certificates 149(2)</td> <td>Planning Certificates 149(2)</td> <td>Planning Certificates 149(2)</td> </tr> <tr> <td>Planning Certificates 149(5)</td> <td>Planning Certificates 149(5)</td> <td>Planning Certificates 149(5)</td> </tr> <tr> <td>Building Certificates</td> <td>Building Certificates</td> <td>Building Certificates</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">Median Processing Days</th> </tr> <tr> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Planning Certificates 149(2)</td> <td>5</td> <td>5</td> </tr> <tr> <td>Planning Certificates 149(5)</td> <td>5</td> <td>5</td> </tr> <tr> <td>Building Certificates</td> <td>7</td> <td>6</td> </tr> </tbody> </table>	No. of Applications Received						Planning Certificates 149(2)	Planning Certificates 149(2)	Planning Certificates 149(2)	Planning Certificates 149(5)	Planning Certificates 149(5)	Planning Certificates 149(5)	Building Certificates	Building Certificates	Building Certificates	Median Processing Days						Planning Certificates 149(2)	5	5	Planning Certificates 149(5)	5	5	Building Certificates	7	6
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Building Certificates	7	6																														

Principal Activity Achievements

		Statistics on the processing of subdivision certificates were not collected.
To ensure compliance with legislative requirements.	Undertake a review of operational conditions of development consent and enforce compliance.	No notices or orders have been issued and no actions have been lodged in the Land and Environment Court in this quarter.
	Investigate non compliance with the Environmental Planning and Assessment Act.	No notices or orders have been issued and no actions have been lodged in the Land and Environment Court in this quarter.

2007/08 Capital Works and New Initiatives – Growth

Capital Work or Initiatives	Quarterly Achievements
Planning and Paying for Growth	
Sale of Cary Gardens allotments	Council resolved to put allotments up for auction in July.

11. Governance and Administration Services

Statement of intent for principal activity

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

2007/08 Budget Overview – Governance and Administration Services

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
-8,583	-8,813	223	202

2007/08 Program of Works – Governance and Administration Services

Objective	Activity	Quarterly Achievements
Council Memberships		
To work together to interweave and optimise the coordination of resources and sharing of information.	Attend meetings and support the Central Tablelands Alliance.	General Manager attended meeting in May.
	Implement the Business Plan for the Central Tablelands Alliance.	Activities continuing
	Contribute to CENTROC and participate in its activities.	1 meetings of CENTROC was attended.

Principal Activity Achievements

		The Mayor undertook activities as the Chair and the General Manager as the Executive Secretary of CENTROC.
	Participate in the activities of the Local Government and Shires Association.	General Manager attended the Annual Conference of the Shires Association.
Council Meetings		
To conduct the business of Council in an open and democratic manner.	Produce business papers and minutes for Council Meetings, Committee Meetings and Extraordinary Meetings.	Business papers and minutes have been produced in accordance with legislation and the Code of Meeting Practice.
	Council and committee meetings are conducted regularly.	The following meetings were conducted: <ul style="list-style-type: none"> • 3 Council meetings • 3 Finance and Services Committee meetings • 3 Policy and Strategy Committee meetings. • 1 extraordinary meeting of Council
Councillor Support		
To support Councillors in their role.	Provide information to Councillors regularly.	Information was provided to Councillors in the form of a briefing session, emails, meetings, letters and memos.
	Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.	Fees and expenses have been provided.
	Provide training to Councillors	No training was conducted.
Depot		
To provide a base for Council's operations.	Provide depot buildings for the housing of stores, plant and workshop.	Buildings were provided for Council's stores, plant and workshop. Further work to be scheduled 2008/09.
Documents		
To ensure the integrity and security of Council's records.	Register, collate, archive and dispose of Council's records.	In June 100% of incoming mail was tasked to officers by 2pm on the day of receipt and 78% of the mail was tasked to officers within 4 hours.
To provide access to Council's records.	Assess, determine and respond to requests for Council information.	One Freedom of Information request received during quarter which was answered within the legislative timeframe. Applications under Section 12 of the Local Government Act were dealt within Councils standard correspondence timeframe
To ensure information which Council collects is used lawfully and for the purpose it was collected.	Provide training to staff.	Training provided to all Council Divisions on 6 March 2008
	Assess, determine and respond to complaints.	No privacy complaints received.

Principal Activity Achievements

Finance		
To provide sound financial advice and management of Council's finances.	Manage and monitor Council's finances.	<p>Internal Services monthly reporting provided to Management</p> <p>The 2007/08 March quarter of the budget review statement was reported to the Policy & Strategy Committee meeting of 7 April 2008 (Min P08-32)</p>
	Model levy, issue and recover rates, annual charges and sundry debtors including fees and charges.	<p>4th Rate installment notices issued by 30 April for payment by 31st May 2008 .</p> <ul style="list-style-type: none"> • 2.00% of properties were with the external debt collection agency ie 229 properties of 11,000 • 0.05% of properties have arrangements to pay ie 85 properties from 11,000 • Correspondence regarding missed 4th installment issued within timeframe by 12 June 2008
	Value and report on current assets at fair value in conjunction with the financial reporting requirements.	Revaluation of Land and Buildings to Fair Value finalised. Reports received and will be included in General Purpose Financial Reports to 30 June 2008
	Maximise and secure Council's Investment Portfolio through a variety of investment institutions, types and terms.	Investing of funds conducted in accordance with legislation and Councils Policy Investments as at 30 June 2008 \$14,690,256.72. Actual interest received to date \$991,021.32.
	Manage Council's loan portfolio.	Loan principal and interest paid in accordance with loan conditions by 28 June 2008 for all loans. Report to Council 17 June 2008 Min O 08-82 approving no borrowings to be drawn down in 2007/08.
	Assist in the external audit of Council's financial records.	<p>External auditors appointed for 2007/08 to 2012/13 by Council on 17 December 2007 Min 07-562.</p> <p>First Interim audit visit for 2007/08 financial year on 26 March 2008. Audit letter received 29 April 2008.</p> <p>Second interim audit visit 16 June 2008. Audit letter received 10 July 2008.</p>
	Prepare a 10 year financial plan and include strategies to improve	10 year estimates prepared in conjunction with the 2008-09 to

Principal Activity Achievements

	Council's current financial ratios.	2010/11 Management plan and reported to Council 7 April 2008.
	Prepare applications and administer grant funding.	Grant income and expenditure prepared in accordance with grant conditions.
Information Technology		
To ensure high service levels of Council's information and communications network.	Manage and maintain the communications networks.	As at 30 June 2008, the network was operational and accessible 98% of the time.
	Manage the leases for copying and printing machines.	As at 30 June 2008, the machines were operational and accessible 98% of the time.
To comply with current licensing requirements.	Renew software licenses.	All software licensing is current.
To enhance Council's geographical information system.	Maintain and continue development of the geographical information system to ensure integrity with Council's property system.	As at 30 June 2008 there was 97.5% match of properties.
Insurance		
To provide insurance coverage of Council's activities and assets.	Secure adequate and cost effective insurance coverage.	Insurance renewals completed and submitted to insurance company by 16 May 2008. Review of policies completed and one application for a new asbestos coverage submitted. Revaluation of buildings from Valuers desktop audit forwarded for property insurance policy.
	Liaise with the insurance company regarding claims.	Insurance claims provided to insurance company upon receipt and additional information requested provided within Council standard correspondence
Internal Auditing		
To implement internal auditing programs.	Undertake activities identified in the Internal Audit Plan.	Further action on this activity is scheduled for 2008/09
Legislation		
To understand and manage Council's statutory responsibilities.	Monitor and pursue legislative changes.	Appropriate staff were made aware of legislative changes.
	Perform Council's legal responsibilities under applicable acts and regulations.	No action for non-compliance with legislation was commenced.
Local Government Week		
To celebrate Local Government Week.	Undertake activities focusing on Council in the community.	This activity was completed in the first quarter.
Organisational Planning and Reporting		
To plan and report on activities of Council.	Report the outcome of a quarterly performance review of the management plan and provide a budget review statement.	The 2007/08 March quarterly performance report was reported to Council at its meeting of 7 April 2008 (Min PO8-39).
	Prepare management plan for 2008/09 to 2010/11 in accordance with the requirements of Local Government Act and Regulations.	Management Plan completed and resolved by Council at Extraordinary meeting 10 June 2008.
	Prepare operational plans for all Divisions.	This activity is continuing.

Principal Activity Achievements

	Prepare the annual report for 2006/07 including the state of the environment report.	This activity was completed in the second quarter.
Policies		
To develop modern and legislatively compliant policies.	Develop, review and implement policies.	Council adopted the following: <ul style="list-style-type: none"> • Donations Section 356 of the LGA Policy - 7/4/08 - P08-33 • Nature Strip Maintenance Policy - 3/6/08 - P08-62 Code of Meeting Practice - 21/4/08 - O08-39
Employees		
To implement procedures and practices which foster a desirable place of work.	Attract and recruit staff on merit.	Staff have been recruited in accordance with relevant legislation, procedures and the principles of equal employment opportunity.
	Provide salary, benefits and favourable working conditions in accordance with the relevant industrial legislation.	Legislation and procedures have been complied with.
	Conduct annual performance appraisals of staff.	This activity was completed in the second quarter.
	Provide a staff newsletter.	3 newsletters were produced and distributed to staff.
	Recognising long serving employees through the recognition of service procedure.	Presentation to recognise long serving staff conducted 18 March 2008.
	Attitude and cultural survey of staff to determine levels of satisfaction with current working conditions and practices.	This activity carried out June/July. Results to be returned in first quarter 2008/09.
To provide a workplace that promotes the principles of equal employment opportunity and is free of discrimination.	Implement the equal employment opportunity management plan through: <ul style="list-style-type: none"> • communication of policies and programs • collection and recording of appropriate information • review of personnel practices • evaluate and review. 	Equal employment principles are integrated into the day to day activities of Council in accordance with the management plan.
To provide a safe and healthy workplace.	To implement, monitor and review the Occupational Health and Safety, Rehabilitation and Environment Management System.	A review of the Occupational Health and Safety Rehabilitation System was completed.
	Provide access to external support and counselling service.	Access to the employee assistance program was maintained.
	Provide relevant immunisations to appropriate staff.	Immunisations were undertaken as required in accordance with the employee schedule.
	Provide a rehabilitation program for injured employees.	Return to work plans were implemented as required.
	The Occupational Health and Safety Committee meet and undertake activities.	3 meetings were held.

Principal Activity Achievements

To enhance the skills and knowledge of the workforce.	Implement the training plan.	Training this quarter included: <ul style="list-style-type: none"> • First aid refresher • Harassment prevention • Induction/orientation • Explosive power tools • Chainsaw • Chemcert • Project planning • Report writing • Anti-corruption • Confined spaces • Water treatment • Traffic control • Asbestos awareness • Noise • Truck driving
	Prepare the draft training plan for 2008/09.	The training plan has been finalised.
Risk Management		
To manage Council's risk.	Develop and implement risk management strategies.	Contract with Alliance and Echelon signed.
Stores		
To maintain an adequate level of stock for internal supply to operational programs.	Order and issue stock items as required.	Value of stock held as at 30 June 2008 \$314,960.20. Bi-annual stock takes conducted 24 January 2008 and 17 June 2008.

2007/08 Capital Works and New Initiatives – Governance and Administration Services

Capital Work or Initiatives	Quarterly Achievements
Building Improvements	
Continued refurbishment of the Administration Centre	No action taken in fourth quarter
Corporate Planning	
Develop corporate plans	Commenced
Depot	
Install exhaust fumes eliminator in the Lithgow workshop	Fume Eliminator ordered and received. Installation to be carried out by Council's Water & Wastewater plumbers.
Election	
Contribute funds to the local government election	Election date 13 Sept 2008. Electoral information being received and responded to as required. Shared Returning officer appointed to Lithgow & Katoomba. Election budget of \$120,000 provided for in 2008/09 Management Plan.
Information Technology	
Investigate and implement asset management system	Investigation completed.
Purchase Chem Alert software	Completed
Ongoing personal computer replacement program	Completed in the first quarter.
Prepare IT strategic plan	Underway
Upgrade off site telephone networks	Completed

Principal Activity Achievements

Upgrade servers	Completed in the first quarter.
Upgrade software including:	
Datafuel	Investigated and deferred to depot review
Finance One and People One	Rescheduled for 08/09
Ibis information system for rate modelling	Completed
IT help desk	Completed
Upgrade of remote access software and hardware	Completed in the first quarter.
Dataworks upgrade	Completed
Personnel	
Provide personnel with name tags and identification cards	Name tags provided to all Administration Building staff.
Conduct staff hearing tests	Completed
Conduct occupational health and safety audit	Completed