



Quarterly Performance Report
on Management Plan
2008/09 - 2010/11
For period
1 April to 30 June 2009

Table of Contents

Contents	
Introduction by the General Manager	2
Principal Activity Achievements	4
Community	8
Transport	16
Employment	20
Heritage	24
Education	25
Health	28
Environment	31
Arts and Culture	37
Youth	39
Growth	40
Governance and Administration Services	42

Message by the General Manager

Mr Roger Bailey

The Quarterly Performance Report is 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 April 2009 to 30 June 2009 achieves these requirements.

Principal Activities

The Principal Activity areas within the Quarterly Performance Report reflect the Vision Statements developed in collaboration with the community and adopted by Council at its Policy and Strategy Committee Meeting of 3 October 2006 (Minute No. 06-315). Each quarter, Council Officers, report on the progress of activities and achievements during that quarter for each principle activity area. Below is a selection of highlights for the reporting period of 1 April to 30 June 2009. Information on variations to the works program can be found throughout the report.

The following activities were undertaken as part of the Capital Works and Recurrent Programs during the fourth quarter:

Community

- Additional chairs have been purchased for use in community facilities.
- Building assessments were carried out to develop long term maintenance and capital works programs for the following buildings:
 - Civic Ballroom
 - South Littleton Hall
 - Family History Building
 - Union Theatre
 - Pioneer Park (Toilets)
 - Queen Elizabeth Park (Toilets)
 - Hermitage Hall
 - Lithgow Swimming Pool
- The installation of a new handrail and painting of the verandah at the Lithgow Golf Club House was undertaken to increase safety for patrons of the Golf Club.

Council provided as part of its Financial Assistance Program for 2008/09, donations to the following community groups during this quarter:

- Rental assistance for the Lithgow Information and Neighbourhood Centre.
- Expansion of the Industry Links program, a partnership between the Department of Education, TAFE and local Industry designed in Lithgow, Bathurst, Oberon and Portland schools providing senior students with skills development and a solid grounding for work readiness.

Transport

- 820 meters of road rehabilitation works were carried out to the Rydal/Hampton Road, Hampton.
- 390 meters of Guardrail was installed along the Glen Alice Road at Bogee.
- 280 meters of new 900 diameter concrete stormwater pipe line has been constructed in Curtin Place, Lithgow through the road reserve from Methven Street to Bayonet Street.
- Road rehabilitation works were undertaken in Cox and Saville Streets, Portland.

Employment

- Surveying of Retailers has begun to develop a Retail Strategy
- Land Audits have begun to be undertaken as part of the Land Use Strategy and Local Environmental Plan.

Heritage

- A review of the 2000 Heritage Study will inform local heritage listings for the new Local Environmental Plan.

Education

- Major renovations commenced at Wallerawang Library as part of the Regional and Local Communities Infrastructure Program. This included the purchase of new furnishings, installation of reverse cycle air-conditioning, painting, development of a new IT area and provision of an afterschool

Message by the General Manager

Mr Roger Bailey

activity area for youth and children's reading area.

Health

- An Options Study has been completed for the construction of infrastructure for a bulk water supply. The project will continue in the 2009/2010 financial year.
- Construction of the bulk water pipeline between the existing reservoir and the new reservoir to be constructed at South Bowenfels commenced.
- Council is working with NSW Health to install the Fluoridation Dosing Equipment which will be subsidised through their "Teeth for Health Program".

Environment

- Tenders were called for and assessment was undertaken for the construction of Stage 2 Augmentation of the Lithgow Sewerage Treatment Plant.
- Design of the Wallerawang Sewerage Treatment Plant was completed.
- Flood mitigation works were undertaken at Farmers Creek to alleviate the intense stormwater flows through the Hermitage Flat area and increase channel capacity.
- Erosion control measures were undertaken for a small unnamed creek off Sandford Avenue, Lithgow.

Arts and Culture

- Hardwood timber for the construction of the new floor in the enclosed courtyard as Eskbank House Museum was purchased to allow it to season in the building.
- Research was undertaken into Artists Support Programs to assist in the development of a program to offer opportunities for local artists in the Lithgow area.

Council provided sponsorship to Ironfest as part of its Financial Assistance Program for 2008/09.

Youth

- Council adopted the Terms of Reference for the development of a Youth Committee which will provide advice to Council on a strategic direction for youth services in the local government area.
- Youth were also involved in the community consultation process and re-design of the new Lithgow Skate Park to be developed as part of the Regional and Local Communities Infrastructure Program.

Growth

- Preparation of a Land Use Issues Paper and Land Use Strategy commenced to inform the preparation of the comprehensive Lithgow Local Environmental Plan.

Governance and Administration Services

- The Management Plan 2009/10 -2011/12 was adopted by Council on 1 June 2009.
- New signage was installed and a pedestrian gate was constructed at the rear of the Lithgow Depot.
- Improvements were undertaken to the telephone system for the Clarence Transfer Depot.
- A presentation ceremony was held to recognise long service employees on 18 June 2009.

Roger Bailey
GENERAL MANAGER

Principal Activity Achievements

Summary of Principal Activity Achievements

The Principal Activity Achievements presents the achievements in terms of the key performance indicators from the Management Plan 2008/09 – 2010/11 for the period of 1 April to 30 June 2009. 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 June review of the 2008/09 Management Plan predicts a surplus of \$176,846. The improvement on the original balanced budget is attributed to the variations identified in the previous quarters and in the following tables.

2008/09 Quarterly Budget Comparisons			
Budget	Income (\$'000)	Expenditure (\$'000)	Total (\$'000)
Original	61,665	-61,665	0
September Quarter	62,063	-61,752	311
December Quarter	62,420	-62,103	317
March Quarter	58,899	-58,514	365
June Quarter	58,381	-58,558	177

The decrease in the total budget income and expenditure over the past two reporting periods is due to Divisional Managers reviewing all planned capital projects and revoting allocations for work in progress or has not commenced to the 2009/10 financial year. One of the major items is the Lithgow Sewerage Treatment Plant which will commence in the 2009/10 financial year following acceptance of a suitable tender in May 2009.

Project to be carried forward to the 21009/10 Management Plan are noted below.

VARIATION BY PROGRAMS

Notes: Significant variations above \$10,000 are noted individually for April – June only, and those listed will not balance to total variation for this reason

Variations previously reported from July to December are not duplicated

Negative (-) means additional expenditure

2008/09 MANAGEMENT PLAN JUNE REVIEW			
Recurrent /Operating			
	Original Budget	Revised Budget	Variation all Quarters
Executive	-19,735,018	-18,978,738	756,280
	Variation Comprises:		
	Inc	Trainee Grant Income received	11,550
	Inc	Supplementary rate – General	8,500

Principal Activity Achievements

	Inc	Election refund from Electoral office	6,600
	Inc	Reduction in Interest on Investments due to economic climate and declining interest rates	-20,000
	Inc / Exp	FAGS Advance payment 09-10	737,464
	Inc / Exp	FAGS Advance payment 09-10 Roads	247,610
	Exp	Workers compensation premiums adjust	-100,000
	Exp	Award increase not specific programs	-377,909
	Exp	OD salaries due to staff changes	-30,000
Operation		11,073,998	11,596,602
			-522,604
	Variation Comprises:		
	Inc / Exp	Maintenance Wolgan Rd Emirates/DSRO	-54,500
	Exp	Street cleaning / litter bins CBD Footpath	-49,500
	Exp	Street Lighting	-20,000
	Exp	Swimming Pool – Pump breakages	-64,000
	Exp	Tony Luchetti	-18,000
	Exp	Minor recreation areas / verges / paths	-37,000
	Inc	Additional shop / office rental	26,000
	Inc	Decline in Swimming Pool Income	-32,000
Water		1,007,031	1,407,086
			-400,055
	Exp	Pumping Stations	-7,000
	Exp	Mains & Services	-40,000
	Inc	Change water usage pattern: Residential	-300,000
	Inc	Change water usage pattern: Business	-55,000
W Water		998,607	1,160,383
			-161,776
	Exp	Pumping Stations	-57,000
	Exp	Treatment Plant	-61,000
Waste		-122,203	-373,464
			251,261
	Inc	New properties garbage	70,000
	Exp	Savings in operations running	149,000
Development		1,654,789	1,512,341
			142,448
	Variation Comprises:		
	Inc	Income reduced for Construction Certificates. Reduced development occurring	-32,000
	Inc	Income reduced for Development. Reduced development occurring	-96,000
Information Technology		0	188,424
			188,424
	Exp	Software maintenance	29,000
	Exp	Telephone costs	23,000
	Exp	Saving salaries due to staff changes	20,000

Principal Activity Achievements

Internal	1,538,418	1,498,116	40,302
	Variation Comprises:		
	Exp	Savings in salaries	40,000
Policy & Planning	733,089	741,538	-8,449
Community & Cultural	2,587,746	2,391,285	196,461
	Variation Comprises:		
	Inc / Exp	TV Transmission grant received	34,000
	Inc / Exp	Urban sustainability grant received	50,000
	Inc / Exp	Xstrata grant received: Precinct Study	50,000
	Inc / Exp	SWAHS grant received: Live Life Well	54,545
Capital			
Executive	214,434	206,616	7,818
Operation	2,225,880	2,391,065	-165,185
	Variation Comprises:		
	Inc / Exp	RTA School crossing Barton Ave	10,909
	Inc / Exp	RTA Browns Gap improvements	500,000
	Inc / Exp	Flood Mitigation Program from reserve	200,000
	Inc / Exp	DLG Vale Hall Improvements	16,000
	Inc / Exp	RLCIP Grt improvements	529,000
	Inc / Exp	RLCIP Council contribution	250,000
	Inc / Exp	RLCIP: \$4.1M Grant advance	1,642,750
	Inc / Exp	RTR Grant advance	652,446
	Inc / Exp	Dept Sport & Rec: Grt Swimming Pool	30,000
	Inc / Exp	Lake Wallace Sail ability Shed (now RCLIP)	12,000
	Inc / Exp	Town clock to reserve	14,000
	Inc / Exp	Civic Ballroom Kitchen to reserve	50,000
	Inc / Exp	Union Theatre Toilets to reserve	10,000
	Inc / Exp	Meadow Flat Hall Improvements to reserve	10,000
	Inc / Exp	Pioneer / Conran Toilet Improve to reserve	90,000
	Inc / Exp	Revote Wallerawang Stadium	10,000
	Inc / Exp	Revote Depot Buildings Improvements	10,077
	Inc / Exp	Revote External Paint Golf Club (Res)	10,000
	Inc / Exp	Revote Seating TL Grandstand (Res)	7,500
	Inc / Exp	Revote Upgrade internal access road Pearson's Lookout	15,000
Water	-1,007,031	-1,407,086	-400,055
	Exp	Water Environmental enhancements	-20,000
	Exp	Water Treatment Plants 09/10 MP	-150,000
	Inc / Exp	Revote Construct new water reticulation mains Sth Bowenfels	200,000
	Inc / Exp	Revote Mains & Services renewals Lithgow	50,000
	Inc / Exp	Revote Mains & Services renewals Lithgow	177,400
	Inc / Exp	Revote Mains & Services renewals	30,000

Principal Activity Achievements

		Wallerawang	
	Inc / Exp	Revote Mains & Services renewals Wallerawang	10,000
	Inc / Exp	Revote Mains & Services renewals Portland	20,000
	Inc / Exp	Revote Mains & Services renewals Portland	10,000
	Inc / Exp	Revote Mains & Services renewals Miscellaneous	6,240
	Inc / Exp	Revote Upgrade Water Reservoirs	167,440
	Inc / Exp	Sth Bowen Reservoir Included in 09/10 MP	-1,220,000
	Inc / Exp	Headwork Charges (To Reserve)	40,000
Waste Water	-998,608	-1,160,383	-161,775
	Inc / Exp	Lithgow STP included in 09/10 MP	-4,500,000
	Exp	Lithgow Shared Mains in 09/10 MP	-100,000
	Exp	Lithgow Mains Lining in 09/10 MP	-90,000
	Inc / Exp	Lithgow Shared Lagoon Lining	290,000
	Inc / Exp	Headwork Charges (To Reserve)	35,000
Waste	-122,203	-373,464	251,261
	Inc / Exp	Revote Glen Davis Depot Closure	55,816
	Inc / Exp	Revote Glen Davis / Glen Alice Transfer Station	60,316
	Inc / Exp	Tarana Transfer Station	60,000
Internal	461,440	401,400	-60,040
Policy & Planning	70,500	56,774	13,726
	Variation Comprises:		
	Inc / Exp	LEP Grant reserve	150,000
	Inc / Exp	Economic Development	22,266
Develop	-60,000	-45,000	-15,000
	Variation Comprises:		
	Inc / Exp	Planning Agreements / Sec 94 to reserve	200,000
IT	-151,100	-160,334	-9,234
	Variation Comprises:		
	Inc / Exp	Chamber microphones reserve	23,500
Comm & Cultural	147,505	148,368	-863

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.

2008/09 Budget Overview - Community

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$5,331	\$5,576	\$714	\$640

2008/09 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 2007/08	June Quarter 2008/09
		No. of animals impounded	87	129
		No. of animals returned to owners	35	55
		No. animals destroyed	36	64
		No. animals sold	12	10
	Maintain the Lithgow Pound.	Daily feeding, cleaning and exercising undertaken. Works undertaken to improve animal welfare and staff safety.		
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 	1 Complaint Received regarding Wallerawang Cemetery relating to trees suckering around graves – Trees to be removed in the first quarter of 2009/10.		

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.	Buildings were maintained to an acceptable standard with budget exceeding quarterly expenditure.	
To manage the Meadow Flat Hall and advise Council.	Hold Meadow Flat Hall Committee meetings in accordance with the terms of reference.	1 meeting was attended. Terms of reference are still to be developed for this Committee.	
Community Information			
To disseminate concise and effective information to the community about Council's programs, policies and activities.	Produce and deliver to residents Council Connection Newsletters.	One Council Connection Newsletter delivered in April.	
	Provide information through Council's and the Mayor's Column in the Lithgow Mercury.	13 Council Columns produced in quarter. 3 Mayor's Columns produced.	
	Produce media releases.	Media releases sent on weekly basis. 15 Media Releases in April 11 Media Releases in May 8 Media Releases in June	
	Provide information through the Mayor's radio spot on local radio.	Mayor talks on radio each week with Bathurst BRock FM. Mayor regularly reports on local radio.	
	Maintain the website.	Website was maintained and accessible during the quarter.	
	<i>These actions expand on those listed in the Social Plan 2006-2011</i>		
To provide information about community activities and facilities.	Provide community information on the noticeboard in Cook Street Plaza.	Community Noticeboard was updated weekly.	
To provide access to television.	Maintain the Federally funded blackspot television transmission equipment.	Blackspot program maintained. SBS have funded the provision of Digital FM Radio across LGA and extension of digital SBS television to Hartley.	
Community Support			
To support the activities of community groups and organisations.	Participate in the following community groups and activities: <ul style="list-style-type: none"> • Community Services Interagency • Domestic Violence Liaison Committee • Lithgow Child Protection Agency • Lithgow Multicultural Interagency • Harmony Day • Youth Week 	Three interagency attended in this quarter. (2 community services and 1 multicultural). Council participated in holding of Harmony Day and Youth Week during the 3 rd Quarter.	
	<i>Participation in these groups are actions of the Social Plan 2006-2011</i>		
	Provide and promote Council's Financial Assistance Program.	Council's Financial Assistance program promoted through Council website. A number of applications for funding were received and considered by Council during the quarter.	
	Provide advice and assistance to not-for-profit community groups and organisations in identifying appropriate funding sources and preparing grant applications.	15 Community Groups were directly assisted in identifying funding and preparing grant applications in the Lithgow LGA	
<i>This is an initiative of the Central Tablelands Alliance</i>			

Principal Activity Achievements

	Provide a LGA clean up service to public areas on behalf of the Tidy Towns Committees.	Assistance provided to tidy towns in 1st quarter.
	Provide support for special community events.	Australia Day and the Flash Gift were supported.
Crime Prevention		
To promote a safe community.	Maintain street lighting.	Payments made.
	Participate in the Police Action Community Team forum and the Lithgow Correctional Centre Community Consultative Committee.	1 PACT meeting attended this quarter. 2 meeting of the Lithgow Correctional Centre Community Consultative Committee
	<i>The participation in the Police Action Community Team is an action of the Social Plan 2006-2011</i>	
	Participate in the Local Liquor Accord.	Lithgow Liquor Accord to meet 1 st quarter 2009/10
	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 of being notified.
	Crime Prevention Plan	Crime Prevention Plan has been sent to the Attorney Generals Department for comment.
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. • Issue quotes for development applications 	<ul style="list-style-type: none"> • 953 work requests received. • 14 bookings made • All receipts balanced without error during this period. All signatures completed. • 688 certificates processed. • Enquiries regarding water restrictions • Complaints concerning road potholes • Reminder notices for arrears and payment arrangements. • All completed and monthly bill paid on time. • All maintained to date • All completed in required time: <ul style="list-style-type: none"> ○ 19 Development Applications registered. ○ 59 Development Applications/ Construction Certificates registered ○ 11 Construction Certificates registered ○ 5 Complying Development Applications registered ○ 2 Sec 68 Solid Fuel Heater applications received. ▪ 110 Quotes issued for applications
	Provide responses to correspondence.	All correspondence completed on time.

Principal Activity Achievements

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 the Bushfire Advisory and Local Emergency Management Committee were attended.
	Contribute towards the NSW Fire Brigade Service.	At the time of writing this report \$110,113 had been paid as a contribution.
	Provide annual and discretionary contributions to the NSW Rural Fire Service and fulfil responsibilities under the Memorandum of Understanding.	Contributions made and responsibilities of the Memorandum of Understanding are being fulfilled.
Private Works		
To undertake private works.	To provide quotations and/or undertake private works.	A 20% profit margin listed in the fees is being charged accordingly unless the work is for a charity or a 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 to an acceptable standard with budget exceeding quarterly expenditure.
	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 • Zig Zag Oval 	All playing fields were available for use.
	Operate the Lithgow Swimming Pool.	The Lithgow Swimming Pool was closed during the fourth quarter.
	Maintain the Lithgow Golf Course.	The course was available for play in a presentable condition. Minor works undertaken to alleviate wet ground condition around the dam area adjacent to the Club House.
	Maintain playgrounds and upgrade with softfall.	Softfall upgrade program has been completed within budget. <ul style="list-style-type: none"> • Queen Elizabeth Park • Endeavour Park • General minor parks
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.	3 meetings were attended.
Social Plan		
To implement the Social Plan 2006-2011.	Consider Social Plan actions in the draft Management Plan 2008/09 – 2010/11.	Social Plan updated with 2006 Census data, adopted by Council in December 2008 and released for community use. Priority actions included in 2009/10 Management Plan.

Principal Activity Achievements

<i>This is an action of the Social Plan 2006-2011</i>		
Street Numbering		
To identify premises.	To provide street and rural numbers to premises upon request and at subdivision stage.	2 rural numbers were issued.

2008/09 Capital Works and New Initiatives – Community

Capital Work or Initiatives	Quarterly Achievements
Community Buildings and Structures	
Construct new or replace public toilet facilities at Pioneer Park, Lithgow	Deferred to 2009/2010
Paint the external of Hermitage Hall, Lithgow	Completed
Provide access to the roofs of major buildings which comply with occupational health and safety requirements	Deferred to 2009/2010
Provide additions to Gumnut House, Lithgow (<i>subject to grant funding</i>)	Completed
Provide additional chairs for community buildings	Completed
Provide additional concreting around the Wallerawang Indoor Sports Centre, Wallerawang	This item has been carried over to 09/10
Provide disabled access to Red Cross House and Museum, Lithgow	Completed
Undertake building assessments and provide long term maintenance and capital works programs	Assessments have been completed for 08/09 and will continue in 09/10
Undertake improvements to the veranda and paint the external of the Lithgow Golf Clubhouse, Marrangaroo	Completed
Undertaken improvements to the Meadow Flat Hall, Meadow Flat	This activity has been carried over to 09/10
Undertaken improvements to the Union Theatre, Lithgow	Commenced. To be completed in 09/10
Upgrade the electrical system at the Vale Hall, Lithgow	Completed
Upgrade the toilet facilities and undertake improvements at the Civic Ballroom, Lithgow	This item has been carried over to 09/10 in conjunction with government funding
Joint Community Projects	
Conduct International Women's Day activities with the Domestic Violence Liaison Committee	Completed
<i>This project is funded by the Office of Women, Department of Premier and Cabinet and is an action of the Social Plan 2006-2011</i>	
Construction of gardens with Cullen Bullen Tidy Towns Committee.	Completed
Recreation Facilities	
Construction of sailability shed floor at Lake Wallace, Wallerawang and provide an interest free loan	This item has been carried over to 09/10 in conjunction with government funding
Improve drainage of the retaining wall at Kremer Park, Portland	Completed
Install irrigation system to Conran Oval, Lithgow	Not actioned
Install play equipment in the Vale of Clywdd, Lithgow	Completed
Provide a picnic table and shelter at Cullen Bullen	Completed
Provide additional outdoor furniture at Lake Wallace, Wallerawang	Completed
Provide additional picnic facilities at Endeavour Park, Lithgow	Deferred to 2009/10 Management Plan
<i>Some of these initiative are part of an asset upgrade/replacement program</i>	

Principal Activity Achievements

2008/09 Donations – Community

Donations	Quarterly Payments
Assistance to the Portland and District Aged Persons Welfare Association in preparing grant applications for the Coleman House	Assistance has been provided to develop project plans and source appropriate funding
Contribution towards the Smith Family's Learning for Life Program	Completed 2 nd quarter
Contribution to the State Emergency Service at:	
Lithgow	Not expended
Portland	Not expended
Donations throughout the year	<p>Completed 1st Quarter Lithgow Poultry Club, Rydal Village Association, Wallerawang Public School.</p> <p>Completed 2nd Quarter First Australian Muzzleloading Gun Rifle and Pistol Club, Bathurst Information and Neighbourhood Centre Multicultural News, Mingaan Aboriginal Corporation</p> <p>Completed 3rd Quarter Lithgow and District Poultry Club, Rydal A H & P, Tarana Tanker Trailers, Victorian Bushfire Appeal</p> <p>Completed 4th Quarter Industry Links Program</p>
Establishment of a community garden at the Lithgow Library Learning Centre by Lithgow Family and Community Mental Health Support Group	Completed 1 st Quarter
General rate reimbursement for the Lithgow Branch of the Country Women's Association	Completed 2 nd Quarter
General rate reimbursement for the Wallerawang/Lidsdale Branch of the Country Women's Association	Completed 2 nd Quarter
Glen Davis community centre for improvements to the hall	Completed 1 st Quarter
Hall hire for the Lithgow and Information Neighbourhood Centre's Disability Service discos	Completed 2 nd Quarter
Korean English School for hiring of Learning Centre meeting room	Completed 1 st Quarter
Lithgow District Garden Club for promotions	Completed 1 st Quarter
Lithgow Golf Club for promotions	Completed 1 st Quarter
Lithgow Golf Club open sponsorship	Completed 1 st Quarter
Portland Golf Club open sponsorship	Completed 1 st Quarter
Rental assistance for the Lithgow Information Neighbourhood Centre	Completed 4 th Quarter
Sponsorship of prizes for the Lithgow and District Poultry Society	Completed 1 st Quarter
Sponsorship of the Lithgow Show	Completed 1 st Quarter
Sponsorship of the Rydal Showground Trust for the Rydal Show	Completed 3 rd quarter
Sponsorship of the Western Region Academy of Sport and annual training camp	No application submitted
Sponsorship of White Ribbon Day activities conducted by the Domestic Violence Liaison Committee	Not actioned – event did not occur
Support to the Josephite Foundation	Completed 1 st Quarter

Principal Activity Achievements

Support to Lifeline	Completed 1 st Quarter
Tidy Town Committee projects for:	
Cullen Bullen	Completed 1 st Quarter
Lithgow	Completed 1 st Quarter
Portland	Completed 1 st Quarter
Rydal	Completed 1 st Quarter
Wallerawang	No application submitted

These donations are actions of the Social Plan 2006-2011

2008/09 – 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 10 June 2008 (Min No. 008-72) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Construct new or replace public toilet facilities at Pioneer Park, Lithgow	Nil	Defer the Pioneer Park Toilet activity to 2009/10. Add the activity "construct amenities at Watsford and Conran Ovals".	The completion of Stage 2 of the Farmers Creek Flood Mitigation Works involves the excavation of the new channel hard up against the existing toilets and it has been determined that it is safer to demolish the existing facilities. Additionally, Council is able to source part funding from the Floodplain Management Program.
Provide access to the roofs of major buildings which comply with occupational health and safety requirements	Scheduled for 3rd quarter	Moved to 2009/10 Management Plan	Re-prioritisation of activity within works program.
Provide additional concreting around the Wallerawang Indoor Sports Centre, Wallerawang	Scheduled for 3rd quarter	Moved to 2009/10 Management Plan	Re-prioritisation of activity within works program.

Principal Activity Achievements

Repair seating at the Tony Luchetti Grandstand	Nil	Add the activity "undertake improvements to the seating of the Tony Luchetti Grandstand" and revote the activity including remaining funds in 2008/09 into the program of works and budget for 2009/10.	The activity is part of the RLCIP grant and will be done in 2009/10.
Improvements to the Crystal Theatre	Nil	Moved to 2009/10 Management Plan	The activity is part of the RLCIP grant and will be done in 2009/10.
Undertake improvements to the Lithgow Pool	Nil	Add the activity "undertake improvements to the Lithgow War Memorial Olympic Pool: <ul style="list-style-type: none"> • Disabled access. • Concourse works". 	Works commenced during 4 th Quarter – to be completed during 1 st Quarter 2009/2010.
Provide additional picnic facilities at Endeavour Park, Lithgow	Scheduled for 3rd quarter	Scheduled for 4th quarter	Deferred to 2009/10 Management Plan
Hermitage Oval Feasibility Study	Nil	Add the activity "undertake a feasibility study for Hermitage Oval" and reserve the \$20,000 budget allocation and postpone the activity pending the outcome of investigations of the land for an aged care facility.	<p>Council at its Extraordinary Meeting of 10 June 2008 resolved to include this activity in the program of works for 2008/09 in the Management Plan as a revote. In addition, Council at its meeting of 9 March 2009 resolved to investigate the use of the land for the purpose of an aged care facility.</p> <p>Therefore, as the activity has not been included, it needs to be added and postponed with the budget reserved.</p>

Principal Activity Achievements

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.

2008/09 Budget Overview - Transport

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$7,039	\$7,166	\$1,175	\$996

2008/09 Program of Works – Transport

Objective	Activity	Quarterly Achievements
Abandoned Articles		
To improve safety and amenity of the neighbourhood	Impound abandoned articles and vehicles from public places	2 motor vehicles were impounded and 1 horse were impounded
Access to and from Sydney		
To lobby for improved access to and from Sydney over the Blue Mountains.	Participate in the Bells Line Expressway Group.	Staff and Councillors are participating in community consultations when delivered by RTA
	Lobby the State Government to maximise the number of passenger train services that terminate at Lithgow.	Activities are ongoing
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 Operations staff 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.	43 parking patrols were completed, 18 morning and 25 afternoon.
Transport Groups		
To provide a forum for community and government authorities to discuss issues relating to local traffic and advise Council.	Organise the Traffic Authority Local Committee in accordance with the terms of reference.	Two Traffic Authority Local Committee meetings attended.
To improve access to public transport in the LGA.	Participate in Transport Working Party forum.	No meeting held this quarter
<i>This is an action of the Social Plan 2006-2011</i>		
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.	Maintained to an acceptable standard with budget exceeding quarterly expenditure.
<i>This is an action of the Social Plan 2006-2011</i>		

Principal Activity Achievements

	Clean footpaths and streets in Lithgow, Portland and Wallerawang.	Cleaning carried out to an acceptable standard within budget.
	Maintain traffic signs and other associated furnishings.	Maintained to an acceptable standard with budget exceeding quarterly expenditure.
Road Safety Program		
To develop and deliver the road safety message.	Host the Roads Safety Officer for Lithgow and Mid-Western Regional Councils.	Road Safety Officer program continues to be hosted by both Councils.
	Implement the road safety strategic and actions plans.	The 2008-2009 Road Safety Action Plan has been developed and is being implemented. Projects include: <ul style="list-style-type: none"> • Learner Driver Workshops • Driver Fatigue • Gateway Project • Traffic Offenders Intervention Program • Targeting School safety zones
	<i>These actions have been funded by Council, Mid-Western Regional Council and the Roads and Traffic Authority.</i>	
	Develop a pedestrian access mobility plan	Planning underway. Commencement of the Project is subject to funding.
<i>This activity is funded by the Roads and Traffic Authority.</i>		

2008/09 Capital Works and New Initiatives – Transport

Capital Work or Initiatives	Quarterly Achievements
Plant	
Purchase and sell vehicles and plant	Plant purchases to 30 June 2009 \$1,537,768, sales \$350,530. The backhoe and street sweeper are being organised via Local Government Procurement.
Road and Associated Infrastructure	
Auslink Strategic Road Program upgrade to Wolgan Road	Works commenced and will be completed during 2009/10
<i>This project is funded by Council, the Department of Infrastructure, Transport, Regional Development and Local Government, the developer and State Government</i>	
Cemetery road improvements to:	
Lithgow Cemetery	Deferred to 2009/10
Portland Cemetery	Completed
Clean and seal pavers in Main Street, Lithgow	Completed
<i>This is an action of the Social Plan 2006-2011</i>	
Construct a roundabout in Lithgow Street/Kirkland Link, Lithgow	Deferred to 2009/10
Develop a guardrail program and commence implementation	Works completed in Glen Alice
Develop a kerb and guttering program and commence implementation	Completed
Develop an urban reseals program and commence implementation	Completed
Drainage improvements to:	Completed
Marsden Swamp Road culvert, Lowther	Completed
Rydal Streets	Completed
Windarra Place, Marrangaroo	Completed

Principal Activity Achievements

Footpath improvements:	
Develop footpath construction program and commence implementation with the construction of a footpath heading west from Col Drewe Drive, South Bowenfels	Completed
Provide footpaths and improve drainage at Capertee	Completed
Gravel resheeting:	
Develop a rural road gravel resheeting program and commence implementation	Completed
Improve entrance to Strathlone Estate	Completed
Install a bus shelter at Dargan	Completed
Roads to Recovery Program upgrades to:	
Browns Gap Road, Hartley	Completed
Coxs River Road, Little Hartley	Completed
Dark Corner Road, Dark Corner	Completed to a gravel pavement
Wolgan Road, Angus Place	Completed
RTA Repair Program upgrades to:	
Barton Avenue, Wallerawang	Completed
Sections of the Portland/Wallerawang/Cullen Road	Completed
Rural roads rehabilitation to:	
Maggie Hollow Road, South Bowenfels	Deferred to 2009/2010
Rydal/Hampton Road, Hampton	Completed
Reconstruct Kirkley Street, South Bowenfels	Deferred to 2009/2010
Upgrade internal roads at Lake Wallace, Wallerawang	Completed
Upgrade the internal access road at Pearsons Lookout, Capertee	Refer to the recommended variations table.
Redesign the corner of Ivatt and Sandford Avenue	Completed
Commence a resealing program for laneways in Portland	Completed
Redesign the corner of James Parade and Barton Avenue	Completed
<i>These initiatives are part of an asset upgrade/replacement program.</i>	

2008/09 – Recommended Variations to Program of Works – Transport

The following variation to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72) is recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Develop a pedestrian access mobility plan	Scheduled for 3 rd quarter	Under investigation	Additional funding being sought.
Cemetery road improvements to Lithgow Cemetery	Scheduled for 3rd quarter	Deferred to 2009/2010	Re-prioritisation of activity within works program.
Drainage improvements to the Marsden Swamp Road culvert, Lowther	Scheduled for 3rd quarter	Deferred to 2009/2010	Re-prioritisation of activity within works program.
Develop footpath construction program and commence implementation with the construction of a footpath heading west	Scheduled for 3rd quarter	Deferred to 2009/2010	Re-prioritisation of activity within works program.

Principal Activity Achievements

from Col Drewe Drive, South Bowenfels			
Provide footpaths and improve drainage at Capertee	Scheduled for 3rd quarter	Deferred to 2009/2010	Re-prioritisation of activity within works program.
Undertake improvements to Jerry Meadows Road, Sodwalls	Nil	Add the activity "undertake improvements to Jerry Meadows Road, Sodwalls".	Work in progress – bitumen sealing to finalise project.
Reconstruct Kirkley Street, South Bowenfels	Scheduled for 3rd quarter	Deferred to 2009/2010	Re-prioritisation of activity within works program.
Upgrade the internal access road at Pearsons Lookout, Capertee	Scheduled for 4th quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of transport activities due to the need to complete externally funded projects.

Principal Activity Achievements

3. Employment

Statement of intent for principal activity

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

2008/09 Budget Overview – Employment

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$354	\$342	\$0	\$0

2008/09 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.	Economic Development Position filled and commenced November. Meetings held with LBA and Futures Lithgow. SWOT workshop held with key business representatives and the general community.
	Provide an advisory service to business and industry regarding the LGA.	Stage one completed and online.
	Provide opportunities for business through the leasing of Council owned retail and office space.	90% of Council properties with the property agent were leased.
	Regularly meet with the Lithgow Business Association.	2 meetings of the Lithgow Business Association and 3 meetings of Future of Regional Lithgow Group attended.

Principal Activity Achievements

Tourism																																
<p>To foster tourism in the LGA through promotional activities.</p>	<p>Operate the Lithgow Visitor Information Centre including the provision of tourism marketing services such as:</p> <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. • Sale of LGA souvenirs • Promotion of the LGA in a range of media 	<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">No. visited Visitors Information Centre</td> <td colspan="2">15,027 people visited the Lithgow Visitor Information Centre during the June quarter 2008/09</td> </tr> <tr> <td>Month</td> <td colspan="2">Visitors who booked accommodation through the VIC 2008/09</td> </tr> <tr> <td></td> <td style="text-align: center;">Total accommodation booked</td> <td style="text-align: center;">Commission</td> </tr> <tr> <td>Jan 09</td> <td style="text-align: right;">\$ 3,971.00</td> <td style="text-align: right;">\$397.00</td> </tr> <tr> <td>Feb 09</td> <td style="text-align: right;">\$ 3,415.00</td> <td style="text-align: right;">\$415.00</td> </tr> <tr> <td>Mar 09</td> <td style="text-align: right;">\$ 3,560.00</td> <td style="text-align: right;">\$356.00</td> </tr> <tr> <td>Jun 09</td> <td style="text-align: right;">\$ 7,835.00</td> <td style="text-align: right;">\$ 783.50</td> </tr> <tr> <td colspan="2">Value of retail sales for 4th quarter 2008/09</td> <td style="text-align: right;">\$14,400.20</td> </tr> <tr> <td>Operator members hip of Lithgow Tourism</td> <td style="text-align: center;">2007/08</td> <td style="text-align: center;">2008/09</td> </tr> <tr> <td></td> <td style="text-align: center;">65</td> <td style="text-align: center;">81</td> </tr> </table>	No. visited Visitors Information Centre	15,027 people visited the Lithgow Visitor Information Centre during the June quarter 2008/09		Month	Visitors who booked accommodation through the VIC 2008/09			Total accommodation booked	Commission	Jan 09	\$ 3,971.00	\$397.00	Feb 09	\$ 3,415.00	\$415.00	Mar 09	\$ 3,560.00	\$356.00	Jun 09	\$ 7,835.00	\$ 783.50	Value of retail sales for 4th quarter 2008/09		\$14,400.20	Operator members hip of Lithgow Tourism	2007/08	2008/09		65	81
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	Operator members hip of Lithgow Tourism	2007/08	2008/09																													
	65	81																														
<p>Participate in the activities of Blue Mountains Tourism which promote the LGA including:</p> <p>Participation in Board meetings, promotional target team for the domestic and international markets and education network target team</p> <p>Attendance at trade shows</p> <p>Participation in the visiting journalist program</p> <p>Advertising in the Blue Mountains Experience and Holiday Guide 2008</p> <p>Promotion of local events</p>	<ul style="list-style-type: none"> • 3 Meetings of the Blue Mountains Tourism Ltd attended. • Promotional articles on Lithgow have appeared in the Sydney Morning Herald, Daily Telegraph, • Promotional item on Lithgow on the following television media: Sydney Weekender, Getaway • Local events promoted to the media. 																															
<p>Implement the promotional signage plan through the upgrading of the brown and white tourism signs</p>	<p>Ongoing upgrading of brown and white tourism signs occurring.</p>																															
<p>The following events were assisted during the June quarter:</p> <ul style="list-style-type: none"> ▪ Lithgow Show ▪ Rally of Lithgow ▪ Ironfest ▪ Range of sporting events including motorbikes, mountain bikes, go karts ▪ Thomas & Friends ▪ Wizards Express. 																																

Principal Activity Achievements

	<p>Implement collaborative partnership strategies across LGAs including:</p> <ul style="list-style-type: none"> • The Greater Blue Mountains World Heritage Drive • The Botanists Way • The Tablelands Way 	<ul style="list-style-type: none"> • Promoting Greater Blue Mountains World Heritage Drive as a premier touring route. • Developing motorbike touring information as part of the Botanists Way • Progressing The Tablelands Way project. Marketing collateral being developed. Official opening staged
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.	3 meetings of the Tourism Advisory Committee organised and attended by Council staff during June quarter.
To promote filming in the LGA.	Participate in the activities of CENTROC's Film Central.	<p>Assisted location scouts. The following has been filmed during the June quarter:</p> <ul style="list-style-type: none"> ▪ Subaru – Digital stills for magazine <p>Kiki (artist) – front cover for CD album</p>
To conduct the Lithgow Flash Gift.	Organise and hold the Lithgow Flash Gift Event.	Event staged

Principal Activity Achievements

2008/09 Capital Works and New Initiatives – Employment

Capital Work or Initiatives	Quarterly Achievements
Economic Development	
Conduct an industry analysis	Preliminary data research commenced.
Conduct business surveys	Preliminary data research commenced.
Conduct a land audit	Council Land and Building Assets report completed. Further land audits being undertaken in conjunction with the LUS/LEP project
Prepare a retail strategy	Surveying of Retailers commenced
<i>These projects assist in the achievement of strategies in the principal activity area of Community.</i>	
Tourism	
Adding iconic images to the photography library	Seasonal images of the Lithgow region added in an ongoing capacity.
Install new town entrance signs at Lithgow	To be reviewed in conjunction with Council's resolution to review branding for the LGA
Preparation of material for television advertising	To be reviewed in conjunction with Council's resolution to review branding for the LGA

2008/09 Donations – Employment

Donations	Quarterly Payments
Lithgow Business Association for Celebrate Lithgow	Completed 2 nd Quarter
Promotion of the State Mine Heritage Park and Railway	Completed 1 st Quarter

2008/09 – Recommended Variations to Program of Works – Employment

The following variation to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72) is being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Install new town entrance signs at Lithgow	Signs designed and installed	To be developed in conjunction with review of branding	In December 2008, council resolved to review the branding of LGA. Signage will be developed in line with the review of branding.
Preparation of material for television Advertising		To be developed in conjunction with review of branding and marketing	As part of the 2009/10 Management Plan Council has included a review of the Branding and Marketing for Lithgow.

Principal Activity Achievements

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.

2008/09 Budget Overview - Heritage

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$74	\$77	\$0	\$0

2008/09 Program of Works – Heritage

Objective	Activity	Quarterly Achievements
To promote the conservation of the LGA's heritage.	Provide a heritage advisor program.	5 residents utilised the service in the quarter.
	Presentation of the John Wellings Heritage Award.	No nominations received for 08/09. To be reviewed in 09/10 with the local branch of the National Trust.
	<i>These activities are actions of the State of the Environment Report 2006/07.</i>	

2008/09 Capital Works and New Initiatives – Heritage

Capital Work or Initiatives	Quarterly Achievements
Prepare a heritage policy and strategy and commence implementation	Heritage strategy developed and implemented. The strategy provides direction in the operation of the Heritage Advisory Service and the implementation of the Local Heritage Fund. A review of the 2000 Heritage Study commenced to inform local heritage listings for the new Local Environmental Plan
Improvement works at the South Bowenfels Gun Emplacements	Completed.

2008/09 – Recommended Variations to Program of Works – Heritage

There are no variations to the Program of Works for Heritage as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
NIL	NIL	NIL	NIL

Principal Activity Achievements

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.

2008/09 Budget Overview - Education

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$1,597	\$1,403	\$22	\$21

2008/09 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.	Implement activities identified in the Learning City Action Plan according to priorities.	<ul style="list-style-type: none"> Books for Babies program continued during quarter. Homework centre continued to meet twice weekly during school terms. 			
	Maintain membership of the Australian Learning Community Network.	Membership renewed during quarter.			
	Operate the Lithgow Library Learning Centre and the Portland, Rydal and Wallerawang Libraries.		June Quarter 2007/08	June Quarter 2008/09	
		No. library loans	24387	22613	
		No. people using library (est)	32801	31307	
		No. new members	242	183	
		No. children at story time activities	460	415	
		No. children at homework centre	46	17	
		No. bookings: <ul style="list-style-type: none"> Technology centre Meeting room 	6701	5586	
	84	75			
<i>This is an action of the Social Plan 2006/2011. Delta Electricity provides funding for the operation of the Homework Centre.</i>					

Principal Activity Achievements

	Conduct exhibitions and displays in the Lithgow Library Learning Centre.		June Quarter 2007/08	June Quarter 2008/09
		Exhibitions	2	3
			<ul style="list-style-type: none"> • Celebrating Local Historians • National Trust Heritage Festival: Our Place in Space • Artworks of John Barnes 	
		Displays	11	8
			<ul style="list-style-type: none"> • Lithgow Military Memorabilia • Rally of Lithgow • Darwin Bicentenary • Law Week • Childrens Library Photo display • Cancer Awareness • Talking Books on CD • Drug Action Week 	
	Sharing library resources with other communities.		June Quarter 2007/08	June Quarter 2008/09
		No. Inter-library loans (requests able to be met)	101	96
		No, reciprocal borrowers	751	461
	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 displays were updated twice weekly. The following activities for children were undertaken during school holidays: Holiday reading program with rewards and prizes. Additional Story time activities and Craft Days; National Parks Discovery session.		
	To lobby for a university in the LGA.	Commenced liaison with a University regarding the establishment of a university facility in Lithgow.		

Principal Activity Achievements

2008/09 Capital Works and New Initiatives – Education

Capital Work or Initiatives	Quarterly Achievements
Learning City	
Develop the local history collection	Loan of photographs from collection to exhibition held during quarter. Photographic donations accepted.
Enhance the adult, children, DVD, large print, language and teenage sections of the Library collection and provide kits for the books for babies program	Books for babies program continued. New CD's purchased to replace Talking Books on audiocassette.
Replace shelving at Portland and Wallerawang Libraries	Major renovations commenced at Wallerawang Library as part of RCLIP Funding. To be completed 2009/10
Provide archival boxes for the preservation of community resources	Completed.

2008/09 Donations – Education

Donations	Quarterly Payments
Local school presentations	Completed 2 nd Quarter Cooerwull, Meadow Flat and Zig Zag Public Schools completed
	Completed 1 st Quarter St Patricks School, Lithgow High School, Wallerawang Public School and Portland Central School
Smith Family Learning for Life Program	Completed 2 nd Quarter

2008/09 – Recommended Variations to Program of Works – Education

There are no variations to the Program of Works for education as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
NIL	NIL	NIL	NIL

Principal Activity Achievements

6. Health

Statement of intent for principal activity

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

2008/09 Budget Overview - Health

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$1,107	\$1,507	\$-1,007	\$-1,407

2008/09 Program of Works – Health

Objective	Activity	Quarterly Achievements
Community Health Committee		
To provide a forum for the community to discuss matters relating to health and advise Council.	Organise the Community Health Committee meetings in accordance with the terms of reference.	Terms of reference adopted by Council and nominations called. No nominations received. Council resolved not to proceed with the establishment of a Health Committee.
Drinking Water		
To provide safe drinking water.	Provide drinking water to residents within the reticulated supply system.	No results were available by the deadline for the report.
	Purchase water from State Water to supply: <ul style="list-style-type: none"> • Cullen Bullen • Glen Davis • Lidsdale • Portland • Wallerawang. 	The supply was maintained and payment was made.
	Maintain the Clarence Water Transfer System.	The supply was maintained into the Oakey Park Water Treatment Plant.
	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 water took place during this period.
	Review and implement the Drought Management Plan.	A review of water restrictions for the Marrangaroo area was undertaken in March and is being implemented.
	<i>This is an action of the State of the Environment Report 2006/07.</i>	
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.	25 high risk food inspections were completed and 5 penalty infringement notices were issued for breaches of the Food Act and 3 Improvement notices were issued.
	Conduct inspections of skin penetration premises and provide ongoing educational material.	1 skin penetration premises were registered and inspected. NSW health Guidelines were provided to all Skin Penetration premises.

Principal Activity Achievements

	Conduct routine monitoring of Council's reticulated drinking water supplies.	56 samples taken and analysed for bacteria. chemical, disinfection by-products and pesticides
	Conduct commercial swimming pools and spa inspections and provide educational material.	Nil
	Conduct inspections of cooling towers and associated systems.	Nil
	Maintain a register of water cooling and warm water systems.	Database has been updated.
	Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.	Council and Delta sampled blue green algae on alternate fortnights at Lake Wallace and Lake Lyell until the end of April. To recommence in Spring.
	Undertake inspections of caravan parks.	1 remaining caravan park to be inspected.
	Undertake inspections of places of public entertainment and if compliant issue approvals.	There were no inspections undertaken or approvals issued during this period.

2008/09 Capital Works and New Initiatives – Health

Capital Work or Initiatives	Quarterly Achievements
Drinking Water	
Construction of infrastructure for a bulk water supplier	Options study is complete. The project will continue in the 2009/2010 financial year for completion in 2010/2011..
<i>This is an action of the State of the Environment Report 2006/07 and also assists in the achievement of strategies in the principal activity area of Environment and Growth.</i>	
Construction of new water mains at South Bowenfels	The pipeline from the existing reservoir to the new reservoir is underway. Completion will now be in 2009/2010 due to wet weather delays.
Develop a program of water mains and services renewals and commence implementation	This activity has been carried forward to 2009/2010.
Develop a program of upgrades to water reservoirs and commence implementation	This activity has been carried forward to 2009/2010.
<i>These initiatives are part of an asset upgrade/replacement program.</i>	
Install fluoridation infrastructure	Preliminary paperwork was prepared. The type of fluoridation system is being reviewed given Council's drought relief project to 'backfeed' water to the Fish River system.
<i>This project is funded by NSW Health.</i>	
Purchase sampling equipment	This activity has been brought forward to 2009/2010 co-incide with the commissioning of the fluoridation system.

Principal Activity Achievements

2008/09 Donations – Health

Donations	Quarterly Payments
Radiologist/physiotherapist scholarship in conjunction with Sydney West Area Health Service.	Not commenced.

2008/09 – 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 10 June 2008 (Min No. 008-72) are being recommended to Council:

Activity	Key Performance Indicator	Proposed Variation	Reason
Construct new water reticulation mains at South Bowenfels from the new reservoir to new subdivisions	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Develop a program of water mains and services renewals and commence implementation	Scheduled for 3rd quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Develop a program of upgrades to water reservoirs and commence implementation	Scheduled for 3rd quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Develop a program of upgrades to telemetry and commence implementation	2009/10 – 2010/11	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Undertake a feasibility study to use Farmers Creek Dam No. 2 for drinking water	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Construct new reservoir at South Bowenfels	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Construct new water reticulation mains at South Bowenfels from the new reservoir to new subdivisions	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.
Develop a program of water mains and services renewals and commence implementation	Scheduled for 3rd quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of health activities due to the South Bowenfels project and maintenance activities.

Principal Activity Achievements

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.

2008/09 Budget Overview - Environment

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$1,243	\$1,070	\$-876	\$-787

2008/09 Program of Works – Environment

Objective	Activity	Quarterly Achievements
To reduce the number of coal heating appliances.	Provide the Alternative Fuel Rebate for the replacement of coal heaters with cleaner heating alternatives.	Two rebates provided.
	<i>This activity is an action of the State of the Environment Report 2006/07</i>	
Environmental Education		
To improve the community's knowledge of environmental issues.	Provide education on environmental matters to the community.	Educational material provided on SepticSafe Program and Environmental and Noxious Weeds. Environmental material and display provided at the 125th anniversary of Portland School. Mobile Muster Program active.
Environmental Advisory Committee		
To provide a forum for environmental groups to discuss matters relating to the environment and advise Council.	Organise the Environmental Advisory Committee meetings in accordance with the terms of reference.	One meeting was held in this quarter which was well attended.
Environmental Improvement Grants		
To seek opportunities to enhance the environment.	Prepare grant applications for funding of environmental improvement works.	Council, in conjunction with Lithgow Oberon Landcare Association were successful in obtaining funding for a Greencorp Group which commenced in December. Council, in conjunction with Blue Mountains City Council has successfully obtained an Urban Sustainability Grant to focus on the federally listed endangered temperate peat swamps.
Environmental Awards		
To recognise excellence in environmental management.	Conduct the environmental awards.	Environmental Advisory Committee to work on award parameters.

Principal Activity Achievements

Environmental Memberships		
To work together to share information.	Participate in the activities of the Water Directorate.	Subscription paid.
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 	No action taken in relation to non compliance of environment protection licences.
Environmental Regulation		
To prevent harm to human health and the environment from pollution.	To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	A major oil spill occurred at a Service Station in Lithgow resulting in up to 400 litres of diesel oil entering the stormwater system. Council investigated the pollution incident and issued a penalty infringement notice to a contractor associated with the works.
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"> 55 septic system and 15 Aerated Water Treatment System inspections completed Educational material including material on the Septic Safe Program sent out to residents.
Weed Management		
To control environmental and noxious weeds.	Control environmental and/or noxious weeds on public land through Council and/or the services provided by the Upper Macquarie County Council.	93 property inspections were undertaken in the period of 1 December 2008 to 28 February 2009.
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.	Operation undertaken to an acceptable standard and within budget.
	Payment of the Lithgow Sewerage Treatment Plan Load Reduction Agreement.	Completed.
	Implement the Trade Waste Policy.	2 Trade Waste approvals issued and 6 Trade Waste inspections undertaken.
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 bins were collected to an acceptable standard with budget exceeding quarterly expenditure.

Principal Activity Achievements

	Provide a kerbside garbage and recycling collection service to all residents within the collection service area.	No results were available by the deadline for the report.						
	Provide garbage disposal facilities within the LGA at: <ul style="list-style-type: none"> • Angus Place • Capertee • Cullen Bullen (until reaches capacity) • Glen Davis • Lithgow • Portland • Wallerawang. 	No results were available by the deadline for the report.						
	Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.	No green waste collection services were provided during this period.						
	Provide a clean up collection service to residents within the LGA.	A clean up collection service was provided with 104 people requesting the service.						
	Assist the Sydney Catchment Authority with in kind contributions for a free chemical collection service for residents.	Assistance was provided in accordance with the agreement.						
	Promote composting through the sale of compost bins and worms farms.	No worm farms or compost bins were sold during the period <table border="1" data-bbox="1023 1048 1428 1182"> <tr> <td data-bbox="1023 1048 1155 1137">Value of sales</td> <td data-bbox="1155 1048 1303 1137">June Quarter 2007/08</td> <td data-bbox="1303 1048 1428 1137">June Quarter 2008/09</td> </tr> <tr> <td data-bbox="1023 1137 1155 1182"></td> <td data-bbox="1155 1137 1303 1182">Nil</td> <td data-bbox="1303 1137 1428 1182">\$120.00</td> </tr> </table>	Value of sales	June Quarter 2007/08	June Quarter 2008/09		Nil	\$120.00
Value of sales	June Quarter 2007/08	June Quarter 2008/09						
	Nil	\$120.00						
	Attend meetings and participate in Netwaste activities.	No meetings of Netwaste were attended during the period.						

Principal Activity Achievements

2008/09 Capital Works and New Initiatives – Environment

Capital Work or Initiatives	Quarterly Achievements
Waste Management	
Closure of Glen Davis Garbage Depot	Refer to the recommended variations table.
Construction of waste transfer station at Glen Davis/Glen Alice	Refer to the recommended variations table.
Design and construct Blackmans Flat Waste Management Facility (including funding through loan repayments)	Refer to the recommended variations table.
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Water Quality	
Complete detailed design, tender and construct the stage 2 augmentation of the Lithgow Sewerage Treatment Plant including loan repayments to improve the quality of effluent being discharged into the Sydney Drinking Water and Hawkesbury Nepean Catchments.	Tenders were called for and were being assessed in the review period.
<i>This project:</i>	
<ul style="list-style-type: none"> • <i>If funded by Council, the Department of Water and Energy and the Sydney Catchment Authority</i> <ul style="list-style-type: none"> • <i>Is an action of the State of the Environment Report 2006/07</i> • <i>Also assists in the achievement of a strategy in the principal activity area of growth</i> 	
Complete the lining of the lagoon at the Lithgow Sewerage Treatment Plant	Completed
Design a combined sewerage treatment plant for Portland/Wallerawang or detailed design for Wallerawang Sewerage Treatment Plant augmentation to improve the quality of effluent being discharged into the Sydney Drink Water, Hawkesbury Nepean and Macquarie Catchments.	Design of the Wallerawang Sewerage Treatment Plant was completed.
Design and construct an upgrade to the South Littleton Pumping Station including loan repayments.	Study was underway
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Design and install an effluent reuse system at the Lithgow Golf Club (<i>subject to grant funding</i>)	Design work at the Lithgow Sewerage Treatment Plant was completed and included as part of the tender for the stage 2 augmentation.
Desludge the lagoons at the Lithgow Water Treatment Plant	Refer to the recommended variations table.
Desludge selected lagoons a the Sewerage Treatment Plants	Underway
Develop a program for sewer mains relining and commence implementation	Refer to the recommended variations table.
Extend the South Littleton sewer main including loan repayments	Study was underway
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Flood mitigation works to Farmers Creek	Underway, Further works planned for 2009/2010
<i>This project is funded by Council and the State and Federal Governments.</i>	
Purchase a mobile pump	Completed
Replace sewer vents according to priorities in the vent shaft replacement study	Completed
Undertake environmental enhancements to the Lithgow Water Treatment Plant	Underway. Further works planned for 2009/2010
Undertake erosion control measures in the unnamed creek off Sandford Avenue, Lithgow	Completed
Upgrade the telemetry for the Farmers Creek Dams	Underway

Principal Activity Achievements

Undertake a public water education campaign	Revote the activity and budget into the works program for 2009/10
Undertaken assessment of the sewerage telemetry systems to determine priorities for upgrade program and commence implementation	Revote the activity and budget into the works program for 2009/10
Undertaken occupational health and safety works within the sewerage reticulation system in accordance with identified priorities	Completed
Upgrade electrical boards at pumping stations in accordance with priority program	Revote the activity and budget into the works program for 2009/10
<i>Some of these initiatives are part of an asset upgrade/replacement program.</i>	

2008/09 – Recommended Variations to Program of Works – Environment

There were no variations to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. O08-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
Closure of Glen Davis Garbage Depot	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Construction of waste transfer station at Glen Davis/Glen Alice	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Environmental compliance audit of licensed facilities	Nil	Change the activity in the Waste Management Section to “conduct an audit of the Lithgow Solid Waste Facility and the Portland Garbage Depot” and year to 2009/10.	This activity was revoked by Council at its Extraordinary Meeting of 10 June 2008 and was not reflected in the Management Plan.
Construct the Tarana Waste Transfer Station	Nil	Add the activity to the Waste Management Section “construct a waste transfer station at Tarana” and revote the activity and budget into the works program for 2009/10.	This activity was revoked by Council at its Extraordinary Meeting of 10 June 2008 and was not reflected in the Management Plan. Re-prioritisation of environmental activities due to legislative requirements.
Prepare landfill closure plans for all waste facilities	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Leachate disposal from the Lithgow Solid Waste Facility	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.

Principal Activity Achievements

Design and construct Blackmans Flat Waste Management Facility (including funding through loan repayments)	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Undertake a public water education campaign	Scheduled for 3rd quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Undertake dam safety works in accordance with priority program	2009/10 - 2010/11	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Complete the Farmers Creek Dam Flood and Earthquake Study	Nil	Add the activity to the Water Quality Section "complete the Farmers Creek Dam Flood and Earthquake Study".	This activity was revoted by Council at its Extraordinary Meeting of 10 June 2008 and was not reflected in the Management Plan.
Develop a program for sewer mains relining and commence implementation	Scheduled for 3rd quarter	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.
Prepare and implement water cycle management strategy	Nil	Revote the activity and budget into the works program for 2009/10.	Re-prioritisation of environmental activities due to legislative requirements.

Principal Activity Achievements

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.

2008/09 Budget Overview – Arts and Culture

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$103	\$103	\$0	\$0

2008/09 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.	<table border="1"> <thead> <tr> <th colspan="2">Visitation June Quarter</th> </tr> <tr> <th>2007/08</th> <th>2008/09</th> </tr> </thead> <tbody> <tr> <td>831</td> <td>310</td> </tr> </tbody> </table>	Visitation June Quarter		2007/08	2008/09	831	310
	Visitation June Quarter							
2007/08	2008/09							
831	310							
	Conduct exhibitions and displays.	<ul style="list-style-type: none"> Sea Shells by the Sea Shore Exhibition Black & White Panoramas of Lithgow 						
Cultural Activities and Facilities								
To celebrate the cultural heritage of the LGA.	Coordinate Australia Day activities within the LGA.	Australia Day celebrated at Eskbank House Museum.						
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.	Nil this quarter.						
To manage the Crystal and Union Theatres and advise Council.	Hold Crystal and Union Theatre Committee meetings in accordance with the terms of reference.	No meetings were held.						
	Operate the Union Theatre.	Ongoing activity.						
To develop local artists by offering support.	Implement the program for support of local artists.	Other programs researched – program to be further developed 1 st quarter 2009/10						
To celebrate Christmas by coordinating street decorations	Provide input into the provision of street decorations.	Christmas banners project completed.						

2008/09 Capital Works and New Initiatives – Arts and Culture

Capital Work or Initiatives	Quarterly Achievements
Building Improvements	
Improvements to the court yard space at Eskbank House to provide for exhibitions <i>(subject to grant funding)</i>	New flooring purchased and being seasoned in the building – Works to commence 1 st quarter 2009/10.

Principal Activity Achievements

2008/09 Donations – Arts and Culture

Donations	Quarterly Payments
Lithgow District Family History Society	Completed 2 nd Quarter
Lithgow Community Orchestra	Completed 2 nd Quarter
Hall hire for Quota International of Lithgow	Completed 2 nd Quarter
Ironfest sponsorship	Completed 4 th Quarter
Koori Kids NAIDOC Week activities	Completed 1 st Quarter
Lithgow City Band sponsorship and assistance in preparing grant applications for the hall	Information provided on grants available
Lithgow Highland Band sponsorship	Completed 1 st Quarter
Scholarship to the Mitchell Conservatorium	Completed 1 st Quarter
Arts Outwest Membership	Completed 1 st Quarter

2008/09 – Recommended Variations to Program of Works – Arts and Culture

There are no variations to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
Improvements to the courtyard space at Eskbank House to Provide for Exhibitions	Installation of new flooring	Deferred to 2009/10	Timber purchased and currently being seasoned in the building prior to installation.
To develop local artists by offering support	Implement the program for support of local artists	Deferred to 2009/10	Programs currently being researched.

Principal Activity Achievements

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.

2008/09 Budget Overview - Youth

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$35	\$35	\$3	\$0

2008/09 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.	Terms of Reference for Youth Committee reported to Council
<i>This is an action of the Social Plan 2006-2011</i>		

2008/09 Donations Youth

Capital Work or Initiatives	Quarterly Achievements
Sponsorship of activities by First Portland Scout Group	Completed 2 nd quarter
Sponsorship of community fun days conducted by Lithgow Child Protection Agency.	Completed 2 nd quarter
<i>These donations are an action of the Social Plan 2006-2011 and assists in the achievement of a strategy in the principal activity area of Community</i>	

2008/09 – Recommended Variations to Program of Works – Youth

There are no variations to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
NIL	NIL	NIL	NIL

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.

2008/09 Budget Overview - Growth

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$1,654	\$1,501	\$0	\$0

2008/09 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. 		June Quarter 2007/08	June Quarter 2008/09	
		No. applications received	104	96	
		Median time for processing	31.5	14	
		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 	No. of Applications Received		
			June Quarter 2007/08	June Quarter 2008/09	
	Planning Certificates 149(2)			154	
	Planning Certificates 149(5)			103	
	Building Certificates			19	
	Median Processing Days				
	June Quarter 2007/08		June Quarter 2008/09		
Planning Certificates 149(2)		6			
Planning Certificates 149(5)		6			
Building Certificates		8			
Subdivision Certificates		3			

Principal Activity Achievements

To ensure compliance with legislative requirements.	Undertake a review of operational conditions of development consent and enforce compliance.	1 successful action was undertaken.
	Investigate non compliance with the Environmental Planning and Assessment Act.	One notice and subsequent order has been issued and one action has been lodged in the Land and Environment Court.

2008/09 Capital Works and New Initiatives – Growth

Capital Work or Initiatives	Quarterly Achievements
Planning and Paying for Growth	
Preparation of the comprehensive Lithgow Local Environmental Plan	Preparation of the Land Use Issues Paper and Land Use Strategy commenced
<p><i>This project:</i></p> <ul style="list-style-type: none"> • <i>Is funded by Council and the Department of Planning</i> • <i>Is an action of the State of the Environment Report 2006/07</i> <p>• <i>Also assists in the achievement of strategies in the principal activity areas of Community, Employment, Environment and Heritage</i></p>	

2008/09 – Recommended Variations to Program of Works – Growth

There are no variations to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72).

Activity	Key Performance Indicator	Proposed Variation	Reason
NIL	NIL	NIL	NIL

Principal Activity Achievements

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.

2008/09 Budget Overview – Governance and Administration Services

Programs Budget		Capital Budget	
Original Budget (\$'000)	June Quarter (\$'000)	Original Budget (\$'000)	June Quarter (\$'000)
\$-18,782	\$-18,614	\$214	\$196

2008/09 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.	Meetings are held monthly, in Lithgow and agendas are coordinated by Oberon Council
	Implement the Business Plan for the Central Tablelands Alliance.	Activities continuing.
	Contribute to CENTROC and participate in its activities.	1 meeting of CENTROC attended by Mayor. Secretarial support to CENTROC Chairperson (Mayor) and Secretary (General Manager) undertaken.
	Participate in the activities of the Local Government and Shires Association.	Mayor, Councillor Marshall and General Manager attended the Local Government Conference in October
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 Code of Meeting Practice.
	Council and committee meetings are conducted regularly.	The following meetings were conducted: - 4 Ordinary Council meetings - 2 Extraordinary Council meetings
Councillor Support		
To support Councillors in their role.	Provide information to Councillors regularly.	Information was provided in the form of 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.	3 information sessions were held in quarter for councillors
Depot		
To provide a base for Council's operations.	Provide depot buildings for the housing of stores, plant and workshop.	Buildings provided for Council stores, plant and workshop operations.

Principal Activity Achievements

Documents		
To ensure the integrity and security of Council's records.	Register, collate, archive and dispose of Council's records.	In the fourth quarter 100% of incoming mail was tasked to officers by 2pm on the day of receipt and 100% 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 requests was 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 new Council employees and existing employees on request. Training was provided with regard to gathering information and privacy to all staff in June 2009
	Assess, determine and respond to complaints.	No privacy complaints were received.
Finance		
To provide sound financial advice and management of Council's finances.	Manage and monitor Council's finances.	The 2008/09 March quarter of the budget review was reported to the Ordinary Council Meeting of 1 June 2009
	Model levy, issue and recover rates, annual charges and sundry debtors including fees and charges.	The 4th Rate instalment notice was issued by 30 April 2009 for payment due on 31 May 2009. 1.75% of 11,500 properties were with the external debt collection agency 1.70% of 11,500 properties have arrangements to pay A 'Sale of Land for Unpaid Rates' was organised to be held at 10am on Saturday 26 September 2009 Correspondence regarding missed 4th rate instalment was issued within timeframe 14 days of end of due date
	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 and included in 07/08 General Purpose Financial Reports to 30 June 2008. The DLG has advised Roads are to be revalued by 30 June 2010.
	Maximise and secure Council's Investment Portfolio through a variety of investment institutions, types and terms.	Investment policy review to Council 21 October 2008. Investments as at 30 June 2009 \$18,450,964.73 Actual interest received to date \$682,483.35 and accrued interest of \$71,409.65 brought to account to 30 June 2009.

Principal Activity Achievements

	Manage Council's loan portfolio.	Loan principal and interest paid in accordance with loan conditions.
	Assist in the external audit of Council's financial records.	Final audit for 07/08 completed October 08. Audit report received unqualified 31 October 2008. Financial Statement to Department of Local Government in compliance with due date.
	Review the 10 year financial plan and include strategies to improve Council's current financial ratios.	Commencement of 10 year financial plan 09/10 – 18-19 to be further developed. 25yr financial model for Water & Sewerage included in 2009-10 to 2011-12 Management Planning.
	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.	Networks operational and accessible greater than 98% of time.
	Manage the leases for copying and printing machines.	IT equipment leases managed.
To comply with current licensing requirements.	Renew software licenses.	All licences 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.	98% match of properties achieved Online mapping launched
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. Review of policies completed and one application for a new asbestos coverage submitted. 100% of policies paid.
	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.	Reported to Council on 22 June 2009.
Legislation		
To understand and manage Council's statutory responsibilities.	Monitor and pursue legislative changes.	Changes in Local Government Act and Environment and Planning Act resulted in amendments to Code of Meeting Practice and Finance Policies in second quarter
	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.	No activities were undertaken in July during Local Government Week.

Principal Activity Achievements

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 2008/09 March quarterly performance report was reported to the Council at its meeting of 1 June 2009
	Prepare management plan for 2009/10 to 2011/12 in accordance with the requirements of Local Government Act and Regulations.	Council resolved to submit for special rate variation 9 March 2009. Draft Management Plan adopted 1 June 2009 pending the Minister for Local Governments' resolution on the special rate variation.
	Prepare operational plans for all Divisions.	Operational plans completed 1 st quarter
	Prepare the annual report for 2007/08 including the state of the environment report.	Completed second quarter. Sent to Department of Local Government by 30 November.
	<i>The reporting of the Social Plan actions in the annual report is an activity of the Social Plan 2006-2011</i>	
	Commence a review of the Strategic Plan with the preparation of a Local Profile.	Local Profile has been updated to inform the Land Use Strategy/Local Environmental Plan. A Gap Analysis is required to undertaken to ascertain additional areas for review in relation to the Strategic Plan.
	Prepare asset management plans for: <ul style="list-style-type: none"> • Buildings, operational land and other assets • Roads, drainage, kerb and gutter and footpaths 	Asset management plan under development. Continuing
Policies		
To develop modern and legislatively compliant policies.	Develop, review and implement policies.	Review of Code of Meeting Practice adopted. Policy review continuing.
Employees		
To implement procedures and practices which foster a desirable place of work.	Attract and recruit staff on merit.	Staff are 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.	3.2% increase granted on 1/11/08.
	Conduct annual performance appraisals of staff.	Annual Performance Reviews completed.
	Provide a staff newsletter.	No staff newsletter was distributed in the third quarter.
	Recognising long serving employees through the recognition of service procedure.	Presentation was held on 18 June 2009
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 	Equal employment principles are integrated into the day to day activities of Council in accordance with the management plan.

Principal Activity Achievements

	<ul style="list-style-type: none"> • review of personnel practices • evaluate and review. 	
To provide a safe and healthy workplace.	To implement, monitor and review the Occupational Health and Safety, Rehabilitation and Environment Management System.	Continued review of Safe Work Method Statements and OHS Action Plan items.
	Provide access to external support and counselling service.	Access to the Employee Assistance Program is maintained.
	Provide relevant immunisations to appropriate staff.	Hepatitis A and B immunisations conducted in the third quarter for relevant staff.
	Provide a rehabilitation program for injured employees.	Rehabilitation Program is implemented. Return to Work plans were implemented as required.
	The Occupational Health and Safety Committee meet and undertake activities.	2 meetings of the Occupational Health and Safety Committee were held in the third quarter.
To enhance the skills and knowledge of the workforce.	Implement the training plan.	The following training was undertaken during the 2nd Quarter: <ul style="list-style-type: none"> • MS Project • Safe working at heights • Confined spaces • Traffic control (Yellow ticket) • Traffic control (Red ticket) • Gathering and recording information • Chainsaw • Mack Valves
	Prepare the draft training plan for 2009/10.	Draft Training Plan completed in second quarter.
Risk Management		
To manage Council's risk.	Develop and implement risk management strategies.	This activity did not commence in the period
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 \$335,739.79 Stocktake conducted 14 June 2009.

Principal Activity Achievements

2008/09 Capital Works and New Initiatives – Governance and Administration Services

Capital Work or Initiatives	Quarterly Achievements
Building Improvements	
Continued refurbishment of the Administration Centre	This activity did not commence in the period
Depot	
Undertake improvements to the Lithgow Depot	OH & S improvements to signage completed in third quarter. Rear pedestrian gate constructed and installed in the fourth quarter.
<i>This initiative is part of an asset upgrade/replacement program</i>	
Information Technology	
Purchase deposited plan updates for the Geographical Information System	Completed
Purchase equipment:	
Geographical positioning system for asset data collection	Completed
Library microfilm printer	Completed
Tourism internet kiosk	Nearing completion. Awaiting delivery of furniture
Relocate the server room	Revised due to upgrade of administration building not occurring
Replace the telephone line from the Clarence Transfer/Depot	Depot phone system completed
Upgrade software for:	
Eskbank House and Museum collection	Replaced with online solution
Finance and payroll	Completed
Library	Postponed to 09/10 for new version release
Telephones	Completed
Commence design of a new salary system	This activity did not commence during this period

2008/09 – Recommended Variations to Program of Works – Governance and Administration Services

There were no variations to the Program of Works as detailed in the Management Plan adopted by Council on 10 June 2008 (Min No. 008-72)

Activity	Key Performance Indicator	Proposed Variation	Reason
Commence design of a new salary system	NIL	To be considered as part of an overall Human Resources Strategy	Pending the completion of the Human Resources Strategy 2009/10.