



Quarterly Performance Report
on Management Plan
2008/09 - 2010/11
For period
1 July to 30 September 2008



Contents	
Introduction by the General Manager	3
Principal Activity Achievements	
Community	4
Transport	10
Employment	13
Heritage	16
Education	17
Health	20
Environment	23
Arts and Culture	28
Youth	30
Growth	31
Governance and Administration Services	33





Message by the General Manager

Mr Roger Bailey

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 July 2008 to 30 September 2008 achieves these requirements.

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 July to 30 September 2008. An estimated timeline for the undertaking of activities is provided as is alterations to any variations to key performance indicator timelines. The progress of undertaking activities has been satisfactory.

Summary of Financial Position

The September review of the 2008/09 Management Plan predicts a surplus of \$311,190. The improvement on the original balanced budget is attributed to:

- An increase on the original estimate for Financial Assistance Grant funds from the Federal Government, an increase of \$217,000
- An increase in general rate revenue due to the receipt of Valuer General lists and new subdivisions
- Payment of legal expenses not original known \$80,000

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

Roger Bailey
GENERAL MANAGER

Principal Activity Achievements

1. Community

Statement of intent for principal activity

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

2008/09 Budget Overview - Community

Programs Budget		Capital Budget	
Original Budget (\$'000)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
5,331`	5,331	5,331`	5,331

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.		September Quarter 2007/08	September Quarter 2008/09
		No. of animals impounded	107	39
		No. of animals returned to owners	42	12
		No. animals destroyed	43	28
		No. animals sold	16	9
	Maintain the Lithgow Pound.	Upgrade of Lithgow Pound including weather proofing of cages. Daily feeding, cleaning and exercising was undertaken.		
Cemeteries				
To provide a respectful cemetery service.	Maintain and operate cemeteries at: <ul style="list-style-type: none"> • Capertee • Cullen Bullen • Dark Corner • Glen Alice • Hartley • Lithgow (3 cemeteries) • Lowther • Meadow Flat • Palmers Oakey • Portland • Rydal • Wallerawang 	Activities are ongoing.		
Community Buildings and Structures				
To maintain clean and safe community buildings in a cost effective manner.	Clean and maintain community buildings and structures.	Activities are ongoing.		
To manage the Meadow Flat Hall and advise Council.	Hold Meadow Flat Hall Committee meetings in accordance with the terms of reference.	Meeting to be held in 2 nd quarter.		

Principal Activity Achievements

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 July.	
	Provide information through Council's and the Mayor's Column in the Lithgow Mercury.	13 Council Columns produced in quarter. 3 Mayors Columns produced.	
	Produce media releases.	Media releases sent on weekly basis	
	Provide information through the Mayor's radio spot on local radio.	Mayor talks on radio each week with Bathurst BRock FM, 13. Mayor regularly reports on local radio as required.	
	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 updates weekly.	
To provide access to television.	Maintain the Federally funded blackspot television transmission equipment.	Blackspot program maintained. Proposal submitted to SBS for 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 	Interagency attended in this quarter. Other interagencies scheduled for next 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.	17 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>		
	Provide a LGA clean up service to public areas on behalf of the Tidy Towns Committees.	Assistance provided to tidy towns in 1 st quarter	
Provide support for special community events.	There were no special community events supported by Council during the quarter.		
Crime Prevention			
To promote a safe community.	Maintain street lighting.	Activities are ongoing.	
	Participate in the Police Action Community Team forum and the Lithgow Correctional Centre Community Consultative Committee.	PACT attended by Mayor.	

Principal Activity Achievements

	<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.	1 meeting attended
	Remove graffiti from public places, update Council's graffiti register and liaise with Police.	Activities are ongoing.
	Crime Prevention Plan	First stage consultation draft report completed.
Customer Service		
To provide an effective and efficient customer service.	Operate the one stop customer service counter including: <ul style="list-style-type: none"> works requests bookings for community facilities cashiering certificate production customer enquiries daily mail and accounts maintaining registers registering of development applications, construction certificates and complying development applications. 	<ul style="list-style-type: none"> 820 work requests received. 50 bookings made for community facilities. All receipts balanced without error during this period. All signatures completed. 485 certificates processed. Complaints received concerning difficulties with rate payments through Bill Express. Increase in customer enquiries due to Council election, rate notices and reminder notices. Increase complaints about business parking rate. All completed and monthly bill paid on time. All maintained to date All completed in required time: <ul style="list-style-type: none"> 23 Development Applications registered. 40 Development Applications/ Construction Certificates registered 4 Construction Certificates registered 5 Complying Development Applications registered
	Provide responses to correspondence.	All correspondence completed on time.
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.	Meetings of BAC and LEMC have been attended
	Contribute towards the NSW Fire Brigade Service.	At the time of writing this report \$ was paid as a contribution
	Provide annual and discretionary contributions to the NSW Rural Fire Service and fulfill responsibilities under the Memorandum of Understanding.	Activities are ongoing.
Private Works		
To undertake private works.	To provide quotations and/or undertake private works.	A 20% profit margin is listed in the Fees and Charges and is being charged accordingly unless the work is for a charity or a not for profit organisation.

Principal Activity Achievements

Recreation Facilities		
To provide quality recreational facilities for the community.	Maintain gardens, parks, reserves, street trees and other public spaces.	Maintained effectively and all works requests have been responded to in a timely manner
	Manage and prepare playing fields including: <ul style="list-style-type: none"> • Conran Oval • Glanmire Oval • Kremer Park • Marjorie Jackson Oval • Tony Luchetii Sportsground • Wallerawang Oval • Watsford Oval • Zig Zag Oval 	All playing fields were available for use
	Operate the Lithgow Swimming Pool.	Pool opened end of September 2008.
	<i>This activity may depend upon Council's resolution on the indoor aquatic centre project.</i>	
	Maintain the Lithgow Golf Course.	The course has been available for play in a presentable condition.
	Maintain playgrounds and upgrade with softfall.	Softfall upgrade program has commenced
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.	Monthly meetings have been held.
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. To be presented to Council for adoption in 2 nd quarter.
	<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.	

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	Design and planning underway
Paint the external of Hermitage Hall, Lithgow	Scheduled for 2 nd quarter
Provide access to the roofs of major buildings which comply with occupational health and safety requirements	Scheduled for 2 nd quarter
Provide additions to Gumnut House, Lithgow (<i>subject to grant funding</i>)	Plans prepared/Grant funding received. Scheduled for 2 nd quarter
Provide additional chairs for community buildings	Scheduled for 3 rd quarter
Provide additional concreting around the Wallerawang Indoor Sports Centre, Wallerawang	Scheduled for 3 rd quarter
Provide disabled access to Red Cross House and Museum, Lithgow	Scheduled for 2 nd quarter
Undertake building assessments and provide long term maintenance and capital works programs	Assessments have been completed
Undertake improvements to the verandah at the Lithgow Golf Clubhouse, Marrangaroo	Scheduled for 2 nd quarter
Undertaken improvements to the Meadow Flat Hall, Meadow Flat	Scheduled for 4 th quarter

Principal Activity Achievements

Undertaken improvements to the Union Theatre, Lithgow	Plan prepared/Minor improvements completed.
Upgrade the electrical system at the Vale Hall, Lithgow	Completed
Upgrade the toilet facilities and undertake improvements at the Civic Ballroom, Lithgow	Scheduled for 3 rd quarter
Joint Community Projects	
Conduct International Womens Day activities with the Domestic Violence Liaison Committee	Scheduled for next quarter.
<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.	Currently underway.
Recreation Facilities	
Construction of sailability shed floor at Lake Wallace, Wallerawang and provide an interest free loan	Scheduled for 3rd quarter
Improve drainage of the retaining wall at Kremer Park, Portland	Scheduled for 3rd quarter
Install irrigation system to Conran Oval, Lithgow	Scheduled for 4th quarter
Install play equipment in the Vale of Clywdd, Lithgow	Completed
Provide a picnic table and shelter at Cullen Bullen	Scheduled for 2nd quarter
Provide additional outdoor furniture at Lake Wallace, Wallerawang	Completed
Provide additional picnic facilities at Endeavour Park, Lithgow	Scheduled for 2nd quarter
<i>Some of these initiative are part of an asset upgrade/replacement program</i>	

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	Waiting on application
Contribution towards the Smith Family's Learning for Life Program	Waiting on application
Contribution to the State Emergency Service at:	
Lithgow	Nothing contributed to date. \$3,000 in budget
Portland	Nothing contributed to date. \$3,000 in budget
Donations throughout the year	Lithgow Poultry Club, Rydal Village Association and Wallerawang Pub completed.
Establishment of a community garden at the Lithgow Library Learning Centre by Lithgow Family and Community Mental Health Support Group	Completed
General rate reimbursement for the Lithgow Branch of the Country Womens Association	Waiting on application
General rate reimbursement for the Wallerawang/Lidsdale Branch of the Country Womens Association	Waiting on application
Glen Davis community centre for improvements to the hall	Completed
Hall hire for the Lithgow and Information Neighbourhood Centre's Disability Service discos	Waiting on application
Korean English School for hiring of Learning Centre meeting room	Completed
Lithgow District Garden Club for promotions	Waiting on application
Lithgow Golf Club for promotions	Completed
Lithgow Golf Club open sponsorship	Waiting on application
Portland Golf Club open sponsorship	Completed
Rental assistance for the Lithgow Information Neighbourhood Centre	Completed

Principal Activity Achievements

Sponsorship of prizes for the Lithgow and District Poultry Society	Waiting on application
Sponsorship of the Lithgow Show	Waiting on application
Sponsorship of the Rydal Showground Trust for the Rydal Show	Waiting on application
Sponsorship of the Western Region Academy of Sport and annual training camp	Waiting on application
Sponsorship of White Ribbon Day activities conducted by the Domestic Violence Liaison Committee	Waiting on application
Support to the Josephite Foundation	Completed
Support to Lifeline	Completed
Tidy Town Committee projects for:	
Cullen Bullen	Completed
Lithgow	Completed
Portland	Completed
Rydal	Waiting on application
Wallerawang	Waiting on application

These donations are actions of the Social Plan 2006-2011

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
7,039	7039	7,039	7039

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.	6 motor vehicles and on Highland Bull 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.	Activities are ongoing
	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.	58 parking patrols were completed.
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.	One Traffic Authority Local Committee meeting attended.
To improve access to public transport in the LGA.	Participate in Transport Working Party forum.	Road Safety Officer and Traffic and Development Engineer attended the one meeting of the Transport Working Group.
	<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.	Activities are ongoing
	<i>This is an action of the Social Plan 2006-2011</i>	

Principal Activity Achievements

	Clean footpaths and streets in Lithgow, Portland and Wallerawang.	Activities are ongoing.
	Maintain traffic signs and other associated furnishings.	Activities are ongoing.
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.
	<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	To commence 3 rd quarter 2008-2009.
<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 September \$440,132 plant sales \$116, 999
Road and Associated Infrastructure	
Auslink Strategic Road Program upgrade to Wolgan Road	Stage 1 Completed. Stage II scheduled for completion November.
<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	Scheduled for 3rd quarter
Portland Cemetery	Scheduled for 3rd quarter
Clean and seal pavers in Main Street, Lithgow	Scheduled for 3rd quarter
<i>This is an action of the Social Plan 2006-2011</i>	
Construct a roundabout in Lithgow Street/Kirkland Link, Lithgow	Scheduled for 2nd quarter
Develop a guardrail program and commence implementation	Scheduled for 3rd quarter
Develop a kerb and guttering program and commence implementation	Scheduled for 4th quarter
Develop an urban reseals program and commence implementation	Scheduled for 4th quarter
Drainage improvements to:	
Marsden Swamp Road culvert, Lowther	Scheduled for 3rd quarter
Rydal Streets	Completed
Windarra Place, Marrangaroo	Scheduled for 2nd quarter
Footpath improvements:	
Develop footpath construction program and commence implementation with the construction of a footpath heading west from Col Drewe Drive, South Bowenfels	Scheduled for 3rd quarter

Principal Activity Achievements

Provide footpaths and improve drainage at Capertee	Scheduled for 3rd quarter
Gravel resheeting:	
Develop a rural road gravel resheeting program and commence implementation	Gravel Sheetting programme developed and commenced
Improve entrance to Strathlone Estate	Scheduled for 2nd quarter
Install a bus shelter at Dargan	Scheduled for 4th quarter
Roads to Recovery Program upgrades to:	
Browns Gap Road, Hartley	Completion in 2 nd quarter
Coxs River Road, Little Hartley	Completion in 2 nd quarter
Dark Corner Road, Dark Corner	Completion in 2 nd quarter
Wolgan Road, Angus Place	Completion in 2 nd quarter
RTA Repair Program upgrades to:	
Barton Avenue, Wallerawang	Completion 3rd quarter
Sections of the Portland/Wallerawang/Cullen Road	Completion 3rd quarter
Rural roads rehabilitation to:	
Magpie Hollow Road, South Bowenfels	Completion 4th quarter
Rydal/Hampton Road, Hampton	Completion 4th quarter
Reconstruct Kirkley Street, South Bowenfels	Completion 3rd quarter
Upgrade internal roads at Lake Wallace, Wallerawang	Completion 3rd quarter
Upgrade the internal access road at Pearsons Lookout, Capertee	Completion 4th quarter
Redesign the corner of Ivatt and Sandford Avenue	Completion 2nd quarter
Commence a resealing program for laneways in Portland	Completion 3rd quarter
Redesign the corner of James Parade and Barton Avenue	Planning underway
<i>These initiatives are part of an asset upgrade/replacement program.</i>	

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
354	376	354	376

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 advertised during quarter.		
	Provide an advisory service to business and industry regarding the LGA.	To be developed third quarter.		
	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.	One meeting attended.		
Tourism				
To foster tourism in the LGA through promotional activities.	Operate the Lithgow Visitor Information Centre including the provision of tourism marketing services such as: <ul style="list-style-type: none"> • Tourism Ambassador Program • 'What's in your Backyard' campaign • Support of local tourism events including Ironfest, Daffodils at Rydal, Hartley's Big Backyard, Celebrate Lithgow and other events as supported by Council. • Sale of LGA souvenirs • Promotion of the LGA in a range of media 	No. visited Visitors Information Centre	10,467 people visited the Lithgow Visitor Information Centre during the September quarter 2008/09	
		Month	Visitors who booked accommodation through the VIC 2008/09	
			Total accommodation booked	Commission
		July 08	\$6,965.00	\$696.50
		Aug 08	\$3,628.00	\$362.80
		Sept 08	\$4,175.00	\$417.50
		Value of retail sales for 1 st quarter 2008/09		\$12,222.10
		Operator members hip of Lithgow Tourism	2007/08	2008/09
	65	70		

Principal Activity Achievements

		Daffodils at Rydal conducted. Event information forwarded to the media for promotion.
	<p>Participate in the activities of Blue Mountains Tourism which promote the LGA including:</p> <ul style="list-style-type: none"> • Participation in Board meetings, promotional target team for the domestic and international markets and education network target team • Attendance at trade shows • Participation in the visiting journalist program • Advertising in the Blue Mountains Experience and Holiday Guide 2008 • Promotion of local events 	<ul style="list-style-type: none"> • Meetings of the Blue Mountains Tourism Ltd attended. • Promotional articles on Lithgow have appeared in the Daily Telegraph, The Sydney Morning Herald, Overlander 4WD Magazine and Burke's Backyard Magazine. • Local events promoted to the media.
	Implement the promotional signage plan through the upgrading of the brown and white tourism signs	Ongoing upgrading of brown and white tourism signs occurring.
	<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 to be staged in second quarter.
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.	1 meeting of the Tourism Advisory Committee organised and attended by Council staff during 2008/09.
To promote filming in the LGA.	Participate in the activities of CENTROC's Film Central.	Toyota commercial filmed in the Lithgow region.
To conduct the Lithgow Flash Gift.	Organise and hold the Lithgow Flash Gift Event.	<ul style="list-style-type: none"> • Sponsorship information developed and distributed • Stakeholder meetings co-ordinated

2008/09 Capital Works and New Initiatives – Employment

Capital Work or Initiatives	Quarterly Achievements
Economic Development	
Conduct an industry analysis	To commence third quarter
Conduct business surveys	To commence third quarter
Conduct a land audit	Council Land and Building Assets report completed. Further land audit to commence second quarter with LUS/LEP project
Prepare a retail strategy	To commence third quarter
<i>These projects assist in the achievement of strategies in the principal activity area of Community.</i>	

Principal Activity Achievements

Tourism	
Adding iconic images to the photography library	Seasonal images of the Lithgow region to be added in an ongoing capacity.
Install new town entrance signs at Lithgow	Activity to be conducted in fourth quarter.
Preparation of material for television advertising	Activity to be conducted in fourth quarter.

2008/09 Donations – Employment

Donations	Quarterly Payments
Lithgow Business Association for Celebrate Lithgow	Second quarter
Promotion of the State Mine Heritage Park and Railway	Completed
<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>	

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
74	74	74	74

2008/09 Program of Works – Heritage

Objective	Activity	Quarterly Achievements
To promote the conservation of the LGA's heritage.	Provide a heritage advisor program.	The Program has been recommenced.
	Presentation of the John Wellings Heritage Award.	This activity is scheduled for the fourth quarter.
<i>These activities are actions of the State of the Environment Report 2006/07.</i>		

2008/07 Capital Works and New Initiatives – Heritage

Capital Work or Initiatives	Quarterly Achievements
Prepare a heritage policy and strategy and commence implementation	Currently under development.
Improvement works at the South Bowenfels Gun Emplacements	To be re-evaluated.

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
1,597	1,589	1,597	1,589

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"> Replaced 12 computers in the Technology Centre. Books for Babies program continued during quarter. Lithgow Forum held once during quarter. Computer classes held during Adult Learners Week. 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.			September Quarter 2007/08	September Quarter 2008/09
	No. library loans	25,053		26 804
	No. people using library (est)	37,384		31,709
	No. new members	192		179
	No. children at story time activities	407		481
	No. children at homework centre	57		63
	No. bookings:			
	<ul style="list-style-type: none"> Technology centre Meeting room 	6,039 48		7301 77
<i>This is an action of the Social Plan 2006/2011. Delta Electricity provides funding for the operation of the Homework Centre.</i>				
Conduct exhibitions and displays in the Lithgow Library Learning Centre.		September Quarter	September Quarter	

Principal Activity Achievements

		2007/08	2008/09
	Exhibitions	1	4 <ul style="list-style-type: none"> • Waters Edge • First Fleet • Crawford Illuminated • Address • Hynde family photographic collection
	Displays	8	9 <ul style="list-style-type: none"> • Waters Edge • Tea plates and pots • Clare Rayner • HSC study guides • Talking books on CD • Frank Yerby • Health @ your library • Sensational Seniors @ your library • Drug Info @ your library
Sharing library resources with other communities.		September Quarter 2007/08	September Quarter 2008/09
	No. Inter-library loans (requests able to be met)	105	121 (292 individual items)
	No, reciprocal borrowers	696	750
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: Pirates and Princesses Party; Space – colour in/quiz book; Storytime activities and Craft Day.		
To lobby for a university in the LGA.	No known action to date		

2008/09 Capital Works and New Initiatives – Education

Capital Work or Initiatives	Quarterly Achievements
Learning City	
Develop the local history collection	2 exhibitions 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 DVD's purchased.
Replace shelving at Portland and Wallerawang Libraries	Deferred to 3 rd quarter.
Provide archival boxes for the preservation of community resources	In progress.

Principal Activity Achievements

2008/09 Donations – Education

Donations	Quarterly Payments
Local school presentations	St Patrick's School, Lithgow High and Portland Central School completed.

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)	March Quarter (\$'000)	Original Budget (\$'000)	March Quarter (\$'000)
1,107	1,107	1,107	1,107

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.	Scheduled for 2nd quarter.
Drinking Water		
To provide safe drinking water.	Provide drinking water to residents within the reticulated supply system.	Farmers Creek (Lithgow Water Supply) <ul style="list-style-type: none"> pH failed to meet guideline values 43% of the time (sample no. 4). Aluminium failed to meet guideline values 50% of the time (sample no. 4). Fish River <ul style="list-style-type: none"> Total coliforms failed to meet guideline values 12% of the time (sample no. 24)
	Purchase water from State Water to supply: <ul style="list-style-type: none"> Cullen Bullen Glen Davis Lidsdale Portland Wallerawang. 	The amount of water purchased from State Water through the Fish River Water Supply for the period was: July - 45,224 kL August - 50,703 kL September - 66,688 kL TOTAL - 162,615 kL
	Maintain the Clarence Water Transfer System.	The Clarence Water Transfer System was not activated during this quarter due to water supply levels in Farmers Creek Dam remaining above 95%
	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 allocation took place during this period.
	Review and implement the Drought Management Plan.	It is intended that this action will take place in the second quarter

Principal Activity Achievements

<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.	42 high risk food inspections were completed and 2 penalty infringement notices were issued for breaches of the Food Act.
	Conduct inspections of skin penetration premises and provide ongoing educational material.	Not resourced
	Conduct routine monitoring of Council's reticulated drinking water supplies.	53 samples taken and analysed for bacteria, chemical, disinfection by-products and pesticides
	Conduct commercial swimming pools and spa inspections and provide educational material.	Inspection to start in 2 nd quarter when pools open
	Conduct inspections of cooling towers and associated systems.	2 dry cleaners have been asked, in writing, to comply with the requirements of the Public Health Act for Cooling Towers.
	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.	14 samples taken at Lake Lyell by Delta in August. Council's contractor resigned and Council to commence its own sampling in October 2008
	Undertake inspections of caravan parks.	1 remaining caravan park to be inspected.
	Undertake inspections of places of public entertainment and if compliant issue approvals.	12 applications for renewal of Place of Public Entertainment were received. 9 Approvals issued and 3 remained undetermined

2008/09 Capital Works and New Initiatives – Health

Capital Work or Initiatives	Quarterly Achievements
Drinking Water	
Construction of infrastructure for a bulk water supplier	Discussions have taken place with the Department of Environment, Water, Heritage and the Arts & the final funding agreement is being negotiated
<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	Pipes and fittings have been procured for the project which is to commence in the second quarter
Develop a program of water mains and services renewals and commence implementation	This activity is programmed to commence in the 3rd quarter
Develop a program of upgrades to water reservoirs and commence implementation	This activity is programmed to commence in the 3rd quarter
<i>These initiatives are part of an asset upgrade/replacement program.</i>	
Install fluoridation infrastructure	Discussions have been held with NSW Health and the Fish River Water Supply and a scope of works and

Principal Activity Achievements

	timeframe developed for fluoridation at the Oakey Park Water Treatment Plant. Joint correspondence has been forwarded to minor consumers of the Fish River Water Supply
<i>This project is funded by NSW Health.</i>	
Purchase sampling equipment	The equipment is yet to be purchased

2008/09 Donations – Health

Donations	Quarterly Payments
Radiologist/physiotherapist scholarship in conjunction with Sydney West Area Health Service.	Not commenced scheduled for the fourth quarter.

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
1,243	1,243	1,243	

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.	One rebate 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. 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.	Two meetings were held in this quarter and were 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 has applied for a Greencorps Grant. 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.
Environmental Memberships		
To work together to share information.	Participate in the activities of the Water Directorate.	Regular newsletters have been received from the Water Directorate as to various relevant activities

Principal Activity Achievements

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 	An Environmental Management Audit was commissioned during the period to determine non-compliances or potential non-compliances. The results of this audit are expected in the second quarter.
Environmental Regulation		
To prevent harm to human health and the environment from pollution.	To fulfill Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	<ul style="list-style-type: none"> Council was successful in Court in relation to an illegal dumping matter and breach of the POEO Act. Continued investigation and prosecution of large scale illegal dumping at Wallerawang. Penalty Infringement Notices and a Clean-up Notice have been issued under the POEO Act and legal advice has been sought.
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"> 37 inspections undertaken 15 licences Issued 16 failures identified 1 failure Fixed Educational material sent out to 52 residents and information published in Council Connections.
Weed Management		
To control environmental and noxious weeds.	Control environmental and/or noxious weeds on public land through Council and/or services provided by the Upper Macquarie County Council.	The Upper Macquarie County Council provided reports on their activities for July and August 2008.
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.	The system has been maintained effectively during the period.
	Payment of the Lithgow Sewerage Treatment Plan Load Reduction Agreement.	The final instalment of \$200,000 was paid during the quarter
	Implement the Trade Waste Policy.	Implemented waste monitoring system for food businesses. Distributed educational material on Trade Waste program. <ul style="list-style-type: none"> 15 Inspections undertaken 5 Applications Received 2 Approvals 1 Approval not granted

Principal Activity Achievements

Waste Management		
To provide waste and recycling collection services that encourage a reduction in landfilling.	Collect street and park litter bins in Lithgow, Portland and Wallerawang.	This activity occurred on a regular basis throughout the quarter
	Provide a kerbside garbage and recycling collection service to all residents within the collection service area.	2033.20 tonnes of waste and 211.08 kilograms of recycling was collected from the kerbside
	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. 	502 Tonnes 631 Tonnes 296 Tonnes 384 Tonnes 10810 Tonnes 897 Tonnes 841 Tonnes
	Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.	No collections during this period.
	Provide a clean up collection service to residents within the LGA.	94 properties requested clean up service in this quarter.
	Assist the Sydney Catchment Authority with in kind contributions for a free chemical collection service for residents.	A chemical collection was not provided in the quarter
	Promote composting through the sale of compost bins and worms farms.	No worm farms or compost bins were sold during the period
	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	The preparation of landfill closure plans for all landfills was commissioned during the period
Construction of waste transfer station at Glen Davis/Glen Alice	This activity had not commenced during the period
Design and construct Blackmans Flat Waste Management Facility (including funding through loan repayments)	A proposal for design of the facility was received but had not been determined during the period
<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.	The design of the stage 2 works progressed according to schedule during the period. Completion of the design and commencement of the tendering phase is targeted for the second quarter.
<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	This project was occurring in the period. Completion is expected in the second quarter
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.	At its Policy and Strategy Committee meeting of 2 September 2008 Council resolved to commit to the upgrade of two standalone Sewerage Treatment Plants at Wallerawang and Portland
Design and construct an upgrade to the South Littleton Pumping Station including loan repayments.	A report was provided by the NSW Department of Commerce into options. An additional option has been requested to be investigated
<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>)	Initial discussions have taken place with the Department of Environment, Water, Heritage and the Arts. Preliminary design work is to be commissioned which will enable the execution of a funding agreement
Desludge the lagoons at the Lithgow Water Treatment Plant	This activity had not commenced in the quarter
Desludge selected lagoons a the Sewerage Treatment Plants	One lagoon has been de-sludged and is being re-lined. The other lagoon is being de-sludged and this activity is to continue into the second quarter

Principal Activity Achievements

Develop a program for sewer mains relining and commence implementation	This activity had not commenced in the quarter and is scheduled to commence in the third quarter.
Extend the South Littleton sewer main including loan repayments	A report was provided by the NSW Department of Commerce into options. An additional option has been requested to be investigated
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Flood mitigation works to Farmers Creek	Completion in 4 th quarter
<i>This project is funded by Council and the State and Federal Governments.</i>	
Purchase a mobile pump	An order has been placed with a supplier for a mobile pump
Replace sewer vents according to priorities in the vent shaft replacement study	This activity is planned for the third quarter
Undertake environmental enhancements to the Lithgow Water Treatment Plant	This activity had not commenced during the period
Undertake erosion control measures in the unnamed creek off Sandford Avenue, Lithgow	This activity is scheduled for the third quarter
Upgrade the telemetry for the Farmers Creek Dams	A building commenced construction to house telemetry equipment
Undertake a public water education campaign	This activity is scheduled for the second quarter
Undertaken assessment of the sewerage telemetry systems to determine priorities for upgrade program and commence implementation	This activity is scheduled for the second, third and fourth quarter
Undertaken occupational health and safety works within the sewerage reticulation system in accordance with identified priorities	This activity is scheduled for the second quarter
Upgrade electrical boards at pumping stations in accordance with priority program	Major work was done at Pumping Station No 1 with new controllers & variable frequency drives installed The electrical board at Tweed Mills Pumping Station was replaced
<i>Some of these initiatives are part of an asset upgrade/replacement program.</i>	

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	
September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)	Original Budget (\$'000)
103	0	103	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 September Quarter</th> </tr> <tr> <th>2007/08</th> <th>2008/09</th> </tr> </thead> <tbody> <tr> <td>303</td> <td>470</td> </tr> </tbody> </table>	Visitation September Quarter		2007/08	2008/09	303	470
	Visitation September Quarter							
2007/08	2008/09							
303	470							
Conduct exhibitions and displays.	<ul style="list-style-type: none"> Waste to Art & design Travelling Photographic Exhibition Nature & Botanical Art Workshop History Week Exhibition – The Waters Edge – Platypus Sea Shells by the Sea Shore Exhibition 							
Cultural Activities and Facilities								
To celebrate the cultural heritage of the LGA.	Coordinate Australia Day activities within the LGA.	Scheduled for 3 rd quarter.						
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.	Local Landmarks II Exhibition in Eskbank House & Museum – Enclosed Courtyard Gallery.						
To manage the Crystal and Union Theatres and advise Council.	Hold Crystal and Union Theatre Committee meetings in accordance with the terms of reference.	3 meetings held with Union Theatre 2 meetings held with Crystal Theatre						
	Operate the Union Theatre.	Ongoing activity.						
To develop local artists by offering support.	Implement the program for support of local artists.	Scheduled for 3 rd Quarter.						
To celebrate Christmas by coordinating street decorations	Provide input into the provision of street decorations.	Scheduled for 3 rd Quarter.						

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>	Ongoing. Glass floor insert specifications obtained.

Principal Activity Achievements

2008/09 Donations – Arts and Culture

Donations	Quarterly Payments
Hall hire for Quota International of Lithgow	Waiting on application
Ironfest sponsorship	Waiting on application
Koori Kids NAIDOC Week activities	Completed.
Lithgow City Band sponsorship and assistance in preparing grant applications for the hall	Waiting on application
Lithgow Community Orchestra sponsorship	Completed.
Lithgow Highland Bank sponsorship	Completed.
Scholarship to the Mitchell Conservatorium	Completed.

These donations area an action of the Social Plan 2006-2011 and assists in the achievement of a strategy in the principal activity area of Community.

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)	March Quarter (\$'000)	Original Budget (\$'000)	March Quarter (\$'000)
35	35	35	35

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.	Scheduled for next quarter.
<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 the first Portland Scout Group	Scheduled for next quarter.
Sponsorship of community fun days conducted by the Lithgow Child Protection Agency	Scheduled for next 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>	

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
1,654	1,654	1,654	1,654

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. 	September Quarter 2007/08	September Quarter 2008/09	
		No. applications received	96	75
		Median time for processing	11	20.5
	Undertake all development related inspections where Council is the consent authority and/or principal certifying authority.	Inspections undertaken within 24 hours.		
	Process and issue: <ul style="list-style-type: none"> building certificates planning certificates 	No. of Applications Received		
		September Quarter 2007/08	September Quarter 2008/09	
		Planning Certificates 149(2)	140	108
		Planning Certificates 149(5)	79	60
		Building Certificates	17	11
		Median Processing Days		
September Quarter 2007/08		September Quarter 2008/09		
Planning Certificates 149(2)		3	4	
Planning Certificates 149(5)		4	4	
Building Certificates		16	14	
Subdivision Certificates	N/A	7		

Principal Activity Achievements

To ensure compliance with legislative requirements.	Undertake a review of operational conditions of development consent and enforce compliance.	No notices or orders have been issued and no actions have been lodged in the Land and Environment Court.
	Investigate non compliance with the Environmental Planning and Assessment Act.	No notices or orders have been issued and no actions have been lodged in the Land and Environment Court.

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	Consultants appointed September
<p style="text-align: center;"><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> <ul style="list-style-type: none"> • <i>Also assists in the achievement of strategies in the principal activity areas of Community, Employment, Environment and Heritage</i> 	

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)	September Quarter (\$'000)	Original Budget (\$'000)	September Quarter (\$'000)
-18,782	-19,111	-18,782	-19,111

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.	No activities attended
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: <ul style="list-style-type: none"> - 2 Council meetings - 3 Finance and Services Committee meetings - 3 Policy and Strategy Committee meetings - 1 extraordinary meeting of Council
Councillor Support		
To support Councillors in their role.	Provide information to Councillors regularly.	Information was provided 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.	No training was conducted in first quarter.

Principal Activity Achievements

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.
Documents		
To ensure the integrity and security of Council's records.	Register, collate, archive and dispose of Council's records.	In the first quarter 100% of incoming mail was tasked to officers by 2pm on the day of receipt and 60% 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.	On Freedom of Information request received during quarter which was answered within the legislative timeframe. Applications under Section 12 of the Local Government Act were dealt within Councils standard correspondence timeframe.
To ensure information which Council collects is used lawfully and for the purpose it was collected.	Provide training to staff.	Training provided to all new Council employees and existing employees on request
	Assess, determine and respond to complaints.	No privacy complaints received.
Finance		
To provide sound financial advice and management of Council's finances.	Manage and monitor Council's finances.	The 2007/08 Sept quarter of the budget review statement to be reported to the Policy & Strategy Committee meeting of 17 November 2008
	Model levy, issue and recover rates, annual charges and sundry debtors including fees and charges.	Rate instalment notices issued by 31 July 2008 for first instalment by 31 st August 2008 . 2.00% of 11,000 properties were with the external debt collection agency 0.05% of 11,000 properties have arrangements to Correspondence regarding missed 4th instalment 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. Reports received and will be included in 07/08 General Purpose Financial Reports to 30 June 2008. Roads to be revalued by 30 June 2009
	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 Sept 2008 \$16,702,290. Actual interest received to date \$29,588.86
	Manage Council's loan portfolio.	Loan principal and interest paid in accordance with loan conditions for all loans.

Principal Activity Achievements

	Assist in the external audit of Council's financial records.	Final audit for 07/08 completed Cct 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 on 28.10.08
	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. No major interruptions
	Manage the leases for copying and printing machines.	Leasing for PC's commenced. 25 PCs deployed in initial rollout.
To comply with current licensing requirements.	Renew software licenses.	Entered into NAMS2 agreement for Microsoft software with alliance partners. 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
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. 99% of policies paid in first two weeks of July 08 for 08/09 financial year
	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.	Development of Internal Audit Plan to be considered by CENTROC/Alliance.
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 to amendments to Code of Meeting Practice and Finance Policies.
	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 2007/08 June quarterly performance report was reported to the Council at its meeting of 19 August 2008.
	Prepare management plan for 2009/10 to 2011/12 in accordance with the requirements of Local Government Act and Regulations.	To be commenced second quarter with completion in fourth quarter.
	Prepare operational plans for all Divisions.	Operational plans completed.
	Prepare the annual report for 2007/08 including the state of the environment report.	For completion second quarter.
<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 to be reviewed in second quarter.
	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.	Model Code of Conduct adopted by Council 1 July 2008. Policy review commenced with policies to be submitted to Council second quarter.
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.	AFPC increase granted to relevant staff on or after 1/10/08. 3.2% due for 1/11/08
	Conduct annual performance appraisals of staff.	Annual Performance Reviews commenced in September 2008.
	Provide a staff newsletter.	2 staff newsletters were distributed in the first quarter.
	Recognising long serving employees through the recognition of service procedure.	Scheduled for 3 rd Quarter.
To provide a workplace that promotes the principles of equal employment opportunity and is free of discrimination.	Implement the equal employment opportunity management plan through: <ul style="list-style-type: none"> communication of policies and programs collection and recording of appropriate information review of personnel practices evaluate and review. 	Equal employment principles are integrated into the day to day activities of Council in accordance with the management plan.
To provide a safe and healthy workplace.	To implement, monitor and review the Occupational Health and Safety, Rehabilitation and Environment Management System.	Review of Material Safety Data Sheets occurred in the 1 st quarter.

Principal Activity Achievements

	Provide access to external support and counselling service.	Access to the Employee Assistance Program is maintained.
	Provide relevant immunisations to appropriate staff.	Nil immunisations conducted in the first quarter.
	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 first quarter.
To enhance the skills and knowledge of the workforce.	Implement the training plan.	The following training was undertaken during the 1 st Quarter: <ul style="list-style-type: none"> • Confined Spaces • Traffic Control • Recruitment and Selection • Advanced Return to Work Co-ordinator • Drug and Alcohol • Spatial Data Seminar • Water and Wastewater Treatment Plant Operator • Chainsaw • OHS Whitecard • OHS Chairperson • Induction/Orientation • OHS Induction • Harassment Prevention
	Prepare the draft training plan for 2009/10.	Scheduled for 2 nd 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 as at 30 September 2008 \$525,351. Bi annual stock takes to be conducted January and July 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	This activity did not commence in the period
<i>This initiative is part of an asset upgrade/replacement program</i>	
Information Technology	
Purchase deposited plan updates for the Geographical Information System	Rescheduled for 3 rd Quarter
Purchase equipment:	
Geographical positioning system for asset data collection	Scheduled for 2 nd Quarter
Library microfilm printer	Completed
Tourism internet kiosk	Scheduled for 3 rd Quarter
Relocate the server room	Scheduled for 4 th Quarter
Replace the telephone line from the Clarence Transfer/System Lithgow Water Treatment Plant	Scheduled for 2 nd Quarter
Upgrade software for:	
Eskbank House and Museum collection	Scheduled for 4 th Quarter
Finance and payroll	Scheduled for 2 nd Quarter
Library	Scheduled for 4 th Quarter
Telephones	Scheduled for 3 rd Quarter
Commence design of a new salary system	Scheduled for 3 rd Quarter