



# Lithgow City Council Annual Report 2008/2009



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The Lithgow City Council Annual Report was tabled at the Ordinary Meeting of Council  
on the 23rd November 2009.



## Message from the General Manager Roger Bailey

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In recent years council has begun a process of planning for a sustainable future for the Lithgow Local Government Area. The development of the Strategic Plan - Our Place, Our Future in June 2007 has provided a sound platform for the annual management planning process. Council has continued to implement its Management Plan in line with the philosophies encompassed in its Vision for the City to be:

A centre of Regional excellence that:

- Encourages community growth and development
- Contributes to the efficient and effective management of the environment, community and economy for present and future generations.

During 2008/09 Council continued to move forward on a number of the priority areas identified by the community in the Strategic Plan for Lithgow and continues to consult with the community to develop long-term strategies for future development and growth.

Consultants have been engaged to develop an Issues Paper which will inform the Land Use Strategy and Local Environmental Plan. These plans will be informed by the Heritage Strategy 2009 – 2011.

The employment of an Economic Development Officer has seen significant advances in this area including:

- Preliminary surveys and research of retailers, businesses and service providers:
- A feasibility study into a 10 Hectare Industrial Park at Wallerawang commenced; And
- Following the Lithgow Jobs Summit held in August 2008, a Draft Festivals and Events Strategy was developed which led to Council successfully submitting an application for funding from the Department of State and Regional Development for an Events Coordinator to be employed in 2009/10.

The Cultural Precinct Study, funded by Xstrata Coal is an outcome of the recently adopted Cultural Plan adopted in February. The Cultural Precinct Study will explore the physical linkings and economic and tourism opportunities associated with the development of a Cultural Precinct which includes: the Hoskins Building, Union Theatre, Top of Main Street, Eskbank Railway Station, Eskbank House Museum, Blast Furnace Park and Lake Pillans Wetland.

Each of these studies will provide direction for a sustainable future for the Lithgow local government area, identifying opportunity and encouraging new growth through economic development, tourism, creative industries and preservation of our natural and built environments.

Major road improvement works as part of the Roads to Recovery Program were completed to Dark Corner Road, Dark Corner and Wolgan Road, Angus Place. Works commenced as part of the program to Browns Gap Road, Hartley and Cox's River Road, Hartley with completion of these works during 2009/10.

The receipt of significant funding announced in May 2009, as part of the Regional and Local Communities Infrastructure Program has enabled Council to plan for works to be undertaken which will improve the community's health, wellbeing and economic growth.



## Message from the General Manager Roger Bailey

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Planning and design commenced for priority works on a number of Council facilities within the Lithgow Sporting and Cultural Precinct, the Glanmire Oval Precinct, the Vale Hall in Lithgow, Wallerawang Library and the Crystal Theatre in Portland. Extensive community consultation and design work commenced on a new Skatepark in Lithgow and a new boatshed was identified for Wallerawang. All of these works will be completed during 2009/10 as a result of this funding.

This annual report outlines the Council's achievements of the performance targets set in the 2008/09 – 2010/11 Management Plan for the 2008/09 financial year and provides financial statements of income and expenditure for the year as required under the Local Government Act 1993 and Local Government (General) Regulations 2005.

Roger Bailey  
GENERAL MANAGER

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## Summary Principal Activities Achievements

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### Summary Principal Activities Achievements

The following provides a summary of achievements in terms of the key performance indicators from the Management Plan 2008/09 – 2010/11 for the period of 2008/2009.

#### Community

- Extensive consultation took place with the community as part of the development of a submission for a special rate variation of 5% to the ordinary rate to undertake improvements to the road network and community buildings and to increase council book allocation at the Lithgow Learning Centre.
- Following extensive community consultation in 2006/07 and inclusion of Lithgow crime data the Draft Crime Prevention Plan was presented to Council. The Plan has been forwarded to the Attorney Generals Office for comment and in 2009/10, Council will be establishing a Crime Prevention Committee to implement actions outlined in the plan.
- Consultants were engaged to undertake a comprehensive Lithgow Local Environmental Plan.
- As part of Councils Assets Management Program, maintenance upgrades were undertaken for the following community buildings:
  - Installation of disabled access to the Red Cross Hall in Lithgow.
  - Upgrading of the electrical system at the Vale Hall.
  - Improvements to the veranda at the Lithgow Golf Club House, Marrangaroo.
- New self composting public toilet facilities, picnic shelter and plantings were installed at Cullen Bullen Park
- Installation of playground equipment and picnic furnishings was undertaken at various public parks in the local government area.
- Improvements to drainage were undertaken to the retaining wall at Kremer Park in Portland.

#### Transport

- Council continues to host the Road Safety Officer position as part of the Alliance with Midwestern Council. As part of the Road Safety Program, a number of workshops and activities are provided to the community to promote road safety.
  - Learner Driver Workshops
  - Driver Fatigue Programs
  - Gateway Project
  - Traffic Offender Intervention Program
  - Targeting of School Safety Zones
  - Bike Week

#### Employment

- The appointment of an Economic Development Officer has seen significant advances in this area including:
  - Establishment of the Economic Development Advisory Committee
  - A series of SWOT workshops and surveys of the Business and Services Sector was undertaken to inform the development of an Economic Development Strategy.
  - Surveying of retailers with the results to inform a Retail Strategy.
  - Commencement of feasibility study into a 10 hectare industrial park at Wallerawang.
  - A Draft Festival and Events Strategy were developed in response to the Lithgow Jobs Summit held in August 2008 and funding of \$30,000 was

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## Summary Principal Activities Achievements

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received from Department of State and Regional Development to contribute to an Event Coordinator Position.

### Heritage

- Council has continued to participate in the Heritage Advisors Program with the following being achieved during 2008/09:
  - A comprehensive Community Based Heritage Study was completed which proposed to integrate new or additional heritage items with the review of the Local Environment Plan currently being undertaken.
  - Provision of Heritage Advice to property owners and developers.
  - Development of an outline framework for integration into Council's comprehensive Development Control Plan and commencement of work on a Heritage Development Control Plan for the Lithgow Valley Pottery Estate.
  - Development of a Heritage Strategy to provide direction in the operation of the Heritage Advisory Service and implementation of a Local Heritage Fund.

### Education

- Council has commenced liaison with a university regarding the establishment of a college facility in the Lithgow local government area.
- A major upgrade of Wallerawang Library commenced during the fourth quarter and will be completed by September 2009.

### Health

- An Options Study has been completed for the construction of infrastructure for a bulk water supply for the Lithgow.
- A scope of works and time frame has been developed for the fluoridation at the Oakey Park Water Treatment Plant.

### Environment

- Design of Stage 2 Augmentation of the Lithgow Sewage Treatment Plant to improve the quality of effluent being discharged into the Sydney Drinking Water and Hawkesbury Nepean Catchments was completed. Tenders were called for the works.
- Council resolved to upgrade the Sewage Treatment Plants at Wallerawang and Portland with the design of Wallerawang Sewage Treatment Plant being completed.
- Studies commenced into the design and construction of an upgrade to the South Littleton Pumping Station and extension of the South Littleton Sewer Main.
- Construction commenced on a building to house the telemetry equipment for Farmers Creek Dams which will be completed in 2009/10.

### Arts and Culture

- Installation of new flooring commenced in the Enclosed Courtyard at Eskbank House Museum. This project will be completed in the first quarter of 2009/10 and will include a glass panel in the floor which will be under lit and interpret part of the Museums collection.
- The Lithgow City Council Cultural Plan 2008-2013 was adopted by Council in February 2009.
- Council was successful in obtaining funding from Xstrata Coal NSW to undertake a Cultural Precinct Study for Lithgow. The Cultural Precinct area includes the Hoskins Building; Union Theatre, Top of Main Street, Eskbank Station, Eskbank House Museum, Blast Furnace Park and Lake Pillans Wetland. The study will look at

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## Summary Principal Activities Achievements

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opportunities for development of creative industries, tourism, economic development and use of the buildings.

### Youth

- Consultation with local youth was the key focus for the successful design of a new Lithgow Skatepark Facility. Council worked closely with the community to identify a suitable location to develop a family friendly facility which would cater to all ages, levels of ability and be suitable for competitions.
- Council adopted Terms of Reference for a new Youth Advisory Committee which will:
  - Provide to Council the strategic direction for youth services in the local government area;
  - Assist in the development of a positive image of Youth in the community;
  - Be a voice to community leaders;
  - Help the Council solve problems and accomplish the goals of this community by working directly with youth representatives;
  - Raise awareness of youth issues in the community;
  - Promote youth in a positive way through community and youth events;
  - Represent youth in the LGA to schools, service clubs promoting leadership opportunities for youth such as Lions Club, Rotary and Quota;
  - Promote youth community pride;
  - Develop leadership skills among young people in the Lithgow LGA.

### Growth

- Consultants were appointed in September 2008 to prepare a comprehensive Local Environmental Plan for Lithgow with the first phase being a Land Use Issues Paper.

### Governance and Administration Services

- Council staff participated in activities of the Central Tablelands Alliance.
- A long term financial plan and strategies to improve Council's current financial ratios was prepared.
- Operational plans for each Division were prepared.
- Reports were provided to Council and the community on management plan achievements every quarter.
- The 2009/10 – 2011/12 Management Plan which is fully integrated with the Strategic Plan, Social Plan and other key documents was prepared and adopted by the Council on 1 June 2009 subject to notification from the Department of Local Government regarding the approval of a special rate variation.

# Summary Financial Position

## Summary of Financial Position

### 2008/09 General Purpose Financial Reports – Overview

#### Net Operating Result

The draft result for the 2008/09 financial year, including capital income and contributions, is a surplus of \$2,965,000 (07/08 surplus of \$4,859,000). Total assets held are valued at \$249,018,000 (07/08 surplus of \$237,265,000) and liabilities at \$18,866,000 (07/08 \$18,607,000) resulting in a total equity of \$230,152,000 (07/08 \$218,658,000)

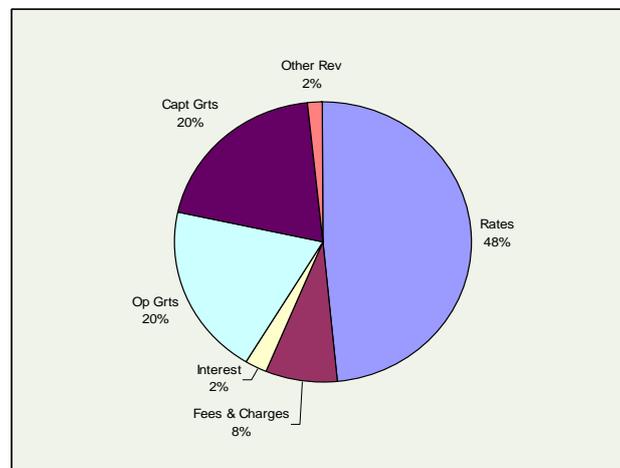
#### Net Operating Result before Capital Grants and Contributions

The 2008/09 operating result before abnormal and capital items is a deficit of \$3,566,000 (07/08 surplus of \$676,000) and is largely attributed to an increase in depreciation of buildings due to revaluation to fair value of land & building assets for the 07/08 financial year.

#### Introduction

Operating revenue increased by \$3,441,000 to \$33,710,000 compared to the 2007/08 result of \$30,269,000 (includes capital grants and contributions of \$6,531,000)

#### 2008/09 Revenue Sources %



#### Revenue comparatives for previous years

FINANCIAL YEAR	VALUE
2008/09	\$33,710,000
2007/08	\$30,269,000
2006/07	\$27,613,000
2005/06	\$24,871,000
2004/05	\$21,518,000
2003/04	\$23,580,000
2002/03	\$20,390,000
2001/02	\$18,024,000

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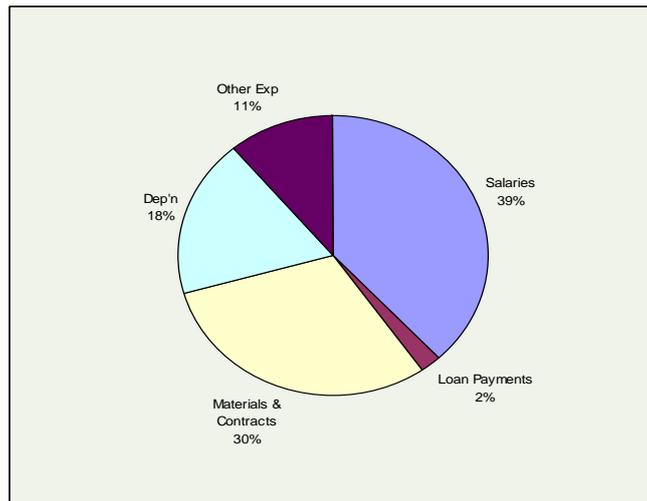
## Summary Financial Position

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### Operating Expenditure

Operating expenditure increased by \$5,335,000 to \$30,745,000 and compared to the 2007/08 result of \$25,410,000

#### 2008/09 Expenditure Sources %



### Expenditure Comparatives

FINANCIAL YEAR	VALUE
2008/09	\$30,745,000
2007/08	\$25,690,000
2006/07	\$24,266,000
2005/06	\$23,912,000
2004/05 (Adjusted AIFRS*)	\$24,767,000
2003/04	\$23,668,000
2002/03	\$22,168,000
2001/02	\$21,841,000

\* Australian International Financial Reporting Standards

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## Summary Financial Position

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### Capital Grants and Contributions

Capital grants of \$6,531,000 contributed to the net operating result and are summarised as follows:

GRANT	VALUE
Lithgow STP Augmentation	\$156,407
Wolgan Rd: Emirates, State & Fed	\$1,452,459
RTA Browns Gap	\$500,000
Roads to Recovery	\$989,737
Vale of Clwydd Playground	\$16,000
Flood Mitigation	\$312,000
Sec 94 & Planning Agreements	\$591,000
RLCIP Round 1	\$529,000
RLCIP Round 2	\$1,642,750
Financial Assistance Grant	\$3,898,000

### Acquisitions and Improvement of Assets

Improvements and additions to assets of \$6,953,000 are summarised as:

ASSET	VALUE
Plant	\$1,497,000
Road & Ancillary Works	\$2,862,000
Drainage (Inc Flood Works)	\$257,000
Sewerage Infrastructure	\$1,392,000
Water Infrastructure	\$520,000
Buildings	\$136,000
Other Structures	\$140,000

### Depreciation

Assets have depreciated by \$5,576,000 for the 2008/09 financial year (2007/08 \$4,122,000). The major contributing fact to the increase in depreciation is due the revaluation of the building asset class to fair value in 07/08. Depreciation has increased in this class from \$805,387.52 to \$2,312,571.

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## Summary Financial Position

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### Investments

2008/09 has seen the increase of Council's investment portfolio by \$3,523,000 to \$18,452,000 (2007/08 \$14,929,000). Interest of \$753,778 has been received which is a decrease on previous years which is attributed to the downturn in interest rates during the economic crisis.

### Investment Comparatives

FINANCIAL YEAR	VALUE
2008/09	\$18,452,000
2007/08	\$14,432,000
2006/07	\$14,905,000
2005/06	\$10,091,000
2004/05	\$11,154,000
2003/04	\$10,222,000
2002/03	\$8,714,000
2001/02	\$7,813,000
2000/01	\$6,957,000

### Loans

At 30 June 2009 \$5,955,000 remained outstanding as principal due on loans (2007/08 \$6,386.00). This is following repayment of \$431,000 during 2008/09. As per Council resolution no loans were drawn down in the 2008/09 financial year.

### Cash and Reserves

Note 6 'Cash Assets and Investment Securities' discloses cash and investments of \$18,452,000 (2007/08 \$14,929,000). Cash and investments are held as restricted assets, and unrestricted assets, both internal and external.

Externally restricted assets total \$12,252,000 and are held for specific purpose grants, unexpended loan funds, section 94 developer contributions, water, wastewater and waste reserves.

\$4,634,000 is held as internally restricted assets for identified purposes such as employees' leave entitlements, election expenses, land and buildings and works in progress.

The level of cash reserved for employees' leave entitlements currently stands at \$1,094,261 (2007/08 \$1,096,963) and provides for 25% of annual and long service leave entitlements for the majority of employees.

Council's unrestricted cash is \$1,566,000 compared to \$1,653,000 in 2007/08.

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## Summary Financial Position

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### Financial Ratios

Note 13, provides a disclosure of the following ratios:

<b>Unrestricted Current Ratio – Lithgow 2008/09</b>				
Current Assets (Less Ext Rest)	<u>\$10,051,000</u>	<b>2.77:1</b>	2007/08	2.57:1
Current Liabilities	\$3,632,000			

The unrestricted current ratio is to assess the adequacy of working capital and the ability to satisfy obligations in the short term for the unrestricted activities of Council. Council has \$2.77 for every \$1.00 of liability.

<b>Debt Service Ratio – Lithgow 2008/09</b>				
Debt Service Cost	<u>\$847,000</u>	<b>3.30%</b>	2007/08	3.41%
Current Liabilities	\$25,631,000			

The debt service ratio excludes capital items, specific purpose grants and contributions. It provides a means to assess the impact of loan principal and interest repayments on the discretionary revenue of Council.

<b>Rate Coverage Ratio – Lithgow 2008/09</b>				
Rates & Annual Charges	<u>\$16,479,000</u>	<b>48.88%</b>	2007/08	51.98%
Current Liabilities	\$33,710,000			

The rate coverage ratio is used to assess the degree of dependency upon revenues from rates and annual charges and to assess the security of Council's income.

<b>Rates and Annual Charges Outstanding – Lithgow 2008/09</b>				
Rates & Annual Charges O/S	<u>\$1,182,000</u>	<b>6.63%</b>	2007/08	7.18%
Current Liabilities	\$17,825,000			

The percentage of rates and annual charges outstanding is used to assess the impact of uncollected rates and annual charges on liquidity and the adequacy of Council' Debt recovery processes.

Council persistently pursues outstanding rates and charges by using internal and external processes. The current drop in the percentage from the previous year proves the practice is successfully working.

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## Summary Financial Position

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### Current Revaluation of Assets to Fair Value

Department of Local Government Circular 06-75 required Council to report on the revaluation of the following classifications of non current assets to 'fair value':

- 2006/07 - Water and Wastewater: Status completed
- 2007/08 - Plant and Equipment: Status completed
- 2007/08 - Buildings & Operational Land: Status completed (The Department of Local Government has deferred the revaluation of community land at this stage)
- 2008/09 – Roads, Bridges, Drainage & Other Structures (Deferred by the DLG to 30.06.10)

The revaluation of assets to fair value applies to the entire class whether it be plant and equipment, buildings and operational land, roads and bridges etc. The value comprises the revalued amount less accumulated depreciation and accumulated impairment costs.

In 2006/07 Council re evaluated Water and Wastewater assets and in 2008/09 values were reviewed as required using the Department Energy Utilities and Sustainability (DUES) and Department of Local Government guidelines. For this reason Water and Wastewater assets have increased in value by \$4,157,000 and \$4,235,000 respectively. Council's buildings revaluation reserve has been adjusted by \$300,000 and all entries are reflected in the Revaluation Reserve and will impact on depreciation in the 2009/10 financial year.

To revalue roads, bridges, drainage and other structures to Fair Value by 30 June 2010 Council has in place the following program:

- Completed: Work team consisting of Engineering and Internal Services employees
- Completed : The methodology for identifying all assets under Council's control
- Completed: Identification and joining of all databases showing roads, road lengths, values, remaining useful life and annual depreciation
- Completed: The methodology used to value each asset
- To complete: Identification of roadside structures
- To complete: Identification of drainage culverts and pits
- To complete: Assessment of each road for condition and future useful life

### Land

Operational land was considered at fair value after identifying all elements that would be taken into account by buyers and sellers in setting the price including but not limited to:

- the land's description, area and / or dimensions,
- planning and other constraints on development, and
- the potential for alternative use

### Buildings

Buildings (non-specialised and specialised) consist of separately identifiable components that have different useful lives into depreciable components as follows:

- the roof
- fire services such as sprinkler systems
- transportation services such as lifts and escalators
- mechanical services such as air conditioning, hot water systems
- floor coverings such as carpets, tiles etc
- the 'structural shell' of the building

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## Summary Financial Position

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### Compliance

The following information is in regard to Council's compliance with the Local Government Act 1993:

- Council's financial reports were prepared and audited within 4 months after the end of the reporting year.
- As per Sec 428 (2) (a) the audited financial reports are included in Council's Annual Report.
- An Audit Presentation of the final 2007/08 General Purpose and Special Purpose Financial Reports was made as part of the Ordinary Meeting of Council held 18 November 2008, as per Sec 418 and submissions from the public sought
- Copies of Councils' audited financial reports together with the auditors report are available for inspection at Councils Administration centre, council Libraries and on the website at [www.council.lithgow.com](http://www.council.lithgow.com)

# 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 Program of Works – Community

Objective	Activity	Annual Achievements		
<b>Companion Animals</b>				
To provide for the effective and responsible care and management of companion animals.	Maintain animal control in accordance with legislation and policy.			
		2007/08	2008/09	
		No. of animals impounded	265	385
		No. animals returned to owners	158	167
		No. animals destroyed	157	189
	No. animals sold	48	39	
	Maintain the Lithgow Pound.	Feeding and exercising of impounded animals and cleaning of the pound kennels was undertaken daily.  Commencement of weatherproofing improvements		
<b>Cemeteries</b>				
To provide a respectful cemetery service.	Maintain and operate cemeteries at: <ul style="list-style-type: none"> <li>• Capertee</li> <li>• Cullen Bullen</li> <li>• Dark Corner</li> <li>• Glen Alice</li> <li>• Hartley</li> <li>• Lithgow (3 cemeteries)</li> <li>• Lowther</li> <li>• Meadow Flat</li> <li>• Palmers Oakey</li> <li>• Portland</li> <li>• Rydal</li> <li>• Wallerawang.</li> </ul>	No complaints were received in the 2008/09 financial year about Council's cemetery service.		
<b>Community Buildings and Structures</b>				
To maintain clean and safe community buildings in a cost effective manner.	Clean and maintain community buildings and structures.	All buildings were cleaned in accordance with the current schedule.		
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.		

<b>Community Information</b>		
To foster community engagement with the implementation of participatory practices.	Develop and implement a community engagement procedure.	Community Consultation was undertaken for the special rate variation for road and building infrastructure, Council's Management Plan and Crime Prevention Plan and Lithgow Skatepark.
To disseminate concise and effective information to the community about Council's programs policies and activities.	Develop and implement a public relations policy.	This has been rescheduled for 2009/10 financial year as part of Councils Marketing & Branding and Community Engagement Strategies.
	Produce and deliver to residents Council Connection Newsletters.	Four editions of Council Connections were prepared and delivered.
	Provide information through Council's and the Mayor's Column in the Lithgow Mercury.	50 Council and 12 Mayor's Columns were printed in the Lithgow Mercury during 2008/09.
	Produce media releases.	An average of 95% of media releases were published.
	Provide information through the Mayor's radio spot on 2LT.	50 radio segments were recorded during 2008/09.
	Redesign the website to improve access to information.	Website was redesigned.
To provide information about community activities and facilities.	Provide community information on the notice board in Cook Street Plaza.	Council staff updated the notices on a weekly basis for a majority of the year.
To provide access to television.	Maintain the Federally funded Blackspot television transmission equipment.	The Blackspot Program was maintained. SBS funded digital FM radio across the Lithgow Local government area and the extension of digital SBS Television to Hartley.
<b>Community Support</b>		
To support the activities of community groups and organisations.	Participate in approved community groups and activities. <ul style="list-style-type: none"> <li>Community Services Interagency</li> <li>Domestic Violence Liaison Committee</li> <li>Lithgow Child Protections Agency</li> <li>Lithgow Multicultural Interagency</li> </ul>	The following meetings and activities were attended during 2008/09: <ul style="list-style-type: none"> <li>7 meetings of the Lithgow Community Projects</li> <li>3 meetings of the Lithgow Information and Neighbourhood Centre</li> <li>1 meeting of the Police and Citizens Youth Club</li> <li>Council participated in Harmony Day and Youth Week activities.</li> </ul>
	Prepare policy guidelines for Council's Financial Assistance Program.	The Financial Assistance Policy was revised and adopted by council. The new policy is to take effect in 2009/10.
	Provide and promote Council's Financial Assistance Program.	Applications for financial assistance were advertised for and considered in the preparation of the 2009/10 – 2011/12 Management Plan.  A list of successful recipients was incorporated into the 2009/10 - 2011/12 Management Plan.  Furthermore, Council considered requests for Financial Assistance throughout the year.

	Provide advice and assistance to not-for-profit community groups and organisations in identifying appropriate funding sources and preparing grant applications.	50 groups were assisted with funding applications
	Provide a LGA clean up service to public areas on behalf of the Tidy Towns Committees.	Clean up service was conducted throughout the LGA during the first quarter.
	Provide support for special community events.	In addition to grants, in-kind support was provided to Lithgow Show Society, Ironfest, Celebrate Lithgow, Lithgow Flash Gift, Australia Day and other local events.
<b>Crime Prevention</b>		
To promote a safe community.	Maintain street lighting.	Payments were made.
	Participate in the Police Action Community Team forum and the Lithgow Correctional Centre Community Consultative Committee.	1 meeting of the Police Action Community Team Forum and 4 meetings of the Lithgow Correctional Centre Community Consultative Committee were attended.
	Participate in the Local Liquor Accord.	No meetings throughout the year were attended by Council staff.
	Remove graffiti from public places, update Council's graffiti register and liaise with Police.	All graffiti on public places under Council's ownership was removed within five working days.
	Crime Prevention Plan	The Draft Crime Prevention Plan was developed using Lithgow crime data and community consultation results. The Draft is to be report to Council in 2009/10 and a Crime Prevention Committee established.
<b>Customer Service</b>		
To provide an effective and efficient customer service.	Operate the one stop customer service counter including: <ul style="list-style-type: none"> <li>• works requests</li> <li>• bookings for community facilities</li> <li>• cashiering</li> <li>• certificate production</li> <li>• customer enquiries</li> <li>• daily mail and accounts</li> <li>• maintaining registers</li> <li>• Registration of development applications, construction certificates and complying development applications.</li> </ul>	<p>4,123 complaints were received..</p> <p>116 works requests were received including bookings for halls and street stalls</p> <p>Cashiering completed daily and balanced</p> <p>2.236 certificates were issued</p> <p>The daily mail and monthly accounts were all completed on time. Animal registry is now completely up to date and all other registers are up to date</p> <p>75 Development Applications were received and registered</p> <p>197 Development Applications/Construction Certificates were registered.</p> <p>23 Complying Development Applications were registered.</p>
	Provide responses to correspondence.	All correspondence was completed within 14 days by staff.

<b>Emergency Services</b>		
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.	The following meetings were attended in 2008/09: <ul style="list-style-type: none"> <li>• 4 meetings of the Lithgow Volunteer Bush Fire Advisory Committee</li> <li>• Lithgow District Liaison Committee</li> <li>• 3 meetings of the Local Emergency Management Committee</li> <li>• 4 meetings of the Lithgow District Bush Fire Management Committee</li> <li>• 2 meetings of the Combined Brigades</li> </ul>
	Contribute towards the NSW Fire Brigade Service.	\$110,113 was 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.
<b>Private Works</b>		
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 changed accordingly unless the work is for a charity or not for profit organisation.
<b>Recreation Facilities</b>		
To provide quality recreational facilities for the community.	Maintain gardens, parks, reserves, street trees and other public spaces.	Recreation facilities were maintained effectively and requests were responded to in a timely manner.
	Manage and prepare playing fields including: <ul style="list-style-type: none"> <li>• Conran Oval</li> <li>• Glanmire Oval</li> <li>• Kremer Park</li> <li>• Marjorie Jackson Oval</li> <li>• Tony Luchetti Sportsground</li> <li>• Wallerawang Oval</li> <li>• Watsford Oval.</li> <li>• Zig Zag Oval</li> </ul>	All playing fields were available for use, except during exceptional wet weather periods.
	Operate the Lithgow Swimming Pool.	The Lithgow Swimming Pool opened in September 2008. The pool closed for the winter period on in March 2009.
	Maintain the Lithgow Golf Course.	The course was available for play in a presentable condition throughout 2008/09 Minor works undertaken to alleviate wet ground condition around the dam area adjacent to the Club House.

	Maintain playgrounds and upgrade with soft fall	Soft fall upgrade program has been completed within budget with activities undertaken at the following locations: <ul style="list-style-type: none"> <li>• Queen Elizabeth Park</li> <li>• Endeavour Park</li> <li>• General minor parks</li> </ul>
	Review all Council owned land and prepare community lands plans of management.	Planning for Community Land Plans of Management will be commenced.  Lithgow Golf Course Plan of Management 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 of the Sports Advisory Committee were arranged and attended by Council Staff during 2008/09.
<b>Social Plan</b>		
To implement the Social Plan 2006-2011.	Review the profiles within the Social Plan 2006-2011 in light of the Census 2006 data.	The Social Plan was updated using 2006 Census data. The updated Social Plan was exhibited and placed on the Council website.
	Consider Social Plan actions in the draft Management Plan 2008/09 – 2010/11.	Social Plan actions have been incorporated in the Management Plan 2009/10 – 2011/12.
<b>Street Numbering</b>		
To identify premises.	To provide street and rural numbers to premises upon request and at subdivision stage.	Street numbers have been issued during 2008/09 for all subdivisions and upon request.

## 2008/09 Capital Works and New Initiatives – Community

Capital Work or Initiatives	Annual Achievements
<b>Community Buildings and Structures</b>	
Construct new or upgrade the public toilet facilities at:	
Pioneer Park, Lithgow	Funds reallocated for the construction of amenities at Watsford/Conran Oval.
Provide access to the roofs of major buildings which comply with occupational health and safety requirements	This activity has been carried forward to 2009/10.
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 activity has been carried forward to 2009/10.
Provide disabled access to Red Cross House, Lithgow	Completed
Undertake building assessments and provide long term maintenance and capital works programs	Ongoing
Undertake improvements to the veranda at the Lithgow Golf Clubhouse, Marrangaroo	Completed
Undertake improvements to the Meadow Flat Hall, Meadow Flat	This activity has been carried forward to 2009/10.
Undertake improvements to the Union Theatre, Lithgow	Walkway completed. Toilet improvements moved to 2009/10.
Upgrade Eskbank House and Museum carpark, Lithgow	Not undertaken
Upgrade the electrical system at the Vale Hall, Lithgow	Completed
Upgrade the toilet facilities and undertake improvements at the Civic Ballroom, Lithgow	Activity part of the RLCIP Grant and will be done in 2009/10.
<b>Joint Community Projects</b>	
Conduct International Womens Day activities with the Domestic Violence Liaison Committee	Completed
<i>This project is funded by the Office for 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
<b>Recreation Facilities</b>	
Construction of sailability shed floor at Lake Wallace, Wallerawang and provide an interest free loan	Activity part of the RLCIP Grant for completion by 30 September 2009.
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 Clwydd, 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	Completed
<i>Some of these initiatives are part of an asset upgrade/replacement program.</i>	

## 2008/09 Donations – Community

Donations	Annual Achievements
Assistance to the Portland and District Aged Persons Welfare Association in preparing grant applications for the Coleman House	
Contribution towards the Smith Family's Learning for Life Program	Completed
Contribution to the State Emergency Service at:	
Lithgow	\$1,108 with the balance of the allocation reserved for 2009/10.
Portland	\$159 with the balance of the allocation reserved for 2009/10
Donations throughout the year	<ul style="list-style-type: none"> <li>• Lithgow Poultry Club</li> <li>• Rydal Village Association</li> <li>• Wallerawang Public School</li> <li>• First Australian Muzzeloding Gun, Rifle and Pistol Club</li> <li>• Bathurst Information &amp; Neighbourhood Centre Multicultural Newsletter</li> <li>• Mingan Aboriginal Corporation</li> <li>• Lithgow &amp; District Poultry Club</li> <li>• Rydal A H &amp; P</li> <li>• Tarana Tanker Trailers</li> <li>• Victorian Bushfire Appeal</li> <li>• Industry Links Program</li> </ul>
Financial assistance towards the establishment of a community garden at the Lithgow Library Learning Centre by Lithgow Family & Community Mental Health Support Group	Completed
Financial assistance towards the general rate for the Lithgow Branch of the Country Womens Association	Completed
Financial assistance towards the general rate reimbursement for the Wallerawang/Lidsdale Branch of the Country Womens Association	Completed
Glen Davis community Association for improvements to the hall	Completed
Hall hire for the Lithgow and Information Neighbourhood Centre's Disability Service discos	Completed
Korean English School for hiring of Learning Centre meeting room	Completed
Lithgow District Garden Club for promotions	Completed
Lithgow Golf Club open sponsorship	Completed
Portland Golf Club open sponsorship	Completed
Rental assistance for the Lithgow Information and Neighbourhood Centre	Completed
Sponsorship of prizes for the Lithgow and District Poultry Society	Completed
Sponsorship of the Lithgow Show	Completed
Sponsorship of the Rydal Showground Trust for the Rydal Show	Completed
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	No application submitted
Support to the Josephite Foundation	Completed
Support to Lifeline	Completed
Tidy Town Committee projects for:	
Cullen Bullen	Completed
Lithgow	Completed

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Portland	Completed
Rydal	Completed
Wallerawang	No request submitted
<i>These donations are actions of the Social Plan 2006-2011.</i>	

## 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 Program of Works – Transport

Objective	Activity	Annual Achievements
<b>Abandoned Articles</b>		
To improve safety and amenity of the neighbourhood.	Impound abandoned articles and vehicles from public places.	The Impounding Act was complied with in relation to the impounding of 26 motor vehicles and 1 Highland Bull and 1 horse during 2008/09.
<b>Bells Line and M2 Extension</b>		
To lobby for improved access to and from Sydney over the Blue Mountains.	Participate in the Bells Line Expressway Group.	9 Meetings were attended and lobbying at State and Federal levels was undertaken.
	Lobby the State Government to maximise the number of passenger train services that terminate at Lithgow.	Council continued to lobby the State Government to maximise the number of passenger train services terminating at Lithgow.
<b>Council Plant and Equipment</b>		
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.
<b>Parking Enforcement</b>		
To provide available parking for residents and visitors.	Conduct on street parking enforcement in the Central Business District of Lithgow.	213 patrols were undertaken during 2008/09.
<b>Transport Groups</b>		
To provide a forum for community and government authorities to discuss issues relating to local traffic.	Organise the Traffic Authority Local Committee in accordance with the terms of reference.	6 meetings of the Traffic Authority Local Committee were organised and attended by Council staff in 2008/09.
To improve access to public transport in the LGA.	Participate in Transport Working Party forum.	2 meetings of the Transport Working Party forum were attended by Council staff in 2008/09.
<b>Roads and Associated Infrastructure</b>		
To provide safe and serviced roads within the LGA.	Maintain roads, bridges, footpaths, cycleways, drainage, roadside vegetation, carparks and kerb and guttering.	Maintenance was carried out within budget to an acceptable standard.
	Clean footpaths and streets in Lithgow, Portland and Wallerawang.	Footpath and street cleaning undertaken within budget to an acceptable standard.
	Maintain traffic signs and other associated furnishings.	Traffic facilities renewed and maintained within budget.

<b>Road Safety Program</b>		
To develop and deliver the road safety message.	To host the Roads Safety Officer for Lithgow and Mid-Western Regional Councils.	The Road Safety Officer Program continued to be hosted by both Councils.
	Develop and implement road safety strategic and actions plans.	The 2008/09 Road Safety Action Plan was implemented and the following activities were undertaken <ul style="list-style-type: none"> <li>• Learner Driver Workshops</li> <li>• Driver Fatigue Programs</li> <li>• Gateway Project</li> <li>• Traffic Offender Intervention Program</li> <li>• Targeting of School Safety Zones</li> </ul>
	<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	This activity has been deferred to 2009/10.

## 2008/09 Capital Works and New Initiatives – Transport

<b>Capital Work or Initiatives</b>	<b>Annual Achievements</b>
<b>Plant</b>	
Purchase and sell vehicles and plant	Plant purchases to 30 June 2009 \$1,516,174.79, sales \$446,555.03. The backhoe and street sweeper are organised via Local Government Procurement.
<b>Road and Associated Infrastructure</b>	
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	completed
Develop a kerb and guttering program and commence implementation	Ongoing
Develop an urban reseals program and commence implementation	Ongoing
Drainage improvements to:	
Marsden Swamp Road culvert, Lowther	Completed
Rydal streets	Completed
Windarra Place, Marrangaroo	Completed
Footpaths improvements:	
Develop footpath construction program and commence implementation with the construction of a footpath heading west from Col Drewe Drive, South Bowenfels	Ongoing
Provide footpaths and improve drainage at Capertee	Ongoing

Gravel resheeting:	
Develop a rural road gravel resheeting program and commence implementation	Ongoing
Improve the entrance to Strathlone Estate	Not actioned
Install a bus shelter at Dargan	Completed
Roads to Recovery Program upgrades to:	
Browns Gap Road, Hartley	In progress
Cox's River Road, Little Hartley	In progress
Dark Corner Road, Dark Corner	Completed
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:	
Magpie Hollow Road, South Bowenfels	In progress
Rydal/Hampton Road, Hampton	In progress
Reconstruct Kirkley Street, South Bowenfels	Deferred to 2009/10
Upgrade internal roads at Lake Wallace, Wallerawang	completed
Upgrade the internal access road at Pearsons Lookout, Capertee	Not actioned
Redesign the corner of Ivatt and Sanford Avenue	completed
Commence a resealing program for laneways in Portland	In progress
Redesign the corner of James Parade and Barton Avenue	Not actioned
<i>These initiatives are part of an asset upgrade/replacement program.</i>	

### 3. Employment

#### Statement of intent for principal activity

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

#### 2008/09 Program of Works – Employment

Objective	Activity	Annual Achievements																	
<b>Economic Development</b>																			
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 2008. 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 of the Business website was 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.																	
	Support the Lithgow Jobs Summit	Council participated in the Jobs Summit and developed a Draft Festivals & Events Strategy in response to identified objectives from the summit.																	
To provide a forum to discuss sister city matters and advise Council.	Organise the Sister City Committee meetings in accordance with the terms of reference.	3 meetings of the Sister City Committee were held.																	
<b>Tourism</b>																			
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"> <li>• Tourism Ambassador Program</li> <li>• 'What's in your Backyard' campaign</li> <li>• Support of local tourism events including Ironfest, Daffodils at Rydal, Hartley's Big Backyard, Celebrate Lithgow and other events as supported by Council.</li> <li>• Sale of LGA souvenirs.</li> <li>• Promotion of the LGA in a range of media.</li> </ul>	<table border="1"> <tr> <td>No. visited Visitors Information Centre</td> <td>53,134 people visited the Lithgow Visitor Information Centre during 2008/09</td> </tr> </table>	No. visited Visitors Information Centre	53,134 people visited the Lithgow Visitor Information Centre during 2008/09															
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		Feb 09	3,415.00
		Mar 09	3,560.00
		April 09	17,562.00
		May 09	8,692.50
		June 09	7,835.00
		Total Accommodation Booked 2008/09 \$	
		Value of retail sales 2008/09	\$58,685.25
		Operator membership of Lithgow Tourism	
		2007/08	2008/09
		65	86
	<p>Participate in the activities of Blue Mountains Tourism which promote the LGA including:</p> <ul style="list-style-type: none"> <li>• Participation in Board meetings, promotional target team for the domestic and international markets and education network target team.</li> <li>• Attendance at trade shows.</li> <li>• Participation in the visiting journalist program.</li> <li>• Advertising in the Blue Mountains Experience and Holiday Guide 2008.</li> </ul> <p>Promotion of local events.</p>	<ul style="list-style-type: none"> <li>• Meetings of the Blue Mountains Tourism Ltd attended.</li> <li>• Promotion articles on Lithgow have appeared in: <ul style="list-style-type: none"> <li>○ The Sydney Morning Herald</li> <li>○ Burke's Backyard Magazine,</li> <li>○ Overlander 4WD Magazine,</li> <li>○ Runners World</li> </ul> </li> <li>• Local Events were promoted to the media.</li> <li>• Assistance was provided throughout 2008/09 for the following events. <ul style="list-style-type: none"> <li>○ Daffodils at Rydal</li> <li>○ KTM Sunny corner Trail Bike</li> <li>○ Celebrate Lithgow</li> <li>○ Sunny Corner Sunday</li> <li>○ Range of Sporting events including motorbikes, mountain bikes and go-karts.</li> <li>○ Lithgow Flash Gift</li> <li>○ Zig Zag Railway Events including Thomas &amp; Friends and Wizards Express</li> <li>○ Rydal Agricultural Show</li> <li>○ Tablelands Way Opening</li> <li>○ Lithgow Show</li> <li>○ Rally of Lithgow</li> <li>○ Ironfest</li> <li>○</li> </ul> </li> </ul>	
	<p>Undertake assessment of existing signage to determine priorities for upgrade program and commence implementation.</p>	<ul style="list-style-type: none"> <li>• Ongoing upgrade of Brown &amp; White tourist signs throughout the Lithgow Region.</li> <li>• New signs installed at Inch Street, Lithgow, Newnes Plateau entrance (Atkinson Street), Capertee and Glen Davis.</li> </ul>	

	<p>Implement collaborative partnership strategies across LGA's including:</p> <ul style="list-style-type: none"> <li>• The Greater Blue Mountains World Heritage Drive.</li> <li>• The Botanists Way</li> <li>• The Tablelands Way.</li> </ul>	<p>Activities undertaken in accordance with the strategy and within budget including:</p> <ul style="list-style-type: none"> <li>• Promoting Greater Blue Mountains World Heritage Drive as a premier touring route.</li> <li>• Developing motorbike touring information as part of the Botanists Way.</li> <li>• Progressing the Tablelands Way project. Marketing collateral being developed.</li> </ul>						
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.	7 meetings of the Tourism Advisory Committee were organised and attended by Council staff during 2008/09.						
To promote filming in the LGA.	Participate in the activities of CENTROC's Film Central.	<ul style="list-style-type: none"> <li>• Various locations throughout the LGA featured in the following separate productions for national and international exposure. <ul style="list-style-type: none"> <li>○ Toyota commercial filmed in Lithgow.</li> <li>○ Car Commercial (digital stills) filmed in the Lithgow Region.</li> <li>○ Assisted location scouts.</li> <li>○ Subaru filmed digital stills for a magazine add</li> <li>○ Kiki (artist) – photo shoot for CD Album</li> </ul> </li> <li>• Participation in numerous teleconferences was undertaken.</li> </ul>						
To conduct the Lithgow Flash Gift.	Organise and hold the Lithgow Flash Gift Event.	<table border="1"> <tr> <td>No. of participants</td> <td>2007/08</td> <td>2008/09</td> </tr> <tr> <td></td> <td>400</td> <td>400</td> </tr> </table>	No. of participants	2007/08	2008/09		400	400
No. of participants	2007/08	2008/09						
	400	400						

## 2008/09 Capital Works and New Initiatives – Employment

Capital Work or Initiatives	Annual Achievements
<b>Council Employment</b>	
Continue to implement the corporate structure	The corporate structure was implemented and continues to be reviewed in line with organisation needs.
<b>Land Development</b>	
Groundwater monitoring of the former gasworks site	Funding was achieved through the NSW Environmental Trust to undertake sampling and analysis. This is to be undertaken in the 2009/2010 financial year.
<b>Economic Development</b>	
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>	
<b>Tourism</b>	
Adding iconic images to the photographic 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 Lithgow LGA.
Preparation of material for television advertising	To be reviewed in conjunction with Council's resolution to review branding for the Lithgow LGA.

## 2008/09 Donations – Employment

Donations	Annual Achievements
Lithgow Business Association for Celebrate Lithgow	Completed
Promotion of the State Mine Heritage Park and Railway	This activity was not undertaken
<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>	

## 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 Program of Works – Heritage

Objective	Activity	Quarterly Achievements					
To promote the conservation of the LGA's heritage.	Provide a heritage advisor program.	No. of residents utilising the service	<table border="1"> <tr> <td>2007/08</td> <td>2008/09</td> </tr> <tr> <td>10</td> <td>25</td> </tr> </table>	2007/08	2008/09	10	25
	2007/08	2008/09					
	10	25					
Develop criteria and sponsor the presentation of the John Wellings Heritage Award.	No nominations were received in 2008/09. To be reviewed in 2009/10 with the local branch of the National Trust.						
Review the Evans, Lithgow and Rylstone heritage studies and combine to inform the comprehensive Lithgow Local Environmental Plan.	A review of the 2000 Heritage Study commenced to inform local heritage listings for the new Local Environmental Plan						

### 2008/09 Capital Works and New Initiatives – Heritage

Capital Work or Initiatives	Annual Achievements
Improvement works at the South Bowenfels Gun Emplacements	Completed
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 implementation of the Local Heritage Fund.

### 2008/09 Donations – Heritage

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

## 5. Education

### Statement of intent for principal activity

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

### 2008/09 Program of Works – Education

Objective	Activity	Annual Achievements
<b>Learning City</b>		
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.	A large number of activities were achieved during 2008/09 these included: <ul style="list-style-type: none"> <li>Books for Babies Program</li> <li>Lithgow Forum held each quarter</li> <li>Homework Centre operated twice weekly during school terms</li> <li>Computer classes held during Adult Learners Week.</li> <li>12 Computers replaced in the Technology Centre.</li> </ul>
	Maintain membership of the Australian Learning Community Network.	Council renewed its membership of the Australian Learning Community Network.
	Operate the Lithgow Library Learning Centre, the Portland, Rydal and Wallerawang Libraries and the technology centre.	
Conduct exhibitions and displays in the Lithgow Library Learning Centre.	The following exhibition and displays were staged at the Lithgow Library Learning Centre during 2008/09: <ul style="list-style-type: none"> <li>Jenolan Caves; Then and Now</li> <li>Memory Boxes</li> <li>Rydal Village</li> <li>First Fleet</li> <li>Charles Darwin</li> <li>Holiday Fun</li> <li>Waters Edge</li> <li>Lithgow Military Memorabilia</li> </ul>	

	Sharing library resources with other communities.	<table border="1"> <tr> <td></td> <td>2007/08</td> <td>2008/09</td> </tr> <tr> <td>No. of Inter-library loans</td> <td>435</td> <td>480</td> </tr> <tr> <td>No. of Reciprocal borrowers</td> <td>2,926</td> <td>2,683</td> </tr> </table>		2007/08	2008/09	No. of Inter-library loans	435	480	No. of Reciprocal borrowers	2,926	2,683
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	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.	<p>The community and education information display areas were updated twice weekly.</p> <p>Activities for children were undertaken during school holidays including:</p> <ul style="list-style-type: none"> <li>• Holiday reading program with rewards and prizes.</li> <li>• Additional Story time activities and craft days</li> <li>• National Parks Discovery Session</li> <li>• Pirates and Princesses Party</li> </ul>									
lobby for a university in the LGA.	Lobby universities to establish a presence in the LGA.	Commenced liaison with a University regarding establishment of a College facility in Lithgow.									

## 2008/09 Capital Works and New Initiatives – Education

Capital Work or Initiatives	Annual Achievements
<b>Learning City</b>	
Develop the local history collection	<ul style="list-style-type: none"> <li>• Loan of photographs from the collection to exhibitions held during the year.</li> <li>• Photographic donations accepted.</li> </ul>
Enhance the adult, children, DVD, large print, language and teenage sections of the Library collection and provide kits for the books for babies program	<ul style="list-style-type: none"> <li>• New books purchased within available budget.</li> <li>• Books for Babies Program continued throughout the year.</li> <li>• New CD purchased to replace audiocassette Talking Books.</li> <li>• New DVD's purchased.</li> </ul>
Replace shelving at Portland and Wallerawang Libraries	Wallerawang Library underwent a major upgrade during the 4th quarter which is due for completion during 1 <sup>st</sup> quarter 2009/10.
Provide archival boxes for the preservation of community resources	Completed.

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## 2008/09 Donations – Education

Donations	Quarterly Payments
Local school presentations	Payments made to: <ul style="list-style-type: none"><li>• Coerwull Public School</li><li>• Meadow Flat Public School</li><li>• Zig Zag Public School</li><li>• St Patricks School</li><li>• Lithgow High School</li><li>• Wallerawang Public School</li><li>• Portland Central School</li></ul>
Smith Family Learning for Life Program	Completed.

## 6. Health

### Statement of intent for principal activity

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

#### 2008/09 Program of Works – Health

Objective	Activity	Annual Achievements
<b>Community Health Committee</b>		
To provide a forum for the community to discuss matters relating to health.	Organise the Community Health Committee meetings in accordance with the terms of reference.	The Terms of Reference for the Committee were adopted by Council and nominations for membership were called. As no nominations were received, Council resolved not to proceed with the establishment of the Community Health Committee.
<b>Drinking Water</b>		
To provide safe drinking water.	Provide drinking water to residents within the reticulated supply system.	<p>All samples taken from the Farmers Creek Water Supply complied with the Australian Drinking Water Guidelines except for 14 samples for total coliforms, A further 6 samples included pH, 1 sampled included free chlorine, 1 included iron and 2 included aluminium.</p> <p>All samples taken from Fish River Water Supply complied with the Australian Drinking Water Guidelines except xx samples for total:</p> <ul style="list-style-type: none"> <li>• 45 samples included coliforms</li> <li>• 4 samples included e coil</li> <li>• 4 samples included turbidity</li> <li>• 2 samples included aluminium</li> <li>• 2 samples included iron</li> <li>• 2 samples included manganese</li> </ul>
	Purchase water from State Water to supply: <ul style="list-style-type: none"> <li>• Cullen Bullen</li> <li>• Glen Davis</li> <li>• Lidsdale</li> <li>• Portland</li> <li>• Wallerawang.</li> </ul>	<p>The water supply from State Water servicing the LGA was 100% maintained during 2008/09</p> <p>Service payment was made. The amount of water purchased through the Fish River Water Supply for the period was a 357ML.</p>

	Maintain the Clarence Water Transfer System.	<p>The Clarence Water Transfer System was not activated during the 2<sup>nd</sup> quarter due to water supply levels in Farmers Creek Dam remaining above 95%.</p> <p>The supply was maintained into the Oakey Park Water Treatment Plant.</p>
	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.	Trading of part of Councils allocation to Delta Electricity ceased on 28 November 2007. No further agreement was entered into.
	Review and implement the Drought Management Plan.	<p>The Drought Management Plan was reviewed and water restrictions were implemented and enforced</p> <p>A review of water restrictions for the Marrangaroo area was undertaken in March and was implemented.</p> <p>CENTROC are proceeding with the development of the Drought Management Plan.</p>
<b>Health Enforcement</b>		
To provide effective and efficient compliance services to protect the health of the community.	Conduct inspections of food premises and provide ongoing educational material.	125 food inspections were undertaken at random during 2008/09. 17 Penalty Infringement Notices were issued for breaches of the Food Act.
	Conduct inspections of skin penetration premises and provide ongoing educational material.	13 premises were registered, the NSW Health Guidelines for Skin Penetration Premises were provided to all premises.
	Conduct routine monitoring of Council's reticulated drinking water supplies.	184 samples were taken and analysed for bacteria, chemicals, disinfection by products and pesticides.
	Conduct commercial swimming pools and spa inspections and provide educational material.	Portland and Lithgow Public Pools and commercial spas were inspected in conjunction with NSW Health. Council responded to a cryptosporidium infection linked by NSW Health to Lithgow Public Swimming Pool by collecting bacteria samples.
	Conduct inspections of cooling towers and associated systems.	Council conducted 3 inspections during 2008/09.
	Maintain a register of water cooling and warm water systems.	The register was maintained and updated and supplied to NSW Health as required.
	Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.	Council and Delta Electricity sampled blue green algae routinely at Lake Wallace and Lake Lyell during 2008/09.

	Undertake inspections of caravan parks.	Council staff carried out 1 inspection of a caravan park during 2008/09.
	Undertake inspections of places of public entertainment and if compliant issue approvals.	12 applications were received and 9 approvals were issued during 2008/09.

## 2008/09 Capital Works and New Initiatives – Health

Capital Work or Initiatives	Annual Achievements
<b>Drinking Water</b>	
Construction of infrastructure for a bulk water supplier ( <i>subject to grant funding</i> )	Discussions have taken place with the Department of Environment, Climate Change and Water. The final funding agreement is being negotiated.  The Options Study is complete. The project will continue in the 2009/10 financial year for completion in 2010/11.
<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.  The Pipeline from the existing reservoir to the new reservoir is underway. Due to wet weather delays, completion will now be in 2009/2010.
Construct new water reticulation mains at South Bowenfels from the new reservoir to new subdivisions.	This project was delayed due to negotiations regarding the alignment of pipes with the property owner. Construction commenced in the 3 <sup>rd</sup> quarter and will be completed during 2009/10.
Develop a program of water mains and services renewals and commence implementation	This activity has been carried forward to 2009/10.
Develop a program of upgrades to water reservoirs and commence implementation	This activity has been carried forward to 2009/10.
<i>These initiatives are part of an asset upgrade/replacement program.</i>	
Install fluoridation infrastructure	Preliminary paperwork was prepared. Discussions have been held with NSW Health and the Fish River Water Supply. A scope of works and timeframe has been developed for fluoridation at the Oakey Park Water Treatment Plant. Joint correspondence has been forwarded to minor consumers of the Fish river Water Supply. The type of fluoridation system is being reviewed given Council's drought relief project to 'back feed' water to the Fish River System.

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<i>This project is funded by NSW Health.</i>	
Purchase sampling equipment	This activity has been brought forward to 2009/10 to coincide with the commissioning of the fluoridation system.
Develop a program of upgrades to telemetry and commence implementation	This activity has been carried forward to 2009/10.
Undertake feasibility study to use Farmers Creek Dam No. 2 for Drinking Water	This activity has been carried forward to 2009/10.
Construct new reservoir at South Bowenfels	This activity has been carried forward to 2009/10.

## 2008/09 Donations – Health

<b>Donations</b>	<b>Annual Achievements</b>
Radiologist/physiotherapist scholarship in conjunction with Sydney West Area Health Service.	Did not occur

## 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 Program of Works – Environment

Objective	Activity	Annual Achievements
To reduce the number of coal heating appliances.	Provide the Alternate Fuel Rebate for the replacement of coal heaters with a cleaner heating alternative.	8 rebates provided during 2008/09.
<b>Environmental Education</b>		
To improve the community's knowledge of environmental issues.	Provide education on environmental matters to the community.	<ul style="list-style-type: none"> <li>• Educational material provided on SepticSafe program and environmental and noxious weeds.</li> <li>• Environmental material and display provided at Portland Central Schools 125<sup>th</sup> Anniversary.</li> <li>• Mobile Phone Muster Program continued.</li> </ul>
<b>Environmental Advisory Committee</b>		
To provide a forum for environmental groups to discuss matters relating to the environment.	Organise the Environmental Advisory Committee meetings in accordance with the terms of reference.	During 2008/09 Council staff organised and attended 6 meetings of the Environmental Advisory Committee.
<b>Environmental Improvement Grants</b>		
To seek opportunities to enhance the environment.	Prepare grant applications for funding of environmental improvement works.	<p>Council, in conjunction with Lithgow Oberon Landcare Association was successful in obtaining funding for a Greencorp Group which commenced in December 2008.</p> <p>Council in conjunction with Blue Mountains City Council successfully obtained an Urban Sustainability Grant to focus on the federally listed endangered temperate Peat Swamps.</p>
	Undertake weed removal, revegetation, soil stabilisation works, site interpretation and construction of walking tracks at: <ul style="list-style-type: none"> <li>• Hartley Reserve</li> <li>• Hassans Walls</li> <li>• Hyde Park</li> <li>• Londonderry Reserve</li> </ul> as part of the River Lett Improvement Program.	Bush regeneration, soil conservation works continued throughout 2008/09.

<b>Environmental Awards</b>		
To recognise excellence in environmental management.	Determine criteria for the environment awards.	The Awards were not conducted during 2008/09.
<b>Environmental Memberships</b>		
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.
<b>Environment Protection Licences</b>		
To responsibly manage scheduled activities to protect the environment.	<p>Comply with the environment protection licences for:</p> <ul style="list-style-type: none"> <li>• Lithgow Sewerage Treatment Plant</li> <li>• Lithgow Solid Waste Facility</li> <li>• Lithgow Water Treatment Plant</li> <li>• Portland Garbage Depot</li> <li>• Portland Sewerage Treatment Plant</li> <li>• Wallerawang Sewerage Treatment Plant</li> </ul>	<p>There were no action/s taken in relation to non compliance during 2008/09.</p> <p>An environmental Management audit was commissioned during the period to determine non-compliances or potential non-compliance. The results of this audit were received in the 3<sup>rd</sup> quarter.</p>
<b>Environmental Regulation</b>		
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.	Continued investigation and prosecution of large scale illegal dumping at Wallerawang. Penalty Infringement Notices and a Cleanup Notice have been issued under the POEO Act and legal advice has been sought.
<b>On-site Sewage Management</b>		
To implement the on-site sewage management strategy.	Undertake activities identified in the on-site sewage management strategy.	<p>176 inspections of Septic and Aerated Water Treatment Systems were conducted during 2008/09.</p> <p>A number of failing systems were identified with owners required to rectify.</p> <p>Educational materials were sent to residents on the Septic Safe Program.</p>
<b>Weeds Management</b>		
To control environmental and noxious weeds.	Control environmental and/or noxious weeds and/or pests on public land through Council and/or services provided by the Upper Macquarie County Council.	<p>Seasonal programs were completed within budget.</p> <p>Upper Macquarie County Council's program Provides a monthly report to Council on its activities within the local government area.</p>

Water Quality																										
To provide a sewerage system that is managed to provide environmental security and system reliability.	Provide a secure and reliable sewerage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang.	There were no sewerage overflow incidents at sewerage pump stations. Operation undertaken to an acceptable standard and within budget.  The system has been maintained effectively during the period.																								
	Payment of the Lithgow Sewage Treatment Plant Load Reduction Agreement	Completed.																								
	Implement the Trade Waste Policy.	6 Trade Waste inspections were conducted and 2 approvals were issued.																								
Waste Management																										
To provide waste and recycling collection services that encourage a reduction in land filling.	Collect street and park litter bins in Lithgow, Portland and Wallerawang.	Litter bins were collected to an acceptable standard with budget exceeding estimate.  This activity occurred on a regular basis throughout 2008/09.																								
	Provide a kerbside garbage and recycling collection service to all residents within the collection service area.	<table border="1"> <thead> <tr> <th>Kerbside Collection</th> <th>2007/08 (tonnes)</th> <th>2008/09 (tonnes)</th> </tr> </thead> <tbody> <tr> <td>Waste</td> <td>4,677</td> <td>2,200</td> </tr> <tr> <td>Recycling</td> <td>777</td> <td>731</td> </tr> </tbody> </table>	Kerbside Collection	2007/08 (tonnes)	2008/09 (tonnes)	Waste	4,677	2,200	Recycling	777	731															
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	Provide garbage disposal facilities within the LGA at: <ul style="list-style-type: none"> <li>• Angus Place (until reaches capacity)</li> <li>• Capertee</li> <li>• Cullen Bullen (until reaches capacity)</li> <li>• Glen Davis</li> <li>• Lithgow</li> <li>• Portland</li> <li>• Wallerawang.</li> </ul>	<table border="1"> <thead> <tr> <th>Garbage Depot</th> <th>2007/08 (tonnes)</th> <th>2008/09 (tonnes)</th> </tr> </thead> <tbody> <tr> <td>Angus Place</td> <td>502</td> <td>2,000</td> </tr> <tr> <td>Capertee</td> <td>631</td> <td>2,500</td> </tr> <tr> <td>Cullen Bullen</td> <td>296</td> <td>1,184</td> </tr> <tr> <td>Glen Davis</td> <td>96</td> <td>1,500</td> </tr> <tr> <td>Lithgow</td> <td>74,693</td> <td>43,240</td> </tr> <tr> <td>Portland</td> <td>1,916</td> <td>3,600</td> </tr> <tr> <td>Wallerawang</td> <td>841</td> <td>3,400</td> </tr> </tbody> </table>	Garbage Depot	2007/08 (tonnes)	2008/09 (tonnes)	Angus Place	502	2,000	Capertee	631	2,500	Cullen Bullen	296	1,184	Glen Davis	96	1,500	Lithgow	74,693	43,240	Portland	1,916	3,600	Wallerawang	841	3,400
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Prepare closure plans for the garbage disposal facilities.	Council engaged a consultant to undertake the preparation of closure plans for the garbage disposal facilities.																									
Review waste management facilities and recycling services within the LGA.	The activity was not achieved during 2008/09 and has been rescheduled for 2009/10.																									
Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.	No green waste collection services were provided to local residents with no residents participating.																									
Provide a clean up collection service to residents within the LGA.	Clean up collection services were provided to residents within the LGA with 1,066 residents participating.																									
Assist the Sydney Catchment Authority with in kind contributions for a free chemical collection	Assistance was provided in accordance with the agreement.																									

	service for residents.		
	Promote composting through the sale of compost bins and worms farms.	2007/08	2008/09
	Value of sales	658.63	120.00
Attend meetings and participate in NetWaste activities.	No meetings were attended during the year.  The Waste to Art and Design Travelling Photographic Exhibition was conducted at Eskbank House & Museum in association with NetWaste.		

## 2008/09 Capital Works and New Initiatives – Environment

Capital Work or Initiatives	Annual Achievements
<b>Waste Management</b>	
Closure of garbage depots at:	
Glen Davis	This activity has been carried forward to 2009/10.  The preparation of Landfill Closure Plans for landfills was commissioned during 2008/09.
Construct a waste transfer station at:	
Glen Davis/Glen Alice	This activity has been carried forward to 2009/10.
Tarana	This activity has been carried forward to 2009/10.
Design and construct Blackmans Flat Waste Management Facility for the Local Government Area including loan repayments	A proposal for the design of the facility was received but had not been determined during the period.
Conduct an audit of the Lithgow Solid Waste Facility and the Portland Garbage Depot	This activity has been carried forward to 2009/10.
Prepare Landfill closure plans for all waste facilities	This activity has been carried forward to 2009/10.
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Complete detailed design, tender and construct the stage 2 augmentation of the Lithgow Sewage 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. Tenders were called for and received.
<i>This project:</i>	
<ul style="list-style-type: none"> <li>• <i>Is funded by Council, the Department of Water and Energy and the Sydney Catchment Authority</i> <ul style="list-style-type: none"> <li>• <i>Is an action of the State of the Environment Report 2006/07.</i></li> <li>• <i>Also assists in the achievement of a strategy in the principal activity area of Growth.</i></li> </ul> </li> </ul>	
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 Sewage Treatment Plant augmentation to improve the quality of effluent being discharged into the Sydney Drinking Water, Hawkesbury Nepean and Macquarie Catchments.	Design of the Wallerawang Sewage Treatment Plant was completed.  At its Policy & Strategy Committee Meeting held on 2 September 2008, Council resolved to commit to the upgrade of two standalone Sewage Treatment Plants at Wallerawang and Portland.  At its meeting of 9 March 2009, Council resolved to delegate the General Manager the power to determine the development application.
Design and construct an upgrade to the South Littleton Pumping Station including loan repayments	The study commenced and a report was provided by the NSW Department of Commerce into options. An additional option has been required 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>	Design work at the Lithgow Sewage Treatment Plant was completed and included as part of the tender for the stage 2 augmentation.  Initial discussions have taken place with the Department of Environment, Climate Change and Water. 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	Desludging of the Lagoons was not required during 2008/09.
Desludge selected lagoons at the Sewerage Treatment Plants	One lagoon was desludged and relined. Desludging commenced on the other lagoon.
Develop a program for sewer mains relining and commence implementation	This activity has been carried forward to 2009/10.
Extend the South Littleton sewer main including loan repayments	Study commenced. A report was provided by the NSW Department of Commerce into options. An additional option has been requested to be investigated.
Investigate and apply for approvals to dispose of leachate from the Lithgow solid Waste Facility at the Lithgow Sewage Treatment Plant.	This activity has been carried forward to 2009/10.
<i>This activity is an action of the State of the Environment Report 2006/07.</i>	
Undertake dam safety works in accordance with priority program.	This activity has been carried forward to 2009/10.
Flood mitigation works to Farmers Creek	Commenced with further works planned for 2009/10.
Complete the Farmers Creek Dam Flood and Earthquake Study.	This activity has been carried forward to 2009/10.
<i>This project is funded by Council and the State and Federal Governments.</i>	

Purchase a mobile pump	Completed.
Develop a program for sewer mains relining and commence implementation	This activity has been carried forward to 2009/10.
Replace sewer vents according to priorities in the vent shaft replacement study	Completed
Complete environmental audits at the Sewage Treatment Plants	This activity has been carried forward to 2009/10.
Complete the integrated water management strategy.	This activity has been carried forward to 2009/10.
Undertake environmental enhancements to the Lithgow Water Treatment Plant	Commenced with further works planned for 2009/10.
Undertake erosion control measures in the unnamed creek off Sandford Avenue, Lithgow	Completed.
Upgrade telemetry for the Farmers Creek Dams	Commenced construction of a building to house telemetry equipment to be completed 2009/10.
Undertake a public water education campaign	This activity has been carried forward to 2009/10.
Undertake assessment of the sewerage telemetry systems to determine priorities for upgrade program and commence implementation	This activity has been carried forward to 2009/10.
Undertake 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	This activity has been carried forward to 2009/10.
<i>Some of these initiatives are part of an asset upgrade/replacement program.</i>	

## 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 Program of Works – Arts and Culture

Objective	Activity	Annual Achievements						
<b>Eskbank House</b>								
To develop and promote Eskbank House and Museum as a cultural heritage venue.	Operate Eskbank House and Museum.	<table border="1"> <tr> <td></td> <td>2007/08</td> <td>2008/09</td> </tr> <tr> <td>No. of visitors</td> <td>2,680</td> <td>2,152</td> </tr> </table>		2007/08	2008/09	No. of visitors	2,680	2,152
		2007/08	2008/09					
	No. of visitors	2,680	2,152					
Conduct exhibitions and displays.	<p>The following exhibitions and displays were conducted:</p> <ul style="list-style-type: none"> <li>• Sea Shells by the Sea Shore Exhibition.</li> <li>• Don't Dis My Ability Exhibition and Celebration.</li> <li>• Black &amp; White Panorama of Lithgow.</li> <li>• Waste to Art and Design Travelling Photographic Exhibition.</li> </ul>							
Improvements to the court yard space to provide for exhibitions.	<ul style="list-style-type: none"> <li>• Installation of new floor and glass insert commenced in 3<sup>rd</sup> quarter 2008/09 with completion 1<sup>st</sup> quarter 2009/10</li> </ul>							
<b>Cultural Activities and Facilities</b>								
To celebrate the cultural heritage of the LGA.	Coordinate Australia Day activities within the LGA.	Australia Day festivities held at Eskbank House Museum during 3 <sup>rd</sup> 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 was held at Eskbank House Museum						
To manage the Crystal and Union Theatres.	Hold Crystal and Union Theatre Committee meetings in accordance with the terms of reference.	<p>6 meetings of the Union Theatre Committee were held.</p> <p>4 meetings of the Crystal Theatre Management Committee were held.</p>						
	Operate the Union Theatre.	<table border="1"> <tr> <td colspan="2" style="text-align: center;">Union Theatre/Civic Ballroom Bookings</td> </tr> <tr> <td>2007/08</td> <td>2008/09</td> </tr> <tr> <td>95</td> <td>120</td> </tr> </table>	Union Theatre/Civic Ballroom Bookings		2007/08	2008/09	95	120
Union Theatre/Civic Ballroom Bookings								
2007/08	2008/09							
95	120							
To celebrate Christmas by coordinating street decorations	Provide input into the provision of street decorations	Decorations installed by early December						
To develop local artists by offering support.	Develop a program for support of local artists and implement.	This activity has been carried forward to 2009/10.						

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

Capital Work or Initiatives	Annual Achievements
<b>Building Improvements</b>	
Improvements to the court yard space at Eskbank House to provide for exhibitions <i>(subject to grant funding)</i>	Installation of new floor and glass insert commenced in 3 <sup>rd</sup> quarter 2008/09 with completion due 1 <sup>st</sup> quarter 2009/10.
<i>This initiative is part of an asset upgrade/replacement program.</i>	
Adoption of Lithgow Council's first Cultural Plan	Plan developed and adopted by Council. Priority actions incorporated into 2009/10 Management Plan
Cultural Precinct Study	Council received funding from Xstrata Coal to undertake a feasibility study into the creation of a cultural precinct. The Cultural Precinct was a key recommendation of the Cultural Plan. Study to commence 1 <sup>st</sup> quarter 2009/10.

## 2008/09 Donations – Arts and Culture

Donations	Annual Achievements
Hall hire for Quota International of Lithgow	Completed
Ironfest sponsorship	Completed
Koori Kids NAIDOC Week activities	Completed
Lithgow City Band sponsorship and assistance in preparing grant applications for the hall	Information provided on available grants
Lithgow Community Orchestra sponsorship	Completed
Lithgow Highland Band sponsorship	Completed
Scholarship to the Mitchell Conservatorium	Completed
Arts OutWest membership	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>	

## 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 Program of Works – Youth

Objective	Activity	Annual Achievements
<b>Youth Council</b>		
To enable young people to have a voice to Council.	Coordinate and provide support to the Lithgow Youth Council.	Terms of Reference for Youth Council adopted by council. Meetings to commence in 2009/10.
	<i>This is an action of the Social Plan 2006-2011.</i>	
	Undertake consultation with young people on the location and design of Lithgow Skatepark.	Consultation occurred. Location and design determined. Construction commenced 4 <sup>th</sup> Quarter 2008/09 and completion due 1 <sup>st</sup> Quarter 2009/10.

### 2008/09 Donations – Youth

Donations	Annual Achievements
Sponsorship of activities by the First Portland Scout Group	Completed
Sponsorship of community fun days conducted by the Lithgow Child Protection Agency	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>	

## 10. Growth

### Statement of intent for principal activity

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

### 2008/09 Program of Works – Growth

Objective	Activity	Annual Achievements																		
<b>Development</b>																				
To provide an assessment service for applications and constructions.	Assess all applications including: <ul style="list-style-type: none"> <li>development applications</li> <li>construction certificates</li> <li>complying development applications.</li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>2007/08</th> <th>2008/09</th> </tr> </thead> <tbody> <tr> <td>No. application received</td> <td>365</td> <td>336</td> </tr> </tbody> </table>		2007/08	2008/09	No. application received	365	336												
		2007/08	2008/09																	
No. application received	365	336																		
Undertake all development related inspections where Council is the consent authority and/or principal certifying authority.	Inspections undertaken within 24 hours where requested.																			
	Process and issue: <ul style="list-style-type: none"> <li>building certificates</li> <li>planning certificates</li> <li>subdivision certificates.</li> </ul>	<table border="1"> <thead> <tr> <th colspan="3">No. of Applications Received</th> </tr> <tr> <th></th> <th>2007/08</th> <th>2008/09</th> </tr> </thead> <tbody> <tr> <td>Planning Certificates 149(2)</td> <td>420</td> <td>526</td> </tr> <tr> <td>Planning Certificates 149(5)</td> <td>217</td> <td>284</td> </tr> <tr> <td>Building Certificates</td> <td>36</td> <td>62</td> </tr> <tr> <td>Subdivision Certificates</td> <td>-</td> <td>23</td> </tr> </tbody> </table>	No. of Applications Received				2007/08	2008/09	Planning Certificates 149(2)	420	526	Planning Certificates 149(5)	217	284	Building Certificates	36	62	Subdivision Certificates	-	23
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Building Certificates	36	62																		
Subdivision Certificates	-	23																		
To ensure compliance with legislative requirements.	Undertake a review of operational conditions of development consent and enforce compliance.	One action was lodged successfully in the Land and Environment Court.																		
	Investigate non compliance with the Environmental Planning and Assessment Act.	One action was lodged successfully in the Land and Environment Court.																		

### 2008/09 Capital Works and New Initiatives – Growth

Capital Work or Initiatives	Annual Achievements
<b>Planning</b>	
Preparation of the comprehensive Lithgow Local Environmental Plan	Consultants were appointed in September 2008.
<p style="text-align: center;"><i>This project:</i></p> <ul style="list-style-type: none"> <li><i>Is funded by Council and the Department of Planning.</i></li> <li><i>Is an action of the State of the Environment Report 2006/07.</i></li> <li><i>Also assists in the achievement of strategies in the principal activity areas of Community, Employment, Environment and Heritage.</i></li> </ul>	

## 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 Program of Works – Governance and Administration Services

Objective	Activity	Annual Achievements
<b>Council Memberships</b>		
To work together to interweave and optimise the coordination of resources and sharing of information.	Attend meetings and support the Central Tablelands Alliance.	12 meetings of the Central Tablelands Alliance were attended.
	Implement the Business Plan for the Central Tablelands Alliance.	Activities during 2008/09 included: <ul style="list-style-type: none"> <li>• Employment of the Grants Officer</li> <li>• Employment of the Geographic Information System Trainee</li> <li>• Council continued to in the position of chair and secretariat of the Alliance</li> <li>• gap analysis for occupational health and safety and risk management proceeded throughout 2008/09</li> <li>• skills audit and review of the salary system was undertaken</li> <li>• disaster recovery communication commenced</li> <li>• investigated joint tendering for plant items and advertised for water carts for Lithgow and Oberon</li> <li>• Road Safety Strategic Action Plans for Lithgow were implemented</li> </ul>
	Contribute to CENTROC and participate in its activities.	5 meetings of CENTROC and 5 meetings of GMAC were attended.  The Mayor undertook activities as the Chair and the General Manager as the Executive Secretary of CENTROC.
	Participate in the activities of the Local Government and Shires Association.	Membership subscriptions were paid and the following activities were attended: <ul style="list-style-type: none"> <li>• E Division Conference of the Shires Association</li> <li>• Annual Conference of the Shires Association</li> <li>• Local Government Associations Conference</li> </ul>

<b>Council Meetings</b>		
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 were produced in accordance with legislation and the Code of Meeting Practice.
	Council and committee meetings are conducted regularly.	The following meetings were conducted during 2008/09: <ul style="list-style-type: none"> <li>• 14 Council meetings</li> <li>• 7 Finance and Services Committee meetings</li> <li>• 7 Policy and Strategy Committee meetings</li> <li>• 5 extraordinary meetings of Council</li> </ul>
<b>Councillor Support</b>		
To support Councillors in their role.	Provide information to Councillors regularly.	Information was provided to Councillors in the form of: <ul style="list-style-type: none"> <li>• meetings</li> <li>• memos</li> <li>• reports</li> <li>• emails</li> <li>• briefing sessions</li> <li>• letters</li> </ul>
	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 were provided.
	Provide training to Councillors	11 Information sessions were held during 2008/09 for Councillors.
<b>Depot</b>		
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
<b>Documents</b>		
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 the officers within 4 hours.
To provide access to Council's records.	Assess, determine and respond to requests for Council information.	2 Freedom of Information request was received during 2008/09 which were responded to within legislative timeframes.  Applications under section 12 of the Local Government Act were dealt with in Council's standard time for correspondence.

To ensure information which Council collects is used lawfully and for the purpose it was collected.	Provide training to staff.	<p>Training was provided to all new Council employees and existing employees on request.</p> <p>Training was provided with regard to gathering information and privacy to all staff in June 2009.</p>
	Assess, determine and respond to complaints.	No privacy complaints were received.
<b>Finance</b>		
To provide sound financial advice and management of Council's finances.	Manage and monitor Council's finances.	<p>The following reports were presented throughout 2008/09:</p> <ul style="list-style-type: none"> <li>• draft 2007/08 General Purpose Financial Reports presented to Council</li> <li>• monthly budget reports presented to the Executive Management Team</li> <li>• quarterly budget review statements were reported to Council at its Finance and Services Committee meetings and/or its Policy &amp; Strategy Committee meetings</li> </ul> <p>Report on the General Purpose Financial Reports to Council on 21 October 2008 for presentation to the Councils Auditors, The Morse Group. Completion by 31 October for lodgement with the Department of Local Government by 7 November.</p>
	Model levy, issue and recover rates, annual charges and sundry debtors including fees and charges.	<p>Council issued all four rate instalment notices within the required timeframe. At 30 June 2009:</p> <ul style="list-style-type: none"> <li>• 1.75% of 11,500 properties were with the external debt collection agency.</li> <li>• 1.70% of 11,500 properties have arrangements to pay.</li> <li>• Correspondence regarding missed instalments were issued within timeframe</li> </ul>
	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 20 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 \$18,614,464.73. Actual interest received to date \$682,483.35 and accrued interest of \$71,392.65 brought to account to 30 June 2009.
	Manage Council's loan portfolio.	Loan principal and interest paid in accordance with local conditions.
	Assist in the external audit of Council's financial records.	Final audit for 07/08 completed October 2008.  Audit report received unqualified 31 October 2008.  Financial Statement to Department of Local Government in compliance with due date.
	Prepare a 10 year financial plan and include strategies to improve Council's current financial ratios.	Commencement of 10 year financial plan 2009/10 – 2018/19 to be further developed.  25 year financial model for Water and 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.
<b>Information Technology</b>		
To ensure high service levels of Council's information and communications network.	Manage and maintain the communications networks.	The network was operational and accessible greater than 98% of the time.
	Manage the leases for copying and printing machines.	Leases reviewed for majority of machines, with those due replaced by machines purchased outright.
To comply with current licensing requirements.	Renew software licenses.	All software licensing was current throughout 2008/09.
To enhance Council's geographical information system.	Maintain and continue development of the geographical information system to ensure integrity with Council's property system.	There was an average of 97% property match during 2008/09.
<b>Insurance</b>		
To provide insurance coverage of Council's activities and assets.	Secure adequate and cost effective insurance coverage.	Insurance renewals were 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 were provided to the insurance company upon receipt. Additional information was provided by Council when requested within Council's standard for correspondence.

<b>Internal Auditing</b>		
To implement internal auditing programs.	Undertake activities identified in the Internal Audit Plan.	Development of Internal Audit Plan to be considered by CENTROC and the Central Tablelands Alliance.
<b>Legislation</b>		
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.
<b>Local Government Week</b>		
To celebrate Local Government Week.	Undertake activities focusing on Council in the community.	No activities were undertaken in July during Local Government Week.
<b>Organisational Planning and Reporting</b>		
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.	All Quarterly Reports to reported to Council on time.
	Prepare management plan for 2008/09 to 2010/11 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 <sup>st</sup> quarter
	Prepare the annual report for 2006/07 including the state of the environment report.	The Annual Report 2007/08 and State of the Environment Report 2007/08 were produced and website link provided to the Department of Local Government on 30 November 2008.
	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 be undertaken to ascertain additional areas for review in relation to the Strategic Plan.
	Prepare asset management plans for: <ul style="list-style-type: none"> <li>Buildings, operational land and other assets - Roads, drainage, kerb and gutter and footpaths.</li> </ul>	Asset management plans for buildings, operational land and other assets completed by 31 December 2008.  Asset management plans for roads, drainage, kerb and gutter and footpath commenced by 30 June 2009.

<b>Policies</b>		
To develop modern and legislatively compliant policies.	Develop, review and implement policies.	Review of Code of Meeting Practice adopted. An ongoing review of Council Policies was conducted.
<b>Employees</b>		
To implement procedures and practices which foster a desirable place of work.	Attract and recruit staff on merit.	Staff have been recruited in accordance with relevant legislation, procedures and the principles of equal employment opportunity.
	Provide salary, benefits and favourable working conditions in accordance with the relevant industrial legislation.	Legislation and procedures have been complied with and a 3.2% wage increase was granted to all employees in November 2008.
	Conduct annual performance appraisals of staff.	This activity was completed during September/October 2007.
	Provide a staff newsletter.	5 staff newsletters were produced and distributed to staff.
	Recognising long serving employees through the recognition of service procedure.	Council held a presentation to recognise long serving staff 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"> <li>• communication of policies and programs</li> <li>• collection and recording of appropriate information</li> <li>• review of personnel practices</li> <li>• Evaluate and review.</li> </ul>	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.	An OH&S Action Plan was developed and implemented in accordance with the State Cover OH&S Audit results.
	Provide access to external support and counselling service.	Access to the employee assistance program was maintained.
	Provide relevant immunisations to appropriate staff.	Immunisations were undertaken as required in accordance with the employee schedule.
	Provide a rehabilitation program for injured employees.	Return to work plans were implemented as required.
	The Occupational Health and Safety Committee meet and undertake activities.	7 meetings of the Occupational Health and Safety Committee were held.

To enhance the skills and knowledge of the workforce.	Implement the training plan.	<p>The following training was undertaken:</p> <ul style="list-style-type: none"> <li>• Traffic Control – Stop/slow</li> <li>• Traffic control – Yellow Ticket</li> <li>• Traffic control – Select and Modify</li> <li>• Traffic control – Design and Audit</li> <li>• Harassment Prevention</li> <li>• Induction/Orientation</li> <li>• Chainsaw Operations</li> <li>• First Aid new course and refresher courses</li> <li>• Gathering and Recording Information</li> <li>• Media Skills Training</li> <li>• Confined spaces (new course and refresher course)</li> <li>• Customer Service Skills</li> <li>• Backflow Prevention Training</li> <li>• Fluoridation Training (Water Treatment Plants)</li> <li>• MS Project Management</li> <li>• Effective Investigation Processes</li> <li>• Return to Work for Supervisors and Line Managers</li> <li>• Safe Working at Heights</li> <li>• OHS risk Management for Supervisors and Managers</li> <li>• Report Writing</li> <li>• OHS Contractor Regulations</li> <li>• HC Truck Licence</li> <li>• HR Truck Licence</li> <li>• Water Treatment Operations</li> <li>• TMV Valves</li> <li>• PR Valves</li> <li>• Diploma in Information Technology</li> <li>• Liquid Trade Waste Regulations</li> <li>• Desktop Publishing</li> <li>• PowerPoint Workshop</li> <li>• Advanced Return to Work Coordination</li> </ul>
	Prepare the draft training plan for 2008/09.	The training plan was finalised.
	Purchase training programs and materials.	Programs and materials purchased and within budget.
<b>Risk Management</b>		
To manage Council's risk.	Develop and implement risk management strategies.	A Risk Management Action Plan was developed and implemented in accordance with the Statewide Public Liability Audit results.

Stores		
To maintain an adequate level of stock for internal supply to operational programs.	Order and issue stock items as required.	Bi-annual stock takes were undertaken at both the Lithgow and Wallerawang stores on 17 January 09 and 14 June 09.  \$335,739.79 of stock held at 30 June 2009.

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

Capital Work or Initiatives	Annual Achievements
<b>Building Improvements</b>	
Continued refurbishment of the Administration Centre	Ongoing
<b>Depot</b>	
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>	
<b>Information Technology</b>	
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	Completed
Relocate the server room	Revised due to upgrade of administration building not occurring.
Replace the telephone line for the Clarence Transfer System/Lithgow Water Treatment Plant	Completed
Upgrade software for:	
Eskbank House and Museum collection	Replaced with online solution
Finance and payroll	Completed
Library	Postponed to 2009/10 for new version release.
Telephones	Completed
<b>Personnel</b>	
Commence design of a new salary system.	Did not commence

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## Statements Against Reporting Requirements

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### State of the Environment Report

Please note that the supplementary State of the Environment Report 2008/09 is the subject of a separate report which can be obtained from Council's Administration Centre or found on the website [www.lithgow.nsw.gov.au](http://www.lithgow.nsw.gov.au).

### Condition of Public Works

A condition index has been used to describe the condition of each type of asset. The condition description is based on the following condition index:

Condition Description	Condition Index
Near perfect	1
Superficial deterioration	2
Deterioration evident	3
Requires major reconstruction	4
Asset unserviceable	5

Further details of the condition of particular assets are provided in Special Schedule 7 of the Financial Statements within this Report. The following should be noted:

- In 2008/2009 condition surveys were undertaken for timber bridges and a program of timber bridge improvements will commence in 2009/10. No condition surveys were undertaken in relation to other assets, with the exception of buildings and therefore the condition of those assets as at 30 June 2009 was estimated on the movement of the condition stated from 30 June 2008. Condition rating of all road infrastructure assets is to be undertaken before June 2010.
- The estimate of cost to bring public works up to a satisfactory standard is based on the condition of the asset and an adjustment for the Consumer Price Index.
- Council has adopted a strategic approach to the management of its varied and extensive assets. During 2009/10 Council will be proceeding to identify value and develop works programs for all its assets.

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## Statements Against Reporting Requirements

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### Legal Proceedings

The following table provides a summary of legal proceedings in which Council was a party to in 2008/09:

Matter	Amount	Outcome
Westholme	\$14,705.70	Successful action on costs in the Land and Environment Court
Debt recovery	\$10,547.35	Recovery of Council rates, charges and debtors.
Barclay	\$81,737.18	Settlement of a claim by Barclays against Council.

### Fees, Expenses and Facilities Provided to the Mayor and Councillors

Fee, Expense or Facility	Amount
Mayoral allowance	\$16,000
Councillor fees	\$67,000
Provision of a mobile phone for the Mayor	\$330
Telephone calls	\$2,151
Mayoral Vehicle	\$2,000
NOTE: The Mayor paid \$2,000 lease fee for private use during the reporting period which is the amount applicable from the date Council adopted its policy on the payment of expenses and provision of facilities to Councillors.	
Attendance of councillors at conferences and seminars	\$3,000
Training and skill development	\$0
Interstate visits	\$0
Overseas visits	\$0
Expenses of any spouse, partner or other person who accompanied a councillor	\$0
Provision of care for a child or an immediate family member	\$0
Miscellaneous	\$9,000
NOTE: Includes service award, board membership, parking and meals.	

Council at its meeting of 16 April 2007 adopted a policy regarding the payment of expenses and provision of facilities to Councillors. A copy of the Policy is provided in Appendix B.

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## Statements Against Reporting Requirements

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### Overseas Visits

There were no overseas visits undertaken during 2008/09.

### Senior Staff

Council had 3 senior staff positions throughout the year. The total remuneration packages of the senior staff are provided in the following table:

Item	General Manager	Group Manager Community and Corporate	Group Manager Regional Services
Total value of salary component of package	\$131,848.69	\$133,981.65	\$65,773.52
Total amount of any bonus payments, performance or other payments that do not form part of salary component	\$0	\$0	\$0
Employer compulsory superannuation or salary sacrifice	\$33,911.31	\$12,868.35	\$71,026.48
Total value of non-cash benefits	\$29,240	\$9,000	\$8,000
Total payable fringe benefits tax	\$0	\$0	\$0

### Contracts Awarded over \$150,000

Council resolved to award the following contracts in 2007/08 which were over \$150,000:

Contract Description	Contractor	Amount*
Waste collection	JR Richards	\$876,920.27
Waste Disposal	Henry Plant Hire	\$510,551.97
Purchase water from Fish River Water Supply	State Water	\$917,646.61
		\$
		\$
		\$
		\$
		\$

NOTE: \* The amount of contract as awarded

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## Statements Against Reporting Requirements

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### Bushfire Hazard Reduction Activities

Council participated in several committees and provided support through the Service Level Agreement with the Rural Fire Service.

### Programs that Promote Services and Access for People with Diverse Cultural and Linguistic Backgrounds

Activities and programs undertaken or participated in by Council in 2008/09 to promote services and access for people with diverse cultural and linguistic backgrounds included:

#### Local Ethnic Affairs Priority Statement

The Social Plan 2006-2011 identified the development of a detailed Ethnic Affairs Priority Statement as an action and as such a Statement was prepared and adopted by the Council at its Ordinary Meeting of 17 December 2007. (Minute 07-546).

The Local Ethnic Affairs Priority Statement aims to:

- Create an environment where people from diverse cultural and linguistic backgrounds have equitable access to Council services and are encouraged to participate in Council's planning processes.
- Recognise, value and promote the community of diverse cultural and linguistic backgrounds and its contribution to the community through increasing community awareness of cultural diversity and promoting community harmony.

#### Harmony Day 2009

In recognition of Harmony Day 2009, Council, in collaboration with the Lithgow Multicultural Interagency held an afternoon of cultural events at Eskbank House Museum.

#### List of Multicultural Services

A link to the Bathurst Information & Neighbourhood Centre's Migrant Support Service is maintained on Council's community website.

#### Social Plan 2006-2011

The Social Plan 2006-2011, adopted by Council on 20 November 2006 (Min No. 06-392), nominates people from culturally and linguistically diverse backgrounds as a target group. The Social Plan recommends a series of actions for Council to consider in the management planning process to address the identified issues.

The Social Plan was updated during 2008/09 using data from the Australian Bureau of Statistics 2006 Census of Population and Housing.

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## Statements Against Reporting Requirements

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### Activities to Develop and Promote Services and Programs that Provide for the Needs of Children

The following activities were undertaken and supported by Council relating to the development and promotion of programs and services that provide for the needs of children during 2008/09:

Council participated in the Child Protection Interagency and provided financial assistance to a number of community projects for children.

#### Children's Activities at the Lithgow Library Learning Centre

The following activities were held at the Lithgow Library Learning Centre for children during the year:

- Two story-time sessions per week for pre-schoolers with book readings and craft activities.
- 'Books for Babies' - every baby born in Lithgow receives a book to keep.
- Delta Homework Zone operates 2 afternoons per week during term time, with a qualified teacher.
- Activities for children were undertaken during school holidays including:
  - Holiday reading program with rewards and prizes.
  - Additional Story-time activities and craft days,
  - National Parks Discovery Session
  - Pirates and Princesses Party

#### Financial support for children's programs and services

Council's Financial Assistance Program in 2008/09 provided funding to the following organisations which provide programs and/or services for children:

- Contribution towards the Smith Family's Learning for Life Program.
- Local school presentations
- Koori Kids NAIDOC Week activities
- Community fun days conducted by the Lithgow Child Protection Agency.

#### Social Plan 2006-2011

The Social Plan 2006-2011 was adopted by Council on 20 November 2006 (Min No. 06-392) and nominates children as a target group. As a result of the target group consultation, the Social Plan recommends a series of actions for Council to consider in the management planning process to address the identified issues.

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## Statements Against Reporting Requirements

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### Access and Equity Activities

Activities undertaken or participated in by Council in relation to access and equity included the following during 2008/09:

#### International Day for People with a Disability

'Don't Dis my Ability Art Exhibition and Celebration' was held at Eskbank House Museum as part of the celebrations for International Day for People with a Disability. The event provided persons with a disability and their carers and opportunity to celebrate Ability with a band, dancing, pottery workshop, free BBQ and face painting. A major part of the festivities was the launching of the Don't Dis my Ability Art Exhibition in the Enclosed Courtyard Gallery which ran throughout December and January.

#### Social Plan 2006-2011

The Social Plan 2006-2011 was adopted by Council on 20 November 2006 (Min No. 06-392) and nominates as target groups:

- Children
- Young people
- Women
- People with disabilities
- Aboriginal and Torres Strait Islander people
- People from culturally and linguistically diverse backgrounds
- Older people
- Men
- Gay, lesbian, bisexual and transgender people
- Department of Housing residents
- Sole parents.

As a result of the target group consultation, the Social Plan recommends a series of actions for Council to consider in the management planning process to address the identified issues. Selected actions have been listed as activities in the Management Plan 2007/08 to 2009/10 (Min No. 07-258).

#### Transport Working Group

Council participates in the Transport Working Group along with the State Government and local transport providers. It aims to improve access to transport in the Local Government Area.

#### Youth Council

The Youth Council was reformed and members participated in training on running an effective youth council. The Rock Up Competition for Youth Week was also conducted.

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## Statements Against Reporting Requirements

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### Summary of Resolutions Concerning Work Carried Out on Private Land and any Subsidies Related to the Work

There were no resolutions passed during 2008/09 in accordance with the provisions of section 67(2)(b) of the Local Government Act 1993 relating to Council subsidising the cost of any works carried out on private lands.

#### Grants and Donations

During 2008/09, Council made contributions/donations under section 356 of the Local Government Act 1993 to the value of \$120,187. The organisations who received funding included the following:

Organisations which Received Funding	
Solid Fuel Removal Incentive	Smith Family's Learning for Life Program
State Emergency Service at Lithgow and Portland.	Lithgow Poultry Club
Rydal village Association	Bathurst Information & Neighbourhood Centre Multicultural News
Lithgow and District Poultry Club	Rydal A H & P
Tarana Tanker Trailers	Victorian Bushfire Appeal
Industry Links Program	Lithgow Library Learning Centre by Lithgow Family and Community Mental Health Support Group
Lithgow Branch of the Country Women's Association	Wallerawang/Lidsdale Branch of the Country Women's Association
Glen Davis Community Centre	Lithgow Information & Neighbourhood Centre's Disability Service Discos
Korean English School	Lithgow District Garden Club
Lithgow Golf Club Open sponsorship	Portland Golf Club Open sponsorship
Rydal Showground Trust for the Rydal Show	Western Regional Academy of Sport and Annual Training Camp
White Ribbon Day activities conducted by the Domestic Violence Liaison Committee	Josephite Foundation
Local school presentations	State Mine Heritage Park & Railway
First Australian Muzzelloading Gun, Rifle and Pistol Club.	Lithgow District Family History Society
Quota International of Lithgow	Ironfest
Koori Kids NAIDOC Week activities	Mingaan Aboriginal Corporation
Lithgow City Band	Lithgow Community Orchestra
Mitchell Conservatorium	Arts OutWest
First Portland Scout Group	Community fun days conducted by the Lithgow Child Protection Agency
Rental assistance for the Lithgow Information & Neighbourhood Centre	Lithgow Show Society
Lifeline	Tidy Town Committee Projects for Cullen Bullen, Lithgow, Portland, Rydal and Wallerawang
Lithgow business Association	

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## Statements Against Reporting Requirements

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### Human Resources Activities Undertaken by Council

Human resource activities for 2008/09 have included:

- The appointment of 24 people to permanent positions
- 14 people left permanent employment with Council.
- The Occupational Health and Safety Committee meet every 6 weeks.
- 12,415.21 hours of sick leave was taken by employees.
- There were 40 incidents reported with 22 of these resulting in a workers compensation claim.
- The Consultative Committee meet every month.
- Staff Recognition of Service Award Presentation was held.
- Training provided to employees during the year included the following:
  - Traffic Control – Stop/Slow
  - Traffic control – Yellow ticket
  - Traffic control – Select and Modify
  - Traffic control – design and Audit
  - Harassment Prevention
  - Induction/Orientation
  - Chainsaw Operations
  - First Aid new courses and refresher courses
  - Gathering and Recording Information
  - Media Skills Training
  - Confined Spaces (new course and refresher courses)
  - Customers Service Skills
  - Backflow Prevention Training
  - Fluoridation Training (Water Treatment Plants)
  - MS Project Management
  - Effective Investigation Processes
  - Return to Work for Supervisors and Line Managers
  - Safe Working at Heights
  - OHS Risk Management for Supervisors and Managers
  - Report Writing
  - OHS contractor Regulations
  - HC Truck Licence
  - HR Truck Licence
  - Water treatment Operations
  - TMV Valves
  - PR Valves
  - Diploma in Information Technology
  - Liquid Trade Waste Regulations
  - Desktop Publishing
  - PowerPoint Workshop
  - Advanced Return to Work Coordination

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## Statements Against Reporting Requirements

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### Activities Undertaken to Implement Council's Equal Employment Opportunity Management Plan

The following activities were undertaken to implement Council's Equal Employment Opportunity Management Plan:

- The integration of equal employment opportunity principles in recruitment and selection, annual performance reviews, the development of position descriptions, the development of the Training Plan, the ongoing maintenance of Council's training database and requirements relating to progression through Council's Salary Management System.
- All new employees were inducted and attended a training session on equal employment opportunity and harassment prevention.
- A review of employee work procedures continued to ensure that they conform to equal employment opportunity principles.

### External Bodies Exercising Functions Delegated by Council

There were no functions delegated by Council to external bodies during 2008/09

### Companies in which Council held a Controlling Interest

Council did not hold the controlling interest in any one company.

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## Statements Against Reporting Requirements

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### Partnerships, Co-operatives or Joint Ventures to which Council was a Party

Council was a party to the following partnerships, co-operatives or joint ventures:

Name	Purpose
Central Tablelands Strategic Alliance (Lithgow City Council, Mid-West Regional Council and Oberon Council)	An alliance to benefit from economies of scale and increase the range and quality of services to residents, improve lifestyle and where possible to reduce the cost of these services to ratepayers.
Central West Regional Councils (CENTROC)	An organisation of councils for the sharing of knowledge, bulk purchasing, provision of human resource services such as training, promotion of the area for filming and driver for improvements to the region.
Delta Electricity	Provision of the tutor for the Homework Centre at the Lithgow Library Learning Centre and sponsor of Australia Day celebrations.
Lithgow Community Health and Centrelink	Books for Babies Program which provides literacy material for each newborn.
NetWaste	An organisation of councils for the purpose of sharing resources and knowledge, and co-ordinating the planning of waste issues at regional and sub-regional levels.
State Library of NSW	Provision of support service for the Lithgow Library Service.

### Categorisation of Council Business and the Implementation of Competitive Neutrality Principles

Council operates the following businesses:

#### Category 1

- Wastewater
- Water

#### Category 2

- Land Development

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## Statements Against Reporting Requirements

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Council has complied with the principles of competitive neutrality in relation to pricing, taxation equivalents, Council rates and charges and corporate taxation equivalents. No complaints have been received in relation to competitive neutrality and Council on 16 October 2006 resolved to adopt a policy to ensure that competitive neutrality complaints are dealt with in an efficient manner (Min No. 06-349). A copy of the Policy is provided in Appendix C and is also provided on Council's website [www.lithgow.nsw.gov.au](http://www.lithgow.nsw.gov.au).

The Financial Statements for the Category 1 and 2 businesses are disclosed in Appendix A.

### Stormwater Management Services

The following table details the amount of income received from the stormwater charge and expenditure on stormwater management services in 2008/09:

Stormwater Management Services	
Income from stormwater charge	\$196,000
Expenditure on stormwater management services	\$1,019,872

Further information on stormwater works is provided in the section of this report detailing Council's performance in terms of the functions listed in the Management Plan.

## Statements Against Reporting Requirements

### Companion Animals

The following information is provided on Council's activities during 2007/08 in relation to enforcing and ensuring compliance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999:

Activity	Achievement																
Lodgement of pound data collection returns with the Department of Local Government.	The pound data collection return for 2008/09 has been provided to the Department of Local Government.																
Lodgement of data relating to dog attacks with the Department of Local Government.	All dog attacks were reported on the Companion animal Register website.																
The use of funding from the Companion Animals Fund and the amount spent on companion animal management and activities.	<p>The following table shows the amount of money received from the Department of Local Government for companion animals and the amount of money expended on companion animal management and activities in 2008/09:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Budget Item</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"><b>Income</b></td> </tr> <tr> <td>Department of Local Government</td> <td style="text-align: right;">\$37,537</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Expenditure</b></td> </tr> <tr> <td>Employee Costs</td> <td style="text-align: right;">\$84,369</td> </tr> <tr> <td>Materials</td> <td style="text-align: right;">\$19,753</td> </tr> <tr> <td>Plant</td> <td style="text-align: right;">\$45,546</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$149,668</b></td> </tr> </tbody> </table> <p>The funding received from the Department of Local Government has been used to cover a proportion of Council's costs to undertake companion animal management and activities.</p>	Budget Item	Amount	<b>Income</b>		Department of Local Government	\$37,537	<b>Expenditure</b>		Employee Costs	\$84,369	Materials	\$19,753	Plant	\$45,546	<b>Total</b>	<b>\$149,668</b>
Budget Item	Amount																
<b>Income</b>																	
Department of Local Government	\$37,537																
<b>Expenditure</b>																	
Employee Costs	\$84,369																
Materials	\$19,753																
Plant	\$45,546																
<b>Total</b>	<b>\$149,668</b>																
Companion animal community education programs.	Community education program held at Council for school children from St Patricks School on dog behaviour and responsible handling of animals.																
Strategies to promote and assist the de-sexing of dogs and cats.	Information was provided to the community through Council's website																
Strategies to seek alternatives to euthanasia for unclaimed animals.	An article featuring a companion animal from the pound looking for a new home is frequently placed in the local newspaper.																
Off leash areas provided.	A total of 4 off leash areas are provided in the Local Government Area, being 2 in Lithgow and 1 in each of Portland and Wallerawang.																

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## Statements Against Reporting Requirements

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### Freedom of Information and Privacy

The following table provides a comparison of the number of applications received under the Freedom of Information Act 1989:

	2007/08	2008/09
Freedom of Information Applications	3	2

### Planning Agreements

The following planning agreements were approved by Council in 2008/09:

Development Application No.	Description of Planning Agreement	Compliance with Planning Agreement
Nil.		

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## Appendix B

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### Payment of Expenses and Provision of Facilities to Councillors Policy

**OBJECTIVE:** To comply with the provisions of Section 252 of the Local Government Act, 1993 and adopt policy concerning the payment of expenses incurred or to be incurred by, and the provision of facilities to, the Mayor and Councillors in relation to discharging the functions of civic office.

**POLICY:**

**EXPENSES**

**1. Travelling Expenses (Outside the Lithgow City Council LGA)**

Councillors will be entitled to travel to State Government sponsored ad hoc committees and official engagements and functions, where the Councillor has been authorised by the Council by way of a resolution or is deputising for the Mayor, at the expense of the Council by the most practical conveyance.

Where prior notice is given, Councillors will be provided with a motor vehicle when required to attend conferences, seminars, meetings and official engagements and functions, where the Councillor has been authorised by the Council or is deputising for the Mayor. The Councillor in charge of the vehicle at the time of any infringement notice shall be responsible for all traffic and parking fines incurred.

Councillors may only undertake overseas travel where the Council has specifically authorised a councillor's itinerary and specifically authorised reimbursement by way of a Council resolution made prior to the trip being taken. The resolution must specifically name any Councillor(s) authorised to undertake overseas travel, indicate the reason the travel has been deemed to be necessary and include a determination of any reimbursement of expenses.

Councillor/s must have successfully supplied to Council (in an open session of a council meeting) details via a written report which illustrates the nexus of their trip with the policies and/or objectives of the Council and the report must illustrate the community benefit that will arise from the trip.

The lack of a resolution to reimburse expenses that specifically names the Councillor(s) will preclude the approval of the reimbursement of any travel expenses.

Reimbursements will be on items submitted as receipts or tax invoices only where proof of payment is provided and the appropriate claim form is completed.

Advance payments for any expenses expected to be incurred will not be provided.

Spouses, partners or accompanying persons shall not be entitled to any reimbursement of travelling expenses.

Councillor/s undertaking any travel outside the Lithgow City Council Local Government Area (LGA) are required to submit a written report to the next Council meeting via the Business Paper for that meeting.

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Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and reimbursement is subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

### **2. Travelling Expenses (Inside the Lithgow City Council LGA)**

Councillors will be reimbursed travel expenses in accordance with the Australian Taxation Office approved rates for use of private motor vehicles to attend the following:

- Council meetings;
- Council Committee meetings;
- Working Group meetings to which the Councillor is the nominated delegate;
- Section 355 Committee meetings;
- External Organisations/Committee Meeting, to which the Councillor is the nominated Delegate, except where fees are paid to the Councillor by the external organisation;
- Workshops convened by Council;
- Public Meetings convened by Council;
- Training programs relating to the role of the Council;
- Inspections within the area of the Council, undertaken according to a resolution of Council;
- A formal function or meeting where a formal invitation to attend arises only as a result of their position as a Councillor.

Reimbursement will be made available provided that travel is undertaken expediently, and by the shortest practicable route, and reimbursement is subject to a formal claim being lodged not later than three (3) months after the expense was incurred.

Council shall not reimburse travelling expenses for distances of less than 5km.

Advance payments for any expenses expected to be incurred will not be provided.

Spouses, partners or accompanying persons shall not be entitled to any reimbursement of travelling expenses.

### **3. Official Engagements and Functions**

Council will be responsible for the expenses of Councillors to attend meetings, official engagements and functions where the Councillor has been authorised by the Council or is deputising for the Mayor within the LGA. Expenses relating to a Councillor's partner will be the responsibility of the Councillor.

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### **4. Expenses Associated with Councillors Attending, at Their Discretion, Conferences, (including the Annual Local Government Association or Shires Conferences) Seminars, Councillor Professional Development and Training Programs, Elected Member Courses and Local Government and Shires Associations Industry Working Groups.**

Councillors will be responsible for payment of expenses, from their annual Professional Development Discretionary Vote, which is identified in the annual Management Plan (see next point), incurred for attending and participation in the following:

- conferences (including the Annual LGA or Shires Conference) and seminars;
- Councillor professional development and training programs;
- elected member courses;
- Local Government and Shires Associations Industry Working Groups.

### **5. Annual Councillor Professional Development Discretionary Vote**

All Councillors will be allocated the sum of \$2,000 annually, (subject to review by Council annually in conjunction with the Management Plan) to specifically provide for the professional development of Councillors.

Where a Councillor is required to attend conferences (including the annual Local Government Association or Shires Conference) and seminars, professional development training programs, elected member courses, and Local Government and Shires Associations Industry Working Groups outside the Lithgow City Council LGA, it will be necessary for the Council to authorise the attendance of Councillors at these events to be affected by way of a resolution of an Ordinary Meeting of the Council. Payment for attendance shall be made from the Councillor Professional Development Discretionary Vote.

Amounts remaining unexpended as at 30 June each year will expire and any unexpended amounts will not be carried over or available for expenditure in successive years.

The amount in the vote shall be reviewed annually as part of the creation of the budget and management plan. Council will purchase the tickets to the annual Lithgow Business Association Awards for Councillors and partners wishing to attend and payment shall be from this vote.

Any Councillor who has special care needs shall be able to seek reimbursement of reasonable costs. This includes child care expenses and the care of the elderly, disabled and/or sick immediate family members where a Councillor can illustrate the expenses enable the councillor to attend to official Council duties. Councillors must complete a claim form for these expenses which shall be submitted to an ordinary meeting of Council for approval as an increment to the Annual Councillor Professional Development Discretionary Vote. The increment relating to special care needs shall be capped at \$250 per annum.

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### **6. Legal and insurance expenses and obligations**

Council shall maintain policies which contain provisions for legal expenses and insurance in the form of:

- Councillors and Officers liability insurance
- Personal Accidents insurance

Where Council's insurance policies do not cover a Councillor's legal expenses in relation to a matter arising directly as a result of the Councillor's actions in the civic office, Council will determine, by resolution, if the Councillor is to be re-imbursed for reasonable solicitor/client costs as long as they relate to:

- Conduct arising from the execution of a councillor's civic duties;
- The matter is finalised;
- Council authorises by specific resolution naming the Councillor and determining the amount to be reimbursed.

### **FACILITIES**

#### **1. Stationery**

Council will provide, upon request, the following stationery to Councillors to be used only on Council business:

- Writing pads
- Letter Head stating "From the Desk of Councillor...."
- Envelopes
- Box Files
- Business cards
- Writing pens
- Diary
- Year Planner
- Educational and promotional material and gifts.

#### **2. Postage**

Council will provide Councillors with postage facilities where the communication being posted is in discharge of the Councillor's functions of civic office.

#### **3. Communication**

Council will provide the Mayor with a mobile phone or similar device for use directly associated with the role as Mayor of Lithgow City Council.

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Councillors are to be reimbursed for Council related calls that are charged to their personal telephone accounts relating to their place of residency. Councillors are to submit a claim within three months following the payment of such accounts. An annual allocation of \$50 per Councillor per financial year is available upon confirmation that telephone calls can be related to Council business and charges appear on a Councillor's home telephone account.

Call charges demonstrated to be for the purpose of conducting Council business shall be reimbursed to the Councillor with the amount being deducted from the Annual Councillor Discretionary Vote.

Councillors will be provided with the appropriate communication, information and technology equipment to be connected to the Councillor's area of the Lithgow City Council Computer Network.

#### **4 Secretarial Services**

Council will provide a secretarial service to all Councillors to facilitate the discharge of functions of civic office. In addition, the following information and resources will be provided:

- Computer Based Central Diary of the dates of all meetings, civic functions and engagements;
- Extracts from Council's Computer Based Information/Records System containing an index of the availability of consultant's reports and studies, infrastructure strategies and other relevant resource material.

#### **5. Training**

Council will conduct training programs for Councillors as is appropriate for the effective discharge of functions of civic office. Such training programs will be conducted by Council's own staff and external service providers will be engaged when and where required.

#### **6. Resource Centre and Office Accommodation**

The Mayor's/Councillors' Room will be available to Councillors as a Resource Centre and to meet with residents and use telephone facilities where multiple calls may be necessary in the discharge of Councillors' functions of civic office. The following resources will be provided in the Mayor's/Councillor's Room to enable Councillors to undertake individual research:

- Local Government Act 1993 and related legislation.
- Environmental Planning and Assessment Act 1979.
- Lithgow City Council Code of Conduct.
- ICAC and Ombudsman Reports.
- Lithgow Local Environmental Plans

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- Copies of current consultancy reports and studies.
- Industry management journals, publications and selected readings.
- Lithgow City Council Code of Meeting Practice

Access to the Resource Centre will be available during normal office hours and special arrangements may be made for access outside normal office hours.

### **7. Mayoral Motor Vehicle**

The Mayor will be provided with a motor vehicle to discharge the functions of civic office and the performance of Council business. The vehicle will be made available to the Mayor for private usage subject to the payment of \$2000 Annually.

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### Competitive Neutrality Policy

**OBJECTIVE:** To ensure Council deals with complaints regarding competitive neutrality in an efficient manner.

**POLICY:**

#### INTRODUCTION

In April 1995, the Council of Australian Governments (COAG) ratified the National Competition Policy. The Policy is aimed at increasing consumer and business choice, reducing production and transportation costs in an effort to lower prices for goods and services, and creating an overall business environment in which to improve Australia's international competitiveness.

One of the major components of the National Competition Policy is the principles contained in the *Competition Principles Agreement*. The Agreement is aimed at encouraging, efficient public sector (government) service provision by exposing public (government) business functions to competition, where appropriate. The Agreement provides a policy framework that facilitates the creation of competitive markets for public sector goods and services, where appropriate.

*The Competition Principles Agreement* requires the creation of an effective regime to deal with complaints that Council business activities are not competing in the market against private businesses on a "level playing field" and are operating with competitive advantage.

This document constitutes a formal mechanism established by Lithgow City Council for the handling and management of competitive neutrality complaints. By establishing clear guidelines and procedures for the handling and management of competitive neutrality complaints, the Council will be in stronger position to ensure:

- non regulatory service functions operate under similar competitive pressures to those experienced by the private sector; and
- Services provided are relevant, cost effective and operationally efficient.

This document has a threefold purpose.

- Firstly, it may be used by members of the public and the owners of businesses competing in the same market as Lithgow City Council to submit complaints to the Council alleging that the Council is operating with net competitive advantages as a result of the Council's ownership of a business activity or service.
- Secondly, it will provide a formal mechanism for the investigation, determination and advice of the outcome of a complainant alleging that non regulatory service functions discharged or business activities operated by the

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Council are operating with competitive advantage over other private businesses.

- Thirdly, it will serve to ensure that Council staff continuously monitor non regulatory services provided by the Council operate under the principles of Competitive Neutrality.

### **THE COMPETITIVE NEUTRALITY PRINCIPLE**

Competitive neutrality is one of the principles of National Competition Policy which is applied throughout Australia at all levels of Government, including Local Government. Competitive neutrality is based on the concept of a "level playing field" for competitors in a market, be they public or private sector competitors. Government business organisations, whether they are Commonwealth, State or Local Government, should operate without net competitive advantages over businesses as a result of their public ownership.

Where Lithgow City Council competes in the market place with other private businesses, the Council will do so on the basis that it does not utilise its public position to gain an unfair advantage over private businesses who may be in competition with the Council.

### **WHAT IS A COMPETITIVE NEUTRALITY COMPLAINT?**

A complaint regarding competitive neutrality **IS**:

- A complaint Lithgow City Council has not met its requirements under the National Competition Policy Statement of Pricing and Costing for Council Businesses - a Guide to Competitive Neutrality and includes concern that the Council has not established an effective Competitive Neutrality Complaints Management System.
- A complaint that Lithgow City Council has not abided by the spirit of competitive neutrality in the conduct of Council business activities.

A competitive neutrality complaint is **NOT**:

- A complaint regarding the level of service provided by a business activity such as water quality inadequate, a mobile garbage bin not collected or the condition of a road or footpath.
- A complaint regarding the cost of the service, unless it is that Lithgow City Council has not costed the service the service to take competitive neutrality into account.
- A complaint regarding the trade practices laws and their application to the Lithgow City Council.

### **COUNCIL BUSINESS ACTIVITIES SUBJECT TO COMPETITIVE NEUTRALITY**

#### *Category 1 Business Activities*

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The following Lithgow City Council owned and operated activities have been categorised as *Category 1 Businesses* and are subject to competitive neutrality. Each business activity has an annual gross operating income over \$2M per year.

- Water
- Sewerage

Council has adopted the following attributes in respect of Category 1 Business Activities:

- A Corporatisation Model
- Full cost attribution including:
  - tax equivalent regime payments
  - debt guarantee fees, where the business benefits from Council's borrowing position by comparison with commercial rates
  - return on capital invested
- Identified any subsidies paid to the business
- Operate within the same regulatory framework as private businesses

### **HOW TO LODGE A COMPETITIVE NEUTRALITY COMPLAINT**

A competitive neutrality complaint should be made in writing using a standard form available for that specific purpose from the Customer Service Centre at the Lithgow City Council Administrative Headquarters, 180 Mort Street Lithgow.

Complaints may also be made over the counter and by telephone. Council's Public Officer will provide advice and assistance with the preparation and submission of competitive neutrality complaints.

#### **1. Time Limits**

Competitive neutrality complaints will be acknowledged within 7 days and responded to by Lithgow City Council within 30 days of the date of submission of the complaint.

If the competitive neutrality complaint requires detailed investigation, the complainant will be informed of progress at regular intervals.

#### **2. Remedies**

Competitive neutrality complaints which establish that Lithgow City Council:

- (i) has not met its requirements under the National Competition Policy Statement or *Pricing and Costing for Council Businesses - a Guide to Competitive Neutrality*;

OR

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- (ii) has not abided by the spirit of competitive neutrality in the conduct of Council business activities,

will result in changes to the Council's business practice to ensure future and continued compliance with the principle of competitive neutrality.

### 3. Alternatives

Any complainant dissatisfied with Lithgow City Council's determination of a competitive neutrality complaint may refer the complaint to either the:

- NSW Department of Local Government; or
- NSW Ombudsman; or
- NSW Independent Commission Against Corruption (ICAC); or
- Australian Competition and Consumer Commission (ACCC).

Alternatively, the competitive neutrality complaint may be referred direct to one of these agencies and Lithgow City Council bypassed.

### **WHO WILL BE DEALING WITH THE COMPETITIVE NEUTRALITY COMPLAINT?**

The Lithgow City Council Public Officer will diligently, fairly and honestly investigate all competitive neutrality complaints. The Public Officer will submit an investigation report to the Council's General Manager within 21 days of the competitive neutrality complaint being received. Where the complaint is justified, such report will contain recommendations for changes to the Council's business activities practice to ensure future and continued compliance with the principle of competitive neutrality.

A response to the competitive neutrality complaint will be provided by the General Manager within 30 days of the date of submission of the complaint.

The Public Officer performs a role which is independent and separated from the management and control of Council business activities.

### **CONFIDENTIALITY**

All competitive neutrality complaints received will be determined by the Council in the strictest confidence.

### **FURTHER INFORMATION**

Further information or advice may be obtained by contacting the Lithgow City Council Public Officer between 8.15 am and 4.30 pm on telephone (02) 6354 9999. All enquiries or requests for further information will be maintained in the strictest confidence.