

Lithgow City Council
PO Box 19, Lithgow.
3-3-2017.

Lithgow City Council
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Doc Set ID.....

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Years.....

Dear Sir,

I wish to respond to the invitation to join the Council's Advisory Committee. I was appointed to this Committee, the Heritage Advisory Committee. ~~I was appointed to this Committee~~ and I hope to continue to serve in this area. Lithgow and district has a wonderful history and situationally is so important in the "crossing" of the mountains. There is much in the preservation of history, landscape & built environment important in this distant which needs care from the Council so there is a continuation and preservation of assets in this important part of N.S.W.
The Council has already my credentials and background which was supplied with my initial invitation to join this committee.

Yours sincerely,
Dr Helen Clements


Please note - I lost my computer in the storm on 24 Feb. - so email not reconnected at present.



The General Manager
Lithgow City Council
PO Box 19
180 Mort Street,
Lithgow NSW 2790

2nd March 2017

Dear Sir

RE Application to join Local Heritage Advisory Committee

I read the recent advertisement seeking applications from community members to join the Lithgow City Council Local Heritage Advisory Committee and write to express my interest.

My wife and I have a passionate interest in the European heritage of the Hartley Valley and the region generally. As our personal 1988 bicentenary project we acquired a run down heritage property in Hartley and have recently completed a project to fully restore it. Since moving initially part time to the district we have taken an active interest in heritage matters and both served on the 1813 committee of the Hartley District Progress Association that delivered the very succesful 1813 bicentenary program in partnership with Council. For my part, I act as a committee member of that association and also act as treasurer of a charitable trust, The Western Crossings Trust that we set up in Hartley to provide a vehicle to consider and reflect on the consequences of the European crossing of the mountains in 1813 and to provide a vehicle for the acquisition of relevant items of movable cultural heritage.

In my role on the HDPA 1813 committee I was responsible for the development and much of the implementation work for the Hartley Valley Heritage Property Date Signing Project. This project is currently operating a full pilot in Hartley Vale. I also acted as the lead guide in our 1813 committee's Cox's Road walks Program that we are replicating again this year. In connection with these and other 1813 committee projects I was an occasional attendee at Council's now disbanded Western Crossings Committee.

My passion and concern for the heritage of the district is probably captured by a piece I wrote in the Mercury at the time of reconsideration of Councils listing of additional heritage properties in the Local Environment Plan. I will attach a copy that was ultimately sent as a petiton signed by thirty or more like minded individuals to each Lithgow City Councillor at the time of the reconsideration of the LCC LEP Heritage Listings in March 2014. Ultimately I believe our regional heritage, if properly



managed, will form the foundation for an important element of regional tourism for our future economy.

I am now largely retired after having consulted in the area of environmental sustainability for several years since leaving my role as Director Corporate Affairs for Fuji Xerox in 2008. I am a Chartered Accountant and a Member of the Chartered Institute of Secretaries and provide pro bono services to a number of charitable and not for profit entities that I support. In addition to my HDPa heritage involvement I am a member of the National Trust and treasurer of the local branch of that organisation.

I would be happy to supply further information or to attend an interview if that would assist.

Your Faithfully

Ramsay Moodie

Appendix

20th March 2014

Dear Councillor

We were surprised and disappointed to hear that Council, in the process of finalising our new Local Environment Plan, had voted to exclude from recognition a host of heritage properties that had been proposed to be listed as items of regional heritage significance. While this is the lowest level of recognition that can be conferred on a heritage property, it is an important acknowledgement of its value.

When a history conference like that which was held in the Workies in 2011 can draw nearly two hundred attendees. When a history exhibition like the one run in Hartley last year can draw over a thousand locals. When the guided walks run on Cox's road last year drew more than fifty percent of attendees from the local community. When we are almost unique with our family history society; we clearly have a community that loves its heritage. How can such a community not want to recognise its built heritage?

We live in an area richly endowed in all types of heritage, natural, built and Aboriginal. But our built heritage is amazing. Embankments, drains and causeways, of roads built by convicts from the reigns of George III, William IV and George IV. Victorian Edwardian streetscapes, funded by our industrialisation, that are virtually unique in Australia. A host of early graveyards, many secreted away on private land. The first three buildings erected west of the blue mountains. Hundreds of other stone, pise, convict brick and weatherboard houses that mark the earliest settlement and development of the Central West. Powerful symbols of our earlier importance, the Hartley Courthouse, the gun emplacements, the Coerwull Academy buildings. Items of original 1870s railway infrastructure that are unique. Remnant remains of our industrialisation and 'in town' mining

and its supporting infrastructure that underpin a fascinating story of early Australian capitalism and the growth of the union movement. And so the list could go on.

It was back in the 90's that Council took the farsighted decision to build on earlier work by going through a process to definitively catalogue this wealth of heritage assets. Professor Ian Jack assembled a report over several years that is still a 'must read' document in the Library for those who might seek to understand the rich past of this town and its surrounding country side and villages. It provided an exhaustive and inspirational document to inform the long awaited new 2014 Lithgow Region LEP.

Council's staff have gone through an extensive process to advise and consult with owners of the properties proposed for listing as local heritage items. In all they sent over one thousand letters during the course of the last year advising owners of heritage properties of their intention to confer heritage recognition on their properties in the LEP.

Many will have received those letters with delight; as a long overdue recognition of the heritage values that they themselves appreciate. Some will have welcomed the recognition for the enhancement of value that a heritage listing can bring, others because it may enable them to access assistance with the conservation of their building. Others again, because they appreciate that planning guidelines are written to encourage adaptive use of such properties to ensure their viability in a modern world, providing utilisation flexibility that extends far beyond normal land use zone limits. Others, in conservation zones, may have appreciated that the listing was more for the classic streetscape than the balance of the property and that they would be subject to only normal planning controls in respect of additions within or behind their building.

Having advised owners that their property is to be listed, one would assume that all recipients that were concerned by such a prospect would respond to Council expressing their concern in writing. The fact that only twenty owners wrote letters objecting to their properties classification again highlights the fact that people in this region love their history. On the other hand a number of people wrote confirming their support of the process or seeking to correct the heritage information attaching to their property. In one case a company wrote to explain that their heritage property had not been listed and seeking that it should be.

In the light of all this, Council's decision to only list the ninety or so properties that had been incorporated in the 1994 LEP seems to run against the grain. It denies the proposition that Lithgow loves its heritage, it denies that less than 2% of property owners were concerned to formally object. Worse, it denies the benefits of listing to the many hundreds of heritage property owners who had eagerly anticipated their listing based on Council's advice last year. It also denies the fact that twenty objections could be handled by exception, each considered, modified or determined based on their specific circumstances.

As an enlightened community that loves our story we need to ensure that our heritage assets are properly recognised and catalogued. In a future where we will become a more service oriented economy our wealth of heritage assets and our proximity to a market of 5million people will underpin a thriving heritage tourism industry. Our children will only thank us for proceeding boldly to acknowledge our heritage by properly recognising it in our new Local Environment Plan.

As our elected representative, we would ask you to urgently reconsider this situation.

Your Sincerely

Ramsay Moodie Hartley, Susie Moodie Hartley, Brendan Child South Bownfels, Sarah Childs South Bownfels, Jeremy Dawkins Hartley Vale, Kate Miller Hartley Vale, Adrian Leighton Little Hartley, Fran Leighton Little Hartley, Duncan Wass Little Hartley, Barbara Wass Little Hartley, Trish Ryan Hartley, John James Hartley Vale, Hilary James Hartley Vale, Fiona Disney Kanimbla Valley, Joan Kent Kanimbla Valley, Tom Kent Kanimbla Valley, Ian Campbell Hartley, Joanna Bailey Lithgow, Danny Whitty Wallerawang, Robyn Whitty Wallerawang, Celia Ravesi Hampton, Merle Gill Lithgow, Helen Clements Lithgow, John Martin Hampton, John Facchina Hartley, Enid Facchina Hartley, Jan Pennington Hampton, Catherine Shead Little Hartley, David Peters Hartley Vale, Raphael Fitzpatrick Little Hartley

Col Hunter



Lithgow City Council

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03 MAR 2017

Doc Set ID

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Years

2 March 2017

Lithgow City Council

Nomination for Council Committee

I would like to nominate for the Lithgow Local Heritage Advisory Committee

As a former Councillor I was a member of this Committee.

I have a keen interest in Heritage and the preservation of heritage.

I have been involved with a number of heritage projects in the Rydal area that we have been recognized for.

I believe that I could have a positive impact on this Committee.

Yours sincerely



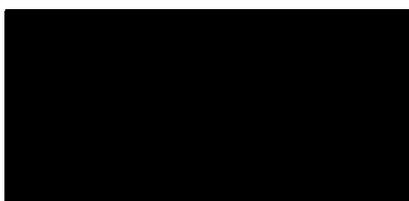
Col Hunter

01 MAR 2017

Doc Set ID.....

GA Ref.....

Years



Mr Andrew Muir
A/g General Manager
Greater Lithgow City Council
Mort Street
Lithgow N.S.W. 2790

Andrew

As per notification in Council Columns from Lithgow Mercury re application for Council committees I would like to be considered for the following

* Crime Prevention - I have been on this committee for two terms prior to election and feel I made relevant comment and I found topic to be of personal interest and relevant to community welfare. I have been employed as Security Controller for Centennial and previous owners of Angus Place Colliery for 19 years and have observed many public incidents which have had relevance for Police action

* Sports Advisory Committee. I am currently on this committee as one of three representatives of Reg Cowden Sports Star awards and have had continual representation since council absorbed that committee. One point which concerns me regarding Sports Advisory is that general public have been invited to apply, I feel that all delegates should be from a sporting organisation background, I also believe there should be a concerted effort to weed out current delegates who do not attend meetings and be replaced by those who have a genuine interest in fostering sport in the district.

* Heritage Committee. I would be available as a community representative if this position couldn't be filled. I have had vast experience in Heritage/History of the district and am currently long term President of National Trust and long term executive of Lithgow Family History. I realise these two organisations are promoting members and my only concern is failure to fill all positions

Sincerely yours


D.J. Whitty O.A.M. JP
26.02.2016

From: Matthew Johnson
Sent: Tue, 28 Mar 2017 12:37:53 +1100
To: Technology One Connect
Subject: FW: Council committee application

#ECMBODY

Matthew Johnson | Community and Culture Manager

Community Culture | Lithgow City Council
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: Sue Graves [REDACTED]
Sent: Friday, 3 March 2017 3:59 PM
To: Matthew Johnson
Subject: Council committee application

Hello Matt

I wish to apply for two community advisory committees advertised by the Lithgow City Council, one being the Environmental Advisory and the second being the Heritage Committee.

I am Chairperson of Lithgow Tidy Towns. As Council would be aware, we make applications each year for the Blue Star Awards which until recently was the NSW Tidy Towns Awards.

We have won the Australian Award in 2011, and two NSW awards, the last one in 2010.

In the process of nominating for those awards we have always sought best available outcomes for the environment and for the local heritage. Some examples of these awards which came first for Lithgow environment were Hassans Walls, Farmers Creek, Lake Pillans Wetlands, Lithgow Community Nursery, Kanimabla Landcare, Lithgow Oberon Landcare Association (LOLA). I have been a continual member of the Council Environment Committee for some years.

The other examples which received first for Lithgow in Heritage were Lithgow State Mine (several), Lithgow Small Arms Factory Museum, Union Theatre, Musical 1915, Lithgow High School, Lithgow Primary School and Zig Zag Public School.

Lithgow Tidy Towns has been operating since 1987. To date has received over 100 awards for Lithgow Community. We have always sought to highlight the best of Lithgow and will continue to do so.

My personal interests are heritage and environment.

I have been Chairperson of Lithgow Tidy Towns for over ten years. I also research and publish local history and family history. My home at 45 Railway Parade is an historic house built about 1909.

My environment interests include - Chairperson of Lithgow Oberon Landcare Association and Ministerial appointed Chairperson for Clarence Colliery and Newnes Kaolin Mine Community Consultative Committees.

I hope that you will give me consideration for these two council committees.

Yours sincerely

Sue Graves
[REDACTED]

I would like to apply to be on the Heritage Committee with the Lithgow City Council as a Elder of the Wiradjuri Mingaan Community that was born and grew up in the local government region. I have the Cultural knowledge from the generations before me. I have working within all communities throughout the region for over fifty years. During this time I have worked in many roles forming partnerships with the local Police force, neighborhood centers, women's groups, Mingaan Community, working parties with many other community groups.

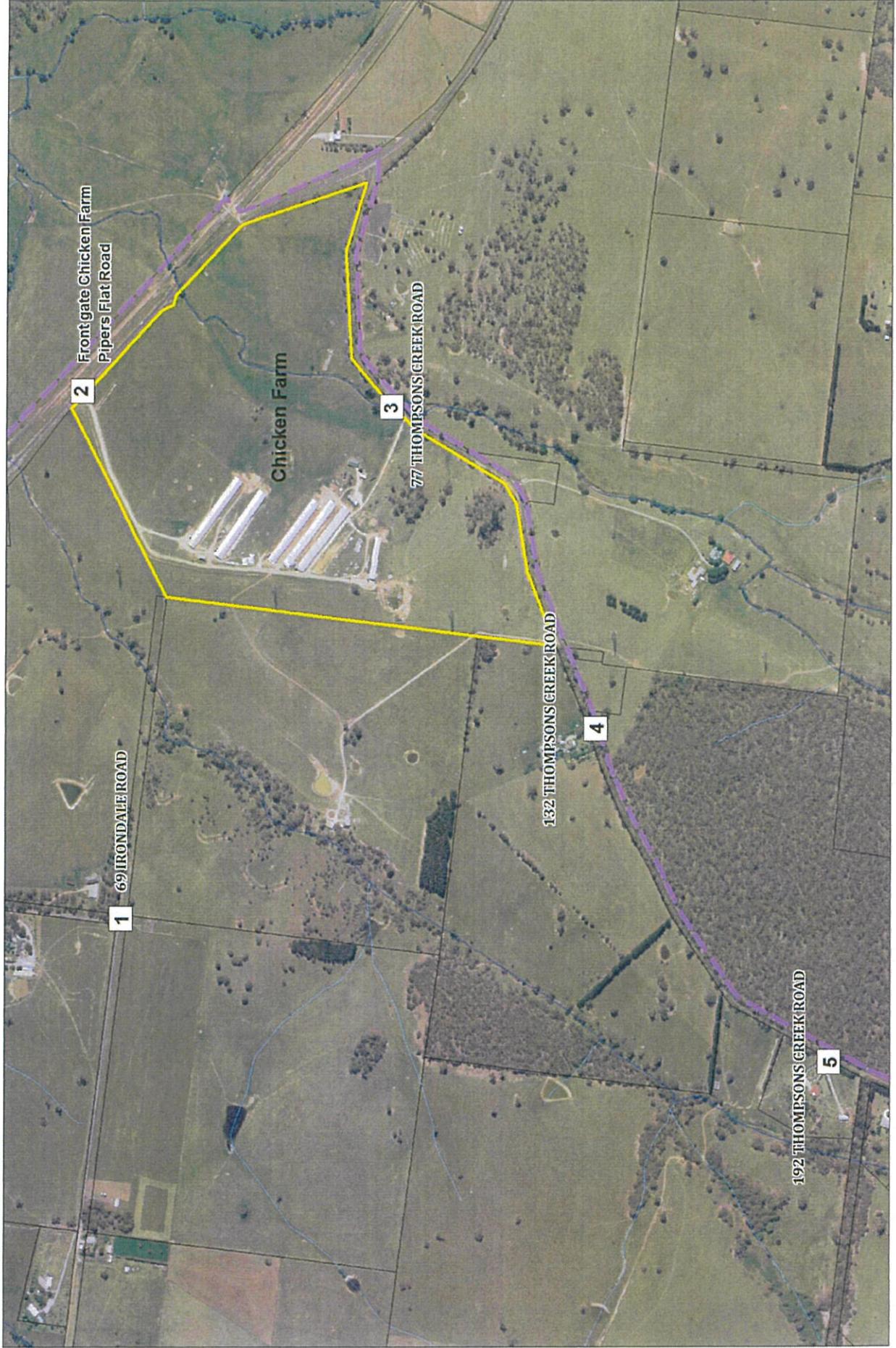
Apology for the late application. It was an oversight on my behalf.

Kind regards
Aunty Helen Riley

MINGAAN WIRADJURI ABORIGINAL CORPORATION
PO Box 3123
Bowenfels NSW 2790
Phone 0484 189 122
Office Hours 9am - 5pm Tuesday, Wednesday
mingaan.lithgow@ymail.com
ABN: 83905273168

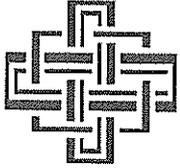
This email has been scanned by the Symantec Email Security.cloud service.

Site map of the Chicken Farm and odour investigation area



Odour Intensity Scale – Numbered Levels 0 – 4

| Level | Descriptor |
|-------|---|
| 0 | Odour Not Detectable |
| 1 | Odour present in the air, which activates the sense of smell and the characteristics may or may not be distinguished and/or definite, but not objectionable in short durations. This is characterized by occasional "whiffs" of odour, but is not persistent. |
| 2 | Odour present in the air, which easily activates the sense of smell, is very distinct and clearly distinguishable, tends to be objectionable and/or irritating, and is persistent in the community. |
| 3 | Odour present in the air, which is objectionable and causes a person to attempt to avoid it completely. |
| 4 | Odour present in the air, which is so strong that it is overpowering and intolerable. |



Parish of St Patrick & St Francis Xavier

P. O. Box 229
Lithgow NSW 2790

69 Lett Street
Lithgow NSW 2790
Australia

ABN 40 188 024 397

Tuesday, 29 November 16

The General Manager
Lithgow City Council
Council Chambers
PO Box 19
Lithgow NSW 2790

Dear Sir,

LOWTHER CHURCH AND CEMETERY

Following a recent review of Church property holdings within the local Parish, it has come to notice that the Lowther Church and Catholic portion of the Lowther Cemetery, Jenolan Caves Road, Lowther (Lots 86 and 87 DP 757063) which were presumed to be owned by the Trustees of the Roman Catholic Diocese of Bathurst, are in fact owned by the State of New South Wales.

I enclose a copy of a letter of advice dated 13th July, 2016 provided by Cain Kensit Messenger, Solicitors, acting on behalf of the Trustees of the Roman Catholic Diocese of Bathurst. It is clearly the case that the land upon which the disused Lowther Church is located and the land comprising the Catholic portion of the Lowther Cemetery are owned by the State of New South Wales, and that the Lowther Cemetery is recorded in the Cemeteries and Crematoria NSW Register as being operated by Lithgow City Council.

To date, on the false premise that these lands were Church property, the Church has assumed responsibility for the Church building and the cemetery, albeit with the voluntary assistance of local residents Michael and Rosemary Richards. In light of the revelation that the Lowther Church and cemetery are the property of the State of New South Wales and form part of the Lowther Cemetery administered by Council, the Church will no longer accept any responsibility for their operation or maintenance. Council should advise Mr. and Mrs. Richards that these responsibilities lie with Council and will henceforth be attended to by Council. The Church will no longer effect insurances in respect of the Church and Cemetery.

Representatives of the Parish Finance Committee will contact you shortly to discuss the matter with a view to arranging an orderly transfer of operations to Council, and an appropriate notification to Mr. and Mrs. Richards.

Yours sincerely

Fr Greg Bellamy
Parish Administrator

CAIN | KENSIT | MESSENGER

Solicitors & Attorneys

OUR REF: TC:CKM:15560
YOUR REF: Patrick Cooper

Solicitors/Directors: Timothy Cain

Jane Kensit

13 July 2016

Solicitor: Sarah James

The Trustees of the Roman Catholic Church
for the Diocese of Bathurst
PO Box 246
BATHURST NSW 2795

Copy by email to: dfa@bathurst.catholic.org.au

Dear Mr Cooper

RE: LOWTHER CHURCH & CEMETERY

We refer to the above matter and email correspondence from Genevieve of your office on 22 June 2016.

We note that the ownership of Hampton Church has been clarified as outlined in the abovementioned email correspondence.

A. Lowther Cemetery

We confirm that we have contacted Lithgow City Council (“**Council**”) to enquire as to the location of the Catholic portion of the cemetery in Lowther. Sam of Lithgow City Council confirmed that Council manages the Presbyterian and Anglican portions of the cemetery, located on the lower side of the dirt track. Please see the **enclosed** and labelled SIX Maps printout.

Sam noted that the Catholic portion of the cemetery, located on the upper side of the dirt track (see **enclosed** SIX Maps printout) is not managed by Council but Council does conduct the burials in the Catholic lots. Upon enquiring who manages the Catholic portion of the cemetery, Sam was unable to provide any information in relation to this and provided the contact details of Michael and Rosemary Richards who she said are local residents of the Lowther area who volunteer to maintain the cemetery grounds. Sam said that Mr and Mrs Richards are sometimes contacted by Council or Council’s funeral director to ask questions about the Lowther Catholic cemetery as they arise.

We contacted Mr and Mrs Richards and enquired about their involvement in the Lowther cemetery. Mr Richards said that they do not manage the Catholic cemetery but rather mow the lawn on a regular basis. Mr Richards confirmed that they have been doing so for the last 38 years as some of their relatives are buried in the Catholic portion of the cemetery.

Mr Richards confirmed that he mows the lawn on a voluntary basis and the equipment is provided at his own cost. He said that he and his wife currently mow the lawns around the entire cemetery. Mr Richards noted that Council has previously mowed the grounds, however this was on an irregular basis when the lawns were overgrown.

Upon enquiring whether the above was under an agreement with the Council, Mr Richards answered that there was not and that Mr and Mrs Richards mow the lawns because they wish for the grounds to be kept at an acceptable standard.

B. Lowther Church

In our telephone conversation with Mr Richards, we also enquired about the Catholic Church located in the Lowther cemetery grounds – Mr Richards confirmed that the Church has been boarded up for approximately 10 years after the last wedding that was held there and the last use prior to that was in or around 1961.

C. Ownership and responsibility for the Lowther Church and Cemetery

We confirm that:-

1. Lot 86 in Deposited Plan 757063 (on which the Catholic Cemetery is located) is owned by the State of NSW and the land is dedicated for a public purpose, likely interment. **Enclosed** is a copy of the Title Search for your perusal;
2. Lot 87 in Deposited Plan 757063 (on which the unused Catholic Church is located) is also owned by the State of NSW and the land is dedicated for a public purpose, similarly, likely interment. **Enclosed** is a copy of the Title Search for your perusal; and
3. “Lowther Cemetery – Jenolan Caves Road, Lowther” is in the Cemeteries and Crematoria NSW Register as being operated by Lithgow City Council.

We refer to the letter from Elizabeth Sherman dated 5 May 1989. We have established that Mrs Shearman was the owner of Lot 84 in Deposited Plan 757063 between February 1993 and November 1993, located next to Lots 86 and 87. However, Mrs Shearman’s letter refers to the “Hampton Church”, previously established to be located at Lot 1 in Deposited Plan 317658. Mrs Shearman states her address to be “Old School Farm, Lowther”, which we believe to be Lot 1 in Deposited Plan 945056 located opposite the Hampton Church. This aligns with her statement: *“As I live next door to the old church...”*

Our research has not found any evidence which denies the ownership of Lots 86 and 87 by the NSW Government – there is no transfer or dealing registered with the Department of Lands.

As outlined in our correspondence of 16 June 2016, the Lowther Church and Cemetery are not owned by the Trustees of the Roman Catholic Church for the Diocese of Bathurst. It is the responsibility of Council to maintain the grounds and cemeteries.

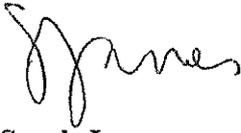
If you would like for our offices to undertake further research in relation to this matter, such as establishing what, specifically, the land’s dedication states, please confirm this by reply.

We now **enclose** our further Tax Invoice for work completed to date on your matter.

If you have any queries in relation to the above, enclosed or our correspondence dated 16 June 2016, please do not hesitate to contact our office.

Yours faithfully

CAIN KENSIT MESSENGER

A handwritten signature in black ink, appearing to read 'Sarah James', written in a cursive style.

Sarah James

Email: sjames@ckmlaw.com.au

Encl.



DP 1107415

DP 757063

70

LOWTHER CEMETERY ROAD

DP 757063

96

Advanced Search



SIX Maps



DP 1107415

71

JEMOLAN GAVES ROAD

DP 1148839

87

Lowther Church

Catholic portion.

1002

88

fire track

Presbyterian and Anglican portion.

1:1,128



LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 86/757063

| SEARCH DATE | TIME | EDITION NO | DATE |
|-------------|---------|------------|------|
| ----- | ---- | ----- | ---- |
| 23/6/2016 | 1:57 PM | - | - |

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

LOT 86 IN DEPOSITED PLAN 757063
AT LOWTHER
LOCAL GOVERNMENT AREA LITHGOW CITY
PARISH OF LOWTHER COUNTY OF WESTMORELAND
(FORMERLY KNOWN AS PORTION 86)
TITLE DIAGRAM CROWN PLAN 193.1984

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES

(CA149982)

SECOND SCHEDULE (3 NOTIFICATIONS)

- * 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- * 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- * 3 THE LAND IS DEDICATED FOR A PUBLIC PURPOSE

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

LAND AND PROPERTY INFORMATION NEW SOUTH WALES - TITLE SEARCH

FOLIO: 87/757063

| SEARCH DATE | TIME | EDITION NO | DATE |
|-------------|---------|------------|------|
| ----- | ---- | ----- | ---- |
| 22/6/2016 | 3:12 PM | - | - |

CERTIFICATE OF TITLE HAS NOT ISSUED

LAND

LOT 87 IN DEPOSITED PLAN 757063
AT LOWTHER
LOCAL GOVERNMENT AREA LITHGOW CITY
PARISH OF LOWTHER COUNTY OF WESTMORELAND
(FORMERLY KNOWN AS PORTION 87)
TITLE DIAGRAM CROWN PLAN 193.1984

FIRST SCHEDULE

THE STATE OF NEW SOUTH WALES

(CA149982)

SECOND SCHEDULE (3 NOTIFICATIONS)

- * 1 THE LAND IS A RESERVE WITHIN THE MEANING OF PART 5 OF THE CROWN LANDS ACT 1989 AND THERE ARE RESTRICTIONS ON TRANSFER AND OTHER DEALINGS IN THE LAND UNDER THAT ACT, WHICH MAY REQUIRE CONSENT OF THE MINISTER.
- * 2 LIMITED TITLE. LIMITATION PURSUANT TO SECTION 28T(4) OF THE REAL PROPERTY ACT, 1900. THE BOUNDARIES OF THE LAND COMPRISED HEREIN HAVE NOT BEEN INVESTIGATED BY THE REGISTRAR GENERAL.
- * 3 THE LAND IS DEDICATED FOR A PUBLIC PURPOSE

NOTATIONS

UNREGISTERED DEALINGS: NIL

*** END OF SEARCH ***

T.J. & F.M. Le Fevre
P O Box 406
Lithgow NSW 2790

Tel: 0401511145

7 April, 2017.

The General Manager
Lithgow City Council
P O Box 19
LITHGOW NSW 2790

Lithgow City Council

Scanned

18 APR 2017

Doc Set ID

GA Ref

Years

Attn: Mr. Iain Stewart

Dear Sir,

**Re: Proposed Partial Road Closure and Purchase from Council
At Old Bathurst Road, South Bowenfels 2790**

We are the registered proprietors of Lot 57 DP751650, being our residence at 158 Old Bathurst Road, South Bowenfels 2790.

Recently a subdivision (061/07DA) has been effected by Stanmar Constructions Pty. Limited in respect of land owned by that company immediately to the south of our land, on the southern side of Old Bathurst Road.

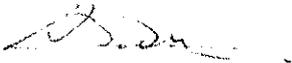
We enclose herewith copies of:-

1. Map depicting Lots 57 DP751650 owned by us in Old Bathurst Road, South Bowenfels.
2. Draft plan prepared by surveyor Robert Bruce Slarke depicting, edged yellow, part of Old Bathurst Road, South Bowenfels which we would like to acquire from Council.

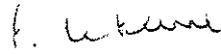
The attached plan shows the location of the fence located outside our boundary on Old Bathurst Road. The fence line was apparently established when Old Bathurst Road was constructed in the 19th century. With the construction of the adjacent subdivision 061/07DA, Old Bathurst Road has been slightly re-aligned and has been sealed up to Governor Gipps Drive, and beyond to a point roughly adjacent to the south eastern corner of our property. The area of land which we wish to purchase is that part of Old Bathurst Road lying within the fence line. As you will see from the plan, and as you would note on any site inspection, this area of land would never be required for use as a road. On the other hand, as it lies within the fence line adjoining our property, it contains part of our garden and driveway. We wish, therefore, to apply for the closure of Old Bathurst Road within the fence line and would expect to pay Council the full value thereof, and all fees, costs and expenses associated with the road closure and acquisition.

Would you please advise what steps we should take to formalise our application for road closure and purchase. We presume that the proposal would not require a Development Application.

Yours faithfully,



T.J. Le Fevre



F.M. Le Fevre

DEPOSITED PLAN ADMINISTRATION SHEET

Sheet 2 of 2 Sheet(s)

Office Use Only

Office Use Only

Registered:

DRAFT

PLAN OF SUBDIVISION OF PART OF
OLD BATHURST ROAD FOR TITLE ISSUE
AND ROAD CLOSURE UNDER THE
ROADS ACT 1993 (COMPRISED IN
VOL XX FOL XXX)

- This sheet is for the provision of the following information as required :
- A schedule of lots and addresses - See 60(c) SSI Regulation 2012
 - Statements of intention to create and release affecting interests in accordance with section 88B Conveyancing Act 1919
 - Signatures and seals - see 195D Conveyancing Act 1919
 - Any information which cannot fit in the appropriate panel of sheet 1 of the Administration sheets.

Subdivision Certificate Number:

Date of Endorsement:

STREET ADDRESS OF LOT 1 IS NOT AVAILABLE

If space is insufficient use additional annexure sheet

SURVEYOR'S REFERENCE : 10234 REPORT

DEPOSITED PLAN ADMINISTRATION SHEET

| | |
|---|--|
| Office Use Only | Office Use Only |
| Registered: Title System: Purpose: | DRAFT |
| PLAN OF SUBDIVISION OF PART OF OLD BATHURST ROAD FOR TITLE ISSUE AND ROAD CLOSURE UNDER THE ROADS ACT 1993 (COMPRISED IN VOL XX FOL XXX) | LGA: LITHGOW CITY Locality: SOUTH BOWENFELS Parish: LETT County: COOK |
| Crown Lands NSW / Western Lands Office Approval I (Authorised Officer) in approving this plan certify that all necessary approvals in regard to the allocation of the land shown herein have been given. Signature: Date: File Number: Office: | Survey Certificate I, ROBERT BRUCE SLARKE of ANDERSON SURVEYING PTY.LTD. a Surveyor registered under the Surveying and Spatial Information Act 2002, certify that: *(a) The land shown in the plan was surveyed in accordance with the Surveying and Spatial Information Regulation 2012, is accurate and the survey was completed on .. 17th MARCH 2017 .. *(b) The part of the land shown in the plan (*being/*excluding) was surveyed in accordance with the Surveying and Spatial Information Regulation 2012, is accurate and the survey was completed on, the part not surveyed was compiled in accordance with that Regulation. *(c) The land shown in the plan was compiled in accordance with the Surveying and Spatial Information Regulation 2012. Signature Dated: SURVEYOR ID: 1986 Datum Line: SSM15782 - PM63700 Type: *Urban/*Rural The terrain is *Level-Undulating / *Steep-Mountainous *Strike through if inapplicable ^Specify the land actually surveyed or specify any land shown in the plan that is not the subject of the survey. |
| Subdivision Certificate I, *Authorised Person/*General Manager/*Accredited Certifier, certify that the provisions of s.109J of the Environmental Planning and Assessment Act 1979 have been satisfied in relation to the proposed subdivision, new road or reserve set out herein. Signature: Accreditation Number: Consent Authority: Date of Endorsement: Subdivision Certificate Number: File Number: * Strike through if inapplicable | Plans used in preparation of survey/compilation. 1432-1507 1997-1507 DP1148659 DP1227089 (if insufficient space use PLAN FORM 6A) |
| STATEMENTS of intention to dedicate public roads, public reserves and drainage reserves | (if insufficient space use PLAN FORM 6A) |
| Signatures, Seals, and Section 888 Statements should appear on PLAN FORM 6A | SURVEYOR'S REFERENCE : 10234 REPORT |

Le Fevre & Co.

Solicitors & Attorneys

Incorporating Thompson and Le Fevre. Est. 1907

Our Ref: TJL:28629

21 February 2017

The Acting General Manager
Lithgow City Council
Council Chambers
PO Box 19
LITHGOW NSW 2790

Initially by email: andrew.muir@lithgow.nsw.gov.au
rhys.brownlow@lithgow.nsw.gov.au

Lithgow City Council

Scanned

Attention: Andrew Muir/Rhys Brownlow

22 FEB 2017

Dear Sir,

Doc Set ID.....

GA Ref.....

Years.....

RE: LITHGOW CITY COUNCIL AND STEPHEN LESSLIE

We refer to the above matter and now enclose herewith:-

1. Deed of Agreement in duplicate executed by Mr. Lesslie and duly witnessed, for execution on page three (3) by the Acting General Manager on behalf of Council. The Acting General Manager's signature should be witnessed where indicated and the full name of the witness should be printed beneath the signature. The Acting General Manager should also sign on the Plan annexed to the Deed, where indicated. Please then return both copies of the Deed to us after execution.
2. Transfer Granting Easement. This should be signed on the front page where indicated, by Mr. Muir whose signature is to be witnessed where indicated. The witness should print their full name and address where indicated on the front page. In addition, Mr. Muir should also sign on page two (2) beneath the signature of Mr. Lesslie, and again on the plan annexed to the Transfer where indicated. Please return this document to us after execution, in order that we may attend to stamping and registration of same.

Mr. Lesslie's solicitors have requested urgent advice as to when it is likely that the piping of the water across this land should be completed. Please provide us with this information when returning the signed documents to us.

Yours faithfully
LE FEVRE & CO.

Per: 
T.J. Le Fevre
Email: tim@lefevreco.com.au
Encl.

Principal: Allan J. Lindsay

Consultant: Tim Le Fevre

City Chambers
108 Main Street, Lithgow NSW 2790
P.O. Box 67, Lithgow NSW 2790
DX 3151 Lithgow
ABN: 27 759 019 416
Telephone: (02) 6352 2699 Facsimile: (02) 6352 1351
Hours: 9 a.m. to 5 p.m. Monday to Friday

Liability limited by a Scheme approved under Professional Standards Legislation

Form: 91TG
Licence: 05-11-643
Licensee: Softdocs
Le Fevre & Co.

TRANSFER GRANTING EASEMENT

New South Wales
Real Property Act 1900

Leave this space clear. Affix additional pages to the left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

| | | |
|-------------------|---|---|
| (A) TORRENS TITLE | Servient Tenement (land burdened) 3/881717 | Dominant Tenement (land benefited) Easement in Gross |
|-------------------|---|---|

| | | | |
|---------------|-------------------------|---|-----------------------|
| (B) LODGED BY | Document Collection Box | Name, Address or DX, Telephone, and Customer Account Number if any Reference (optional): | CODE TG |
|---------------|-------------------------|---|-----------------------|

| | |
|----------------|--|
| (C) TRANSFEROR | Registered proprietor of the servient tenement STEPHEN ARTHUR LESSLIE |
|----------------|--|

(D) The transferor acknowledges receipt of the consideration of \$ 1.00 and transfers and grants -

| | |
|-----------------------------|---|
| (E) DESCRIPTION OF EASEMENT | Easement for drainage of sewage and water 4.5 wide and 4 wide affecting the site designated "X" in the plan annexed hereto and having the terms contained in annexure "A" hereto. |
|-----------------------------|---|

out of the servient tenement and appurtenant to the dominant tenement.

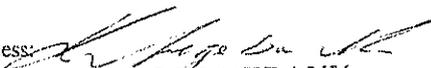
(F) Encumbrances (if applicable):

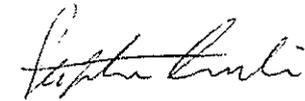
| | |
|----------------|---|
| (G) TRANSFEREE | Registered proprietor of the dominant tenement LITHGOW CITY COUNCIL ABN 59 986 092 492 |
|----------------|---|

DATE / /

(H) I certify I am an eligible witness and that the transferor signed this dealing in my presence.
[See note* below]

Certified correct for the purposes of the Real Property Act 1900 by the transferor.

Signature of witness: 
Name of witness: **KLAUS FEGEBANK**
Address of witness: **SOLICITOR
46 MAIN ST
LITHGOW**

Signature of transferor: 

**SIGN
HERE**

I certify I am an eligible witness and that the authorised officer of the transferee signed this dealing in my presence.
[See note* below]

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of witness:

Name of witness:
Address of witness:

Signature of authorised officer:

Authorised officer's name: Andrew Christopher Muir
Authority of officer: Acting General Manager
Signing on behalf of: LITHGOW CITY COUNCIL
ABN 59 986 092 492

**SIGN
HERE**

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

Annexure A to TRANSFER GRANTING EASEMENT

Parties: From STEPHEN ARTHUR LESSLIE to LITHGOW CITY COUNCIL ABN 59 986 092 492

Dated: / /

Terms of Easement for Drainage of Sewage and Water 4.5 wide and 4 wide.

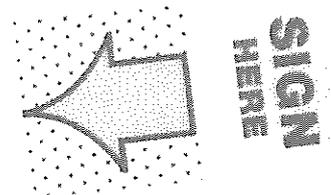
1. The body having the benefit of this easement may:

- (a) drain sewage, sullage and other fluid wastes in pipes through the lot burdened, but only within the site of this easement and drain water through the lot burdened but only within the site of this easement, and
- (b) do anything reasonably necessary for that purpose, including
 - . entering the lot burdened, and
 - . taking anything on to the lot burdened, and
 - . using any existing line of pipes, and
 - . carrying out works, such as constructing, placing, repairing or maintaining pipes and equipment.

2. In exercising those powers, the body having the benefit of this easement must:

- (a) ensure all work is done properly, and
- (b) cause as little inconvenience as is practicable to the owner and any occupier of the lot burdened, and
- (c) cause as little damage as is practicable to the lot burdened and any improvement on it, and
- (d) restore the lot burdened as nearly as is practicable to its former condition, and
- (e) make good any collateral damage.

Stephen Leslie



ANNEXURE "A...." TO TRANSFER GRANTING EASEMENT

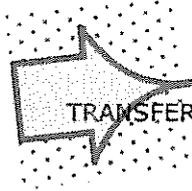
TRANSFEROR.....

DATED BETWEEN

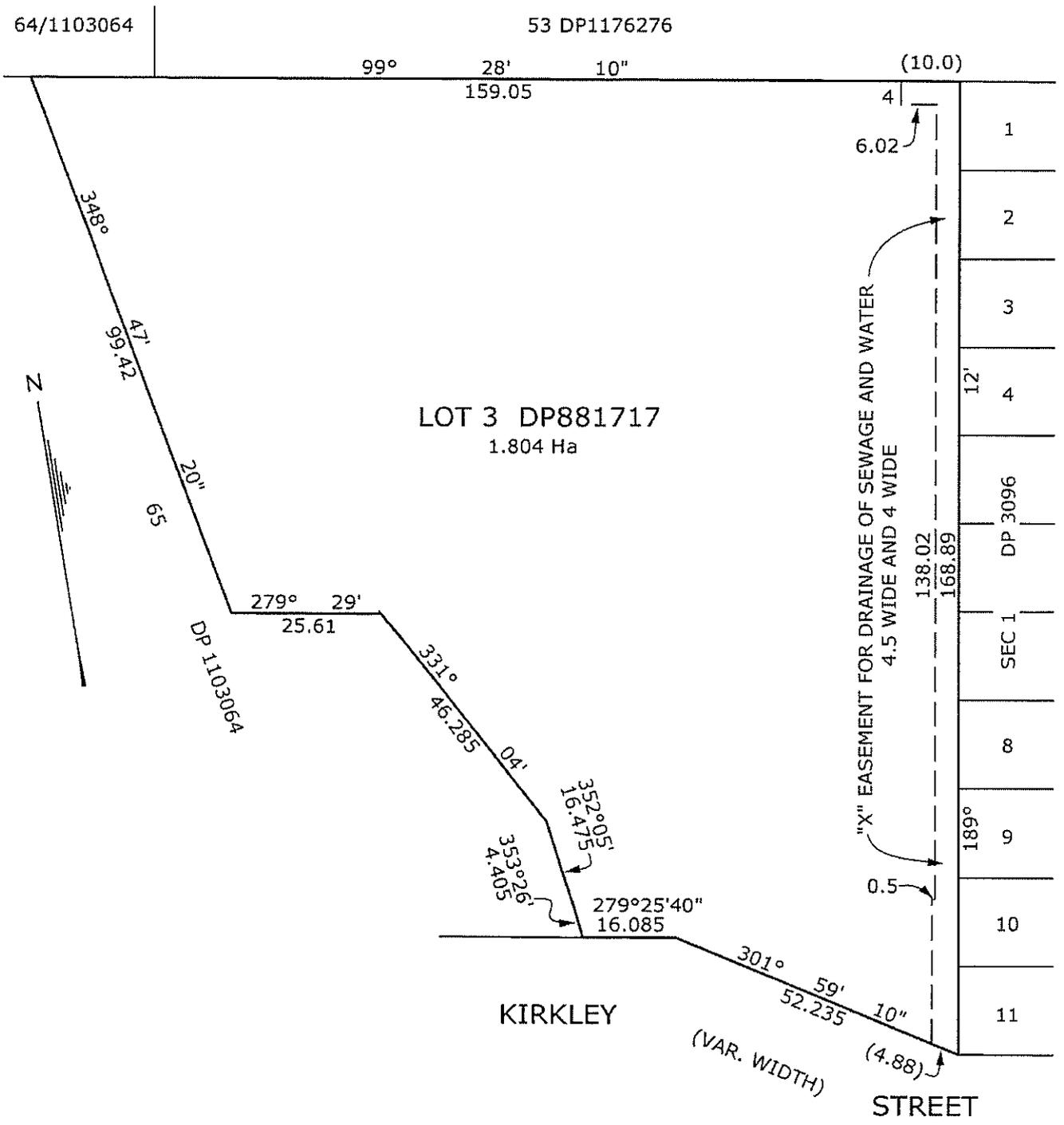
Stephen Arthur Leslie (TRANSFEROR) AND

Lithgow City Council (TRANSFEEE).

**SIGN
HERE**



TRANSFEEE.....



LOT 3 DP881717
1.804 Ha

P. Grosfeld
PETER-JOHN GROSFELD,
REGISTERED LAND SURVEYOR

PAGE OF

REDUCTION RATIO 1:1000
DATE: 08-02-2016
CEH SURVEY REF: 4/4865PJG

DEED OF AGREEMENT

This Deed is made on the _____ day of _____ 201~~7~~⁶.

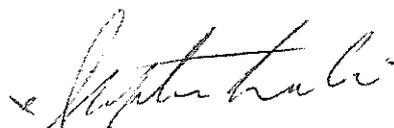
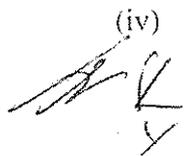
BETWEEN: STEPHEN ARTHUR LESSLIE of "Airdrie", 12 Kirkley Street,
South Bowenfels NSW 2790 ("the Owner")

AND: LITHGOW CITY COUNCIL ABN 59 986 092 492 of Council
Chambers, Mort Street, Lithgow NSW 2790 ("Council")

RECITALS:

- (i) The Owner is the registered proprietor of the land comprised in Certificate of Title Folio Identifier 3/881717, being Lot 3 in Deposited Plan 881717 known as "Airdrie", 12 Kirkley Street, South Bowenfels NSW 2790 ("the Land").
- (ii) Located upon the Land is a natural watercourse adjacent to the eastern boundary of the Land, onto which stormwater discharges from Council roads and surrounding lands.
- (iii) Council is the owner of certain stormwater and sewage infrastructure located upon the Land, namely a sewage drainage pipe traversing the Land along the full length of the eastern boundary of the Land, and a stormwater drainage pipe traversing part of the Land along such boundary, in respect of which Council has certain rights pursuant to Section 59A of the Local Government Act, 1993.

- (iv) The Owner at the request of Council has agreed to grant to Council an Easement for Drainage of Sewage and Water ^{4.5 and 4} wide along the eastern boundary of the Land, in accordance with the terms of this Deed as set out hereunder.



OPERATIVE PROVISIONS:

1. The Owner shall transfer and grant to Council an Easement for Drainage of Sewage and Water ^{4.5 and 4} wide along the eastern boundary of the Land, as shown in the plan annexed hereto marked "A".

2. In consideration of the said Transfer and Grant of Easement by the Owner to Council, Council shall at its own cost and in a proper, workmanlike and timely manner, extend the stormwater pipe enclosure of the stormwater drainage within the natural watercourse, along the whole of the eastern boundary of the Land to the effect that all stormwater discharged onto the Land from Council's roads shall be contained within such stormwater pipe. The Owner acknowledges that the carrying out of such work by Council at its own cost constitutes a full and proper consideration for the Transfer and Grant of Easement by the Owner of the said easement.

3. Council shall make good any damage to the Land occasioned by the carrying out of works referred to in Clause 2 hereof.

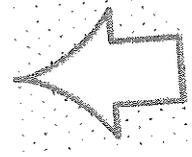
4. Council will pay all costs, fees and expenses, including the Owner's reasonable legal costs, in connection with this Agreement and the transfer and granting of the said easement.

5. Subject to due and proper completion by Council of the stormwater pipe as referred to in Clause 2 hereof, the Owner releases Council from all claims the Owner may now or at any time in the future have for compensation, injurious affectation, or reimbursement of any kind whatsoever, against Council in respect of the Transfer and Grant of Easement, to the fullest extent permitted by law, and the benefit of this clause shall not merge on completion.



EXECUTED AS A DEED

Executed on behalf of)
Lithgow City Council)
ABN 59 986 092 492 by the duly)
authorised officer whose signature)
appears opposite in the presence of:)



.....
Signature of Authorised Officer

Name: *Authorised Officer: Mr Bailey*
Roger William Bailey
Position Held: General Manager
1/1/2017

.....
Signature of Witness

.....
Name of Witness

SIGNED, SEALED AND DELIVERED)
by Stephen Arthur Lesslie in the)
presence of:)

x *Stephen Lesslie*
.....
Stephen Arthur Lesslie

[Handwritten Signature]
.....
Signature of Witness

.....
Name of Witness
KLAUS FEGEBANK
SOLICITOR
46 MAIN ST
LITHGOW
.....

.....
Address of Witness

**SIGN
HERE**



**SIGN
HERE**

ANNEXURE "....." TO TRANSFER GRANTING EASEMENT

TRANSFEROR.....

DATED BETWEEN

.....(TRANSFEROR) AND

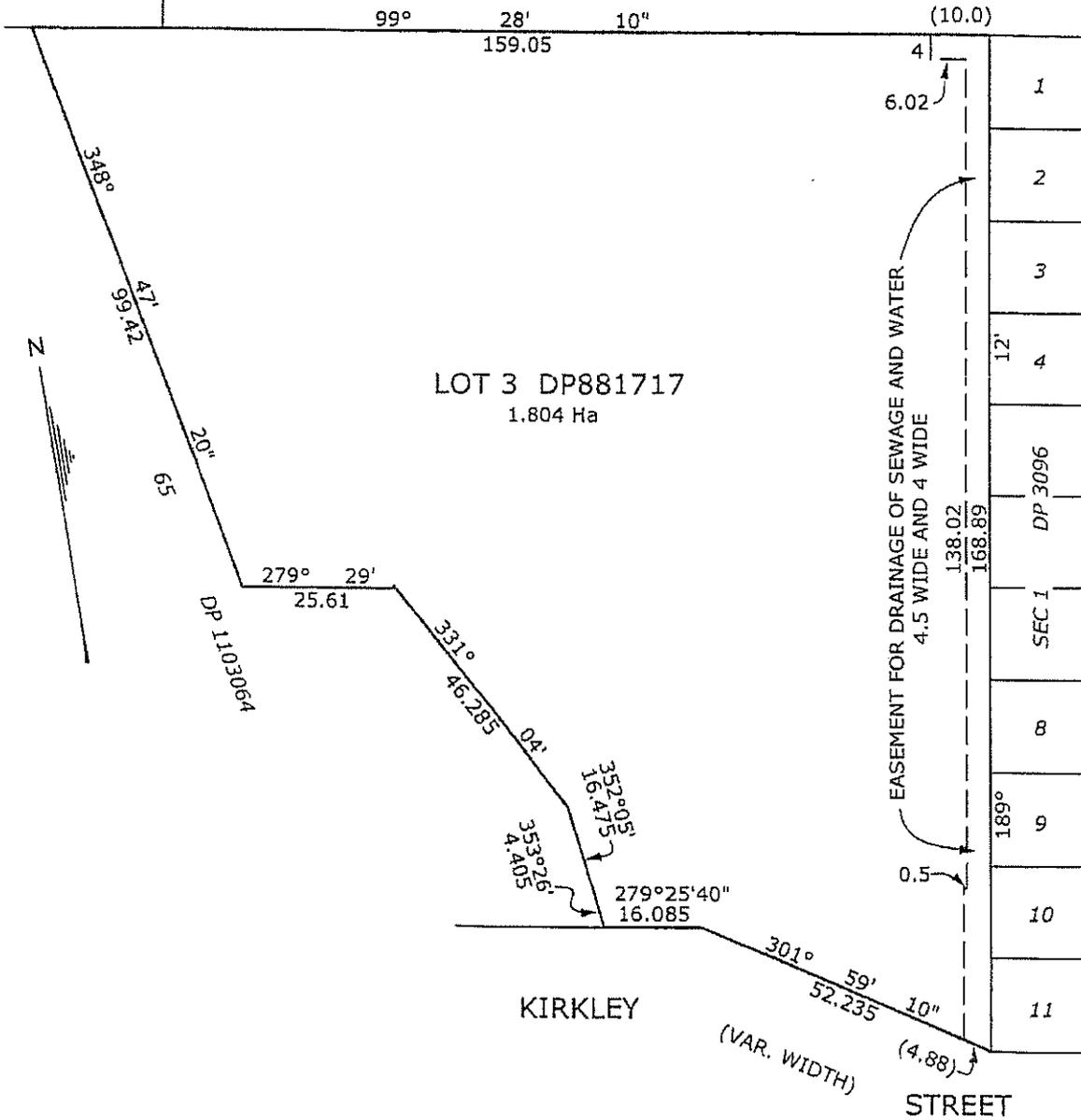
.....(TRANSFEREE).

TRANSFEREE.....

SIGN HERE

64/1103064

53 DP1176276



LOT 3 DP881717

1.804 Ha

Peter-John Grosfeld

PETER-JOHN GROSFELD,
REGISTERED SURVEYOR

PAGE OF

REDUCTION RATIO 1:1000
DATE: 20-12-2016
CEH SURVEY REF: 4/4865PJG

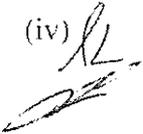
DEED OF AGREEMENT

This Deed is made on the day of 2016.

BETWEEN: STEPHEN ARTHUR LESSLIE of "Airdrie", 12 Kirkley Street,
South Bowenfels NSW 2790 ("the Owner")

AND: LITHGOW CITY COUNCIL ABN 59 986 092 492 of Council
Chambers, Mort Street, Lithgow NSW 2790 ("Council")

RECITALS:

- (i) The Owner is the registered proprietor of the land comprised in Certificate of Title Folio Identifier 3/881717, being Lot 3 in Deposited Plan 881717 known as "Airdrie", 12 Kirkley Street, South Bowenfels NSW 2790 ("the Land").
- (ii) Located upon the Land is a natural watercourse adjacent to the eastern boundary of the Land, onto which stormwater discharges from Council roads and surrounding lands.
- (iii) Council is the owner of certain stormwater and sewage infrastructure located upon the Land, namely a sewage drainage pipe traversing the Land along the full length of the eastern boundary of the Land, and a stormwater drainage pipe traversing part of the Land along such boundary, in respect of which Council has certain rights pursuant to Section 59A of the Local Government Act, 1993.
- (iv)  The Owner at the request of Council has agreed to grant to Council an Easement for Drainage of Sewage and Water ^{4.5 and 4} wide along the eastern boundary of the Land, in accordance with the terms of this Deed as set out hereunder.



OPERATIVE PROVISIONS:

1. The Owner shall transfer and grant to Council an Easement for Drainage of Sewage and Water ^{4.5 and 4} wide along the eastern boundary of the Land, as shown in the plan annexed hereto marked "A".

2. In consideration of the said Transfer and Grant of Easement by the Owner to Council, Council shall at its own cost and in a proper, workmanlike and timely manner, extend the stormwater pipe enclosure of the stormwater drainage within the natural watercourse, along the whole of the eastern boundary of the Land to the effect that all stormwater discharged onto the Land from Council's roads shall be contained within such stormwater pipe. The Owner acknowledges that the carrying out of such work by Council at its own cost constitutes a full and proper consideration for the Transfer and Grant of Easement by the Owner of the said easement.

3. Council shall make good any damage to the Land occasioned by the carrying out of works referred to in Clause 2 hereof.

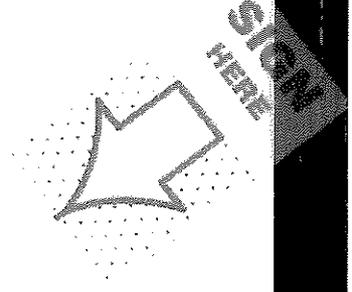
4. Council will pay all costs, fees and expenses, including the Owner's reasonable legal costs, in connection with this Agreement and the transfer and granting of the said easement.

5. Subject to due and proper completion by Council of the stormwater pipe as referred to in Clause 2 hereof, the Owner releases Council from all claims the Owner may now or at any time in the future have for compensation, injurious affectation, or reimbursement of any kind whatsoever, against Council in respect of the Transfer and Grant of Easement, to the fullest extent permitted by law, and the benefit of this clause shall not merge on completion.



EXECUTED AS A DEED

Executed on behalf of
Lithgow City Council
ABN 59 986 092 492 by the duly
authorised officer whose signature)
appears opposite in the presence of:)



.....
Signature of Witness

.....
Signature of Authorised Officer

Name: *Andrew Christopher Moore*
~~Roger William Bailey~~
Position Held: General Manager
ACT 2017

.....
Name of Witness

SIGNED, SEALED AND DELIVERED
by Stephen Arthur Lesslie in the)
presence of:)

Stephen Arthur Lesslie
.....
Stephen Arthur Lesslie

[Handwritten Signature]
.....
Signature of Witness

KLAUS FEGE BANK
.....
Name of Witness **SOLICITOR**
46 MAIN ST
LITHGOW

.....
Address of Witness

ANNEXURE "....." TO TRANSFER GRANTING EASEMENT

TRANSFEROR.....

DATED BETWEEN

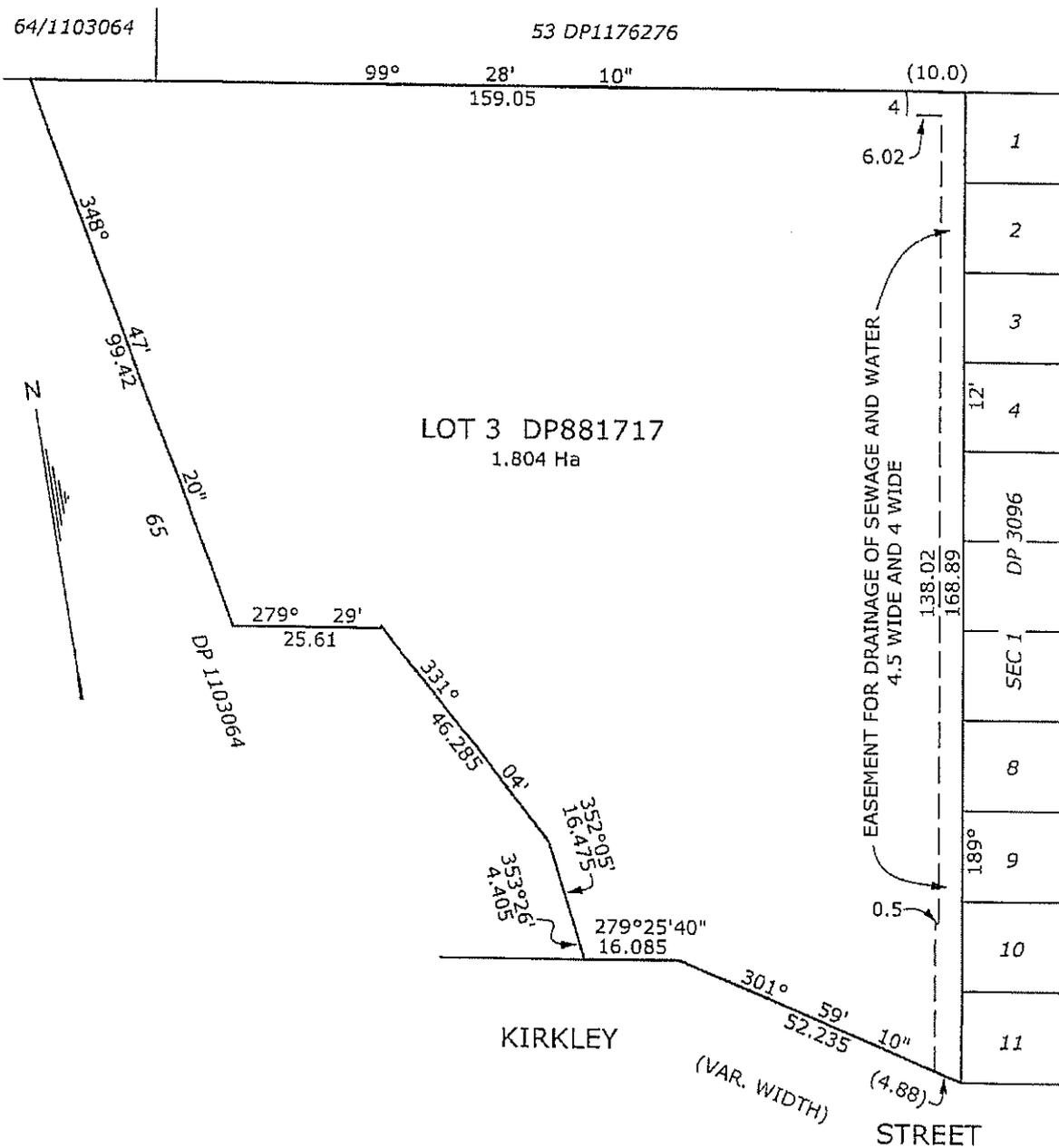
.....(TRANSFEROR) AND

.....(TRANSFEREE).

TRANSFEREE.....



SIGN
HERE



Pf Grossfeld
PETER-JOHN GROSFELD,
REGISTERED SURVEYOR

PAGE OF

REDUCTION RATIO 1:1000
DATE: 20-12-2016
CEH SURVEY REF: 4/4865PJG

Le Fevre & Co.

Solicitors & Attorneys

Incorporating Thompson and Le Fevre. Est. 1907

Our Ref: TJL:28629

12 November 2015

Higgins & Higgins
Solicitors
DX 3150
LITHGOW NSW

Attention: Klaus Fegebank

RECEIVED
16 NOV 2015

Dear Sir,

RE: LITHGOW CITY COUNCIL AND STEPHEN LESSLIE - STORMWATER DRAINAGE AT LOT 3 DP881717 KIRKLEY STREET, SOUTH BOWENFELS

We act for Lithgow City Council and understand that you are instructed by Stephen Lesslie, in relation to the proposed extension of the stormwater drainage pipe along the eastern boundary of your client's property Lot 3 DP881717 South Bowenfels.

We are instructed that Council has reached agreement with your client that, at his request and Council's cost, Council will extend the stormwater pipe enclosure of the stormwater drainage at present within the natural watercourse located along the eastern boundary of Lot 3 DP881717. In consideration of Council's agreement, Council seeks your client's consent to the creation of easements for drainage of sewage and water, 5 wide, which would incorporate the extended stormwater pipe and also the existing sewer main. This would be Council's preferred course of action as it is Council's practice to seek to obtain easements in relation to Council's stormwater and sewage infrastructure wherever they are located on land not owned by Council. However, should Mr Lesslie not wish to agree to the creation of such easement, Council would rely upon Section 59A of the Local Government Act 1993 in relation to the existing stormwater pipe and the existing sewage drainage pipeline.

Could you please seek instructions from your client and advise us in due course if your client is agreeable to the creation of formal easements, in which case we will prepare and submit to you for approval in due course the appropriate documentation for the acquisition by negotiated agreement of the easements referred to above. Alternatively, if your client does not wish such easements to be created, our client will, as stated above, rely on Section 59A of the Local Government Act 1993 in relation to existing stormwater drainage and sewage infrastructure within Lot 3 DP881717, but would not be willing in such circumstances to extend the existing stormwater pipeline.

Principal: Allan J. Lindsay

City Chambers

108 Main Street, Lithgow NSW 2790

P.O. Box 67, Lithgow NSW 2790

DX 3151 Lithgow

ABN: 27 759 019 416

Telephone: (02) 6352 2699 Facsimile: (02) 6352 1351

Email: info@lefevreco.com.au

Consultant: Tim Le Fevre

All costs including reasonable legal costs incurred in relation to the creation of easements would of course be met by Council. We look forward to hearing from you.

Yours faithfully
LE FEVRE & CO.

Per: 
T.J. Le Fevre



Zig Zag Railway Co-Op Ltd
A.B.N. 96 139 641 108
PO Box 01
Lithgow, N.S.W. 2790 Australia

20 March 2017

Mr Andrew Muir
Acting General Manager
Lithgow City Council
PO Box 19
Lithgow NSW 2790

RE: Road Reserve Lease – Chifley Road, Clarence

Dear Andrew,

The Zig Zag Railway was built between 1866 and 1869 and remained in operation as part of the main western line until 1910. When the Chifley road was constructed between Bell and Lithgow, part of the original Zig Zag Railway formation was utilised.

When the Zig Zag Railway Co-op Ltd rebuilt the section of track between Mt Sinai Halt and Clarence in 1988, the railway was realigned slightly to the northern side of the Chifley Road and re-joined the original formation on the western side of Clarence Tunnel.

Recently it has been discovered that approximately 1.4km of our rail infrastructure is located within part of the Main Road 516 Road Reserve (Chifley Road) as per the attached survey plan.

As this road is known to be managed by the Roads and Maritime services, they were approached regarding the creation of a lease agreement to allow the Zig Zag Railway Co-op Ltd to lease the section of road reserve that its rail infrastructure is located within. During negotiations, they have found that this section of road reserve is managed by Lithgow City Council and that any lease agreement should be between the Lithgow City Council and the Zig Zag Railway Co-op Ltd.

To ensure that we can retain our rail infrastructure in its current location and continue our passenger operations from our Clarence station we ask that Lithgow City Council considers entering into a lease agreement with the Zig Zag Railway Co-op Ltd covering the section of road reserve in question.

My contact with the RMS has been Mr Gordon Nixon, Infrastructure Property Manager, who I believe has also been in contact with Mr Iain Stewart regarding this matter.

If you would like to meet with me to discuss this request or have any further questions, then please do not hesitate to contact me.

Regards

Lee Wiggins
Chairman
On behalf of the Board of Directors



ZIG ZAG RESERVE

CHEFLEY ROAD

LOT 9 DP78554

SEE SHEET 1
FOR DETAIL

LOT 1 DP14030
LOT 217 DP75150

LOT 150 DP75150

LOT 1 DP82320

CLARENCE TANKER

CHEFLEY ROAD

LOCATION OF SURVEY WATER AND LIGHT
LOCATION OF BOUNDARY POINTS

NOTES: LAND SLIP DETAIL BY FREEBORN SURVEYING 10/7/2014. NO RESPONSIBILITY IS TAKEN FOR THE ACCURACY OF THIS DETAIL. ANY DISCREPANCIES BETWEEN THE BOUNDARIES AS SET BY AND BETWEEN ANY ON PUBLIC RECORDS AND MARKS FOUND ON THE GROUND. IF THE LOCATION OF THE BOUNDARIES IS CRITICAL OR CONSTRUCTION IS TO OCCUR CLOSE TO BOUNDARIES IT IS RECOMMENDED THAT A PLAN OF REDEFINITION BE LOANED FOR REGISTRATION WITH THE LRS BEFORE ANY CONSTRUCTION OCCURS.

| | | | | | |
|---|--|-----------------|--|-----------------|--|
| CEH SURVEY | | DATE | | 8/7/2018 | |
| THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. | | AMENDED | | | |
| THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. | | SURVEYOR | | PS-LS-BS | |
| THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. | | DRAWN | | PS | |
| THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT AND THAT THE ENGINEER HAS BEEN ADVISED THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. | | CHECKED | | MF | |

SCALE - 1:1250 ON A4 SHEET

ZIG ZAG RAILWAY

LOCATION OF RAILS WITHIN CHEFLEY ROAD ROAD RESERVE

DWG NO
ZIG ZAG PLANS
NORTHERN
CEH REF: 4475

SHEET 4 OF 4

Delivery Program 2013-2017 Operational Plan 2015-2016

Quarterly Report
Jan to Mar 2017



1 January to 31 March 2017

Executive Summary

From the Acting General Manager,
Andrew Muir

The Quarterly Performance Report is a report on Council's achievements of the performance targets set in the Operational Plan. It provides a budget review statement with a revised estimate of income and expenditure for the year. This is a requirement of the Local Government Act 1993 and Local Government (General) Regulation 2005. This Quarterly Performance Report for the period of 1 January to 31 March 2017 achieves these requirements.

The Principal Activity areas within the Quarterly Performance Report reflect the Vision Statements developed in collaboration with the community and adopted by Council at its Policy and Strategy Committee Meeting of 3 October 2006 (Minute No. 06-315). Each quarter, Council Officers report on the progress of activities and achievements for each principle activity area. Below is a selection of highlights for the reporting period of 1 January to 31 March 2017. Information on variations to the works program can be found throughout the report.

Principal Activities

Caring for Our Community

During January, Lithgow Library underwent major refurbishment thanks to a State Library NSW Public Library Infrastructure Grant of \$118,027 and a financial contribution from Council. Major works included new carpet throughout the ground floor, featuring pops of colour to highlight various spaces within the library. The shelving floorplan was revised with changes to create inviting seating spaces and improve access to the collections.

A new Customer Service Desk, Self-Checking Station and Print Release station to make printing and photocopying more efficient have all been installed. The children's and youth areas feature colourful new furnishings and seating

The newly refurbished Library was launched in March with special guests Paul Toole MP, Lithgow City Council Mayor Stephen Lesslie and Ellen Forsyth from the State Library of NSW. Entertainment included performances from the Lithgow Line Dancers and the Uke'n'Sing Group.

Strengthening Our Economy

The Masterplan/DCP for the Marrangaroo Urban Release Area continued to progress with two Structure Plan options proceeding to Stage 3 Community Consultation during the quarter. The final Economic report was completed and a preliminary infrastructure report was prepared.

Developing Our Built Environment

The Draft Plan of Management for Hassans Walls was placed on public exhibition during 3rd quarter.

Landscape Design and Detailed Design works were completed for the CBD Revitalisation Project and tenders for construction will be considered in April – May.

Enhancing Our Natural Environment

Control of blackberries and noxious weeds was undertaken along Farmers Creek.

Responsible Governance and Civic Leadership

Council received the results of the telephone and online surveys undertaken by Micromex Research into community attitudes and perceptions towards current aspirations and priorities for the LGA in the future.

Key objectives of the research included:

- Identifying residents' quality of life in the LGA
- Identifying the level of support for the Community Strategic Plan
- Assessing and establishing the community's agreement with activities and lifestyle opportunities, and the performance of services and facilities
- Identifying support for prospective projects and initiatives.

The results of the research were used to inform the development of the suite of documents that make up the Integrated Planning and Reporting Framework (IPR). The IPR Framework will be reported to Council in May for adoption for public exhibition.

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Summary of Financial Position

This report provides the Quarterly Performance Report on the 2016-2017 Operational Plan for the period of 1 January to 31 March 2017 with a recommendation that variations to income and expenditure estimates are voted and the revised reduction in the cash balance deficit of \$268,351 being a movement of \$1,000 from the revised budget position be noted. This movement is due to additional funds required for the recruitment of the General Manager.

Note: A negative balance is identified in brackets.

| 2016/17 Quarterly Budget Comparison | | | |
|-------------------------------------|---------------|--------------------|--------------|
| Budget (Inc Internal) | Income \$'000 | Expenditure \$'000 | Total \$'000 |
| Original | 65,269 | 65,260 | 9 |
| September Quarter | 80,428 | 80,419 | 9 |
| December Quarter | 80,428 | 80,770 | (267) |
| March Quarter | 81,213 | 81,481 | (268) |

| 2016/17 Quarterly Budget Comparison Fund | | | |
|--|---------------|--------------------|--------------|
| Budget(Inc Internal) | Income \$'000 | Expenditure \$'000 | Total \$'000 |
| General | 49,175 | 49,443 | (268) |
| Water | 8,232 | 8,232 | 0 |
| Wastewater | 23,806 | 23,806 | 0 |

The revised December quarter of the 2016-2017 Operational Plan has been adjusted as detailed in the following table.

| 2016/17 Quarterly Budget Variations | | | | |
|---|-----------------------|------------------------------------|-----------|--|
| | Directorate | Department, Unit or Project | Variation | Reason |
| Maintenance & Operating Budget | | | | |
| 1) | Corporate & Community | Corporate Governance – Expenditure | (186,570) | Increased Expenditure from various cost centres to cover supervisor's salaries. |
| 2) | Corporate & Community | On Costs – Expenditure | 539,750 | Increase expenditure for outdoor supervisors and movement of salaries from Corporate Governance to employee leave. |
| 3) | Environment & | Development – | (3,040) | Expenditure transferred to Bus Shelters |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|-----|-------------------------------|---|-----------|--|
| | Development | Administration Buildings - Expenditure | | to cover small overspend from within buildings maintenance. |
| 4) | Environment & Development | Development – Bus Shelters – Expenditure | 3,040 | Expenditure transferred from Administration Buildings to cover small overspend from within buildings maintenance. |
| 5) | Environment & Development | Development – Development Planning – Revenue | (44,650) | Expenditure transferred to Public Toilets to cover overspend from within buildings maintenance. |
| 6) | Environment & Development | Development – Public Toilets – Expenditure | 44,650 | Expenditure transferred from Development Planning to cover overspend from within buildings maintenance. |
| 7) | Environment & Development | Development – Regulatory Services – Expenditure | (1,335) | Expenditure transferred to Illegal Dumping Grant – EPA and Lithgow Pound Improvements Due to overspend |
| 8) | Environment & Development | Environment – Domestic Waste – Expenditure | (69) | Expenditure transferred to Landfill Consolidation Grant – NSW Environmental Trust (EPA) to cover small overspend. |
| 9) | Environment & Development | Environment – Waste Management Office – Expenditure | (3,800) | Expenditure transferred to Meadow Flat Transfer Station Gate Replacement to fund priority works. |
| 10) | Office of the General Manager | Human Resources – Expenditure | 1,000 | Additional funds needed for General Manager recruitment. |
| 11) | Operations | Operations – Administration – Revenue | (20,000) | Increase in RFS Maintenance Grant |
| 12) | Operations | Operations – Administration – Expenditure | 20,000 | Increase in RFS Maintenance Grant |
| 13) | Operations | Recreation – Aquatic Centre – Revenue | (70,000) | Increase due to entry income being greater than expected |
| 14) | Operations | Recreation – Aquatic Centre – Expenditure | 85,000 | Expenditure transferred from Streetscape due to an increase of additional chemicals and maintenance required, offset by the entry income being greater than expected |
| 15) | Operations | Recreation – Cemeteries – Revenue | 5,000 | Decrease due to income being lower than expected. |
| 16) | Operations | Recreation – Cemeteries – Expenditure | (5,000) | Decrease due to income being lower than expected. |
| 17) | Operations | Recreation – Major Parks | 50,000 | Expenditure transferred from Sporting |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|----------------------------------|----------------------|---|-----------|---|
| | | – Expenditure | | Fields due to Lake Lyell Septic pump out and additional maintenance required at Lake Wallace due to increased popularity. |
| 18) | Operations | Recreation – Minor Parks – Expenditure | 20,000 | Expenditure transferred from Streetscape due to expenditure at Eskbank House being greater than expected. |
| 19) | Operations | Recreation – Sporting Fields – Expenditure | (50,000) | Expenditure transferred to Major Parks due to Lake Lyell Septic pump out and additional maintenance required at Lake Wallace |
| 20) | Operations | Recreation – Streetscape – Expenditure | (35,000) | Expenditure transferred to Minor parks Due to over expenditure at Eskbank House and Aquatic Centre for additional running costs incurred. |
| 21) | Operations | Water Supply Network – Mains & Services – Expenditure | (35,800) | Expenditure transferred to default outdoor cost centre for supervisor's employee costs |
| 22) | Operations | Water Supply Network – Reservoirs & Dams – Expenditure | 78,600 | Expenditure transferred form Water Office due to additional funds required for maintenance. |
| 23) | Operations | Water Supply Network – Water Office – Expenditure | (114,000) | Expenditure transferred to Reservoirs & Dams due to over spend on maintenance and transferred to default outdoor cost centre for supervisor's employee costs. |
| 24) | Operations | Water Supply Network – Water Treatment Plants – Expenditure | (65,600) | Expenditure transferred to default outdoor cost centre for supervisor's employee costs. |
| 25) | Operations | Wastewater Supply Network – Wastewater Office – Expenditure | (136,800) | Expenditure transferred to default outdoor cost centre for supervisor's employee costs. |
| 26) | Operations | Transport – Rural Sealed – Expenditure | (233,100) | Expenditure transferred to Rural Unsealed and Urban Unsealed due to maintenance overspend |
| 27) | Operations | Transport – Rural Unsealed – Expenditure | 135,600 | Expenditure transferred from Rural Sealed due to overspend from recent weather conditions. |
| 28) | Operations | Transport – Urban Unsealed – Expenses | 97,500 | Expenditure transferred from Rural Sealed due to overspend from recent weather conditions. |
| Operating Projects Budget | | | | |
| 29) | Corporate Governance | Community Satisfaction Survey - Expenditure | 4,170 | Expenditure transferred from Corporate Governance to cover overspend |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|-----|--------------------------|---|-----------|--|
| | | | | approved by EMT. |
| 30) | Community & Culture | Grant Youth - Expenditure | 2,638 | Increase expenditure grant funding of \$1,230 received from Department of Family and Community Services for the Youth Week Program |
| 31) | Community & Culture | Grant Youth - Revenue | (1,230) | Grant funding from Department of Family and Community Services for Youth Week Program |
| 32) | Community & Culture | Youth Council Projects - Expenditure | (2,908) | Transfer of expenditure to Grant Youth Program |
| 33) | Community & Culture | Youth Council Projects - Revenue | 1,500 | Transfer of Revenue to Grant Youth Program |
| 34) | Community & Culture | Your Tutor Program – Expenditure | 10,000 | Increase Expenditure for Refurbishment of Your Tutor Program room (Homework zone). |
| 35) | Community & Culture | Your Tutor Program – Reserve | (10,000) | Transfer from Voluntary Planning Agreement reserve for refurbishment of Your Tutor Program room (Homework Zone) |
| 36) | Community & Culture | Local History - Expenditure | 900 | Expenditure transferred from Literacy Collection project to cover overspend |
| 37) | Information Technology | PC Replacement – Annual Allocation – Expenditure | 20,000 | Expenditure Transferred from Server Replacement – Annual Allocation due to original program being split into two. |
| 38) | Development Planning | Developer Contributions - Revenue | (199,304) | Transfer Developer contributions revenue received to reserve. |
| 39) | Development Planning | Developer Contributions - Reserves | 199,304 | Transfer Developer contributions revenue received to reserve. |
| 40) | Development | Building Maintenance - Expenditure | (7,700) | Expenditure transferred to infrastructure Levy – Buildings to cover overspend |
| 41) | Environment | Companion Animal Grant – Revenue | (8,000) | Grant from Office of Local Government received Companion animal grant |
| 42) | Environment | Companion Animal Grant – Expenditure | 8,000 | Increase expenditure for new grant received. |
| 43) | Environmental protection | Farmer's Creek Precinct Master Plan – Expenditure | (285) | Expenditure transferred to farmer's Creek Business Case to cover overspend |
| 44) | Environmental protection | Farmer's Creek Precinct Business Case – Expenditure | 285 | Expenditure budget Transfer from Farmer's Creek Precinct Masterplan to cover overspend |
| 45) | Environmental protection | Illegal Dumping Grant – Expenditure | 355 | Expenditure transferred from Regulatory services due to overspend |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|--------------------------------|--------------------------|---|-----------|--|
| 46) | Environmental protection | Local Land Services Grant – Revenue | (20,000) | Increase revenue due to additional funding received |
| 47) | Environmental protection | Local Land Services Grant – Expenditure | 20,000 | Increase expenditure due to additional funding received |
| 48) | Environmental protection | Farmer’s Creek Restoration & Revegetation | (36,020) | Increase revenue due to additional funding received |
| 49) | Environmental protection | Farmer’s Creek Restoration & Revegetation | 36,020 | Increase expenditure due to additional funding received |
| 50) | Human Resources | Mandatory/WHS/Compliance Training | (60,000) | Expenditure Transferred to Employee Development to fund overspend within Corporate Training Program |
| 51) | Human Resources | Employee Development | 60,000 | Expenditure transferred from Mandatory/WHS/Compliance Training to fund over spend within Corporate Training Program. |
| 52) | Transport | Flood Study Grant 2013/14 | 26,593 | Expenditure increase due to balance of grant expected to be received. |
| 53) | Water Office | SDA Operations/Water – Grade Roads Water | (83,750) | Expenditure transferred to default outdoor cost centre for supervisor’s employee costs. |
| Capital Projects Budget | | | | |
| 54) | Community & Culture | Community Building Partnership All Abilities Roundabout – Revenue | (16,000) | Increased Revenue due to receipt of Grant funding from the Department of Family and Community Services |
| 55) | Community & Culture | Community Building Partnership All Abilities Roundabout - Expenditure | 33,628 | Increased Expenditure due to receipt of grant funding from Department of Family and Community Services |
| 56) | Community & Culture | Heritage Near Me – Revenue | (31,524) | Increased revenue due to receipt of Grant funding from the Office of Environment and Heritage |
| 57) | Community & Culture | Heritage Near Me – Expenditure | 31,524 | Increased Expenditure due to receipt of grant funding from Office of Environment and Heritage |
| 58) | Community & Culture | Library DVD – Annual Allocation - Expenditure | (1,500) | Expenditure transferred to Adult Books to cover overspend |
| 59) | Community & Culture | Library E-Book Service - Expenditure | 5,000 | Expenditure transferred from Teenage Books to cover overspend |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|-----|------------------------|--|------------------|---|
| 60) | Community & Culture | Adult Books - Expenditure | 2,000 | Expenditure transferred from Library DVD – Annual Allocation and Literacy Collection to cover overspend |
| 61) | Community & Culture | Teenage Books - Expenditure | (5,000) | Expenditure transferred to Library E-Book Service to cover overspend |
| 62) | Community & Culture | Literacy Collection – Expenditure | (1,500) | Expenditure transferred to Adult books, Library Large Print and Local History to cover overspends |
| 63) | Community & Culture | Library – Large Print – Expenditure | 100 | Expenditure transferred from Literacy Collection to cover over spend |
| 64) | Community & Culture | Special Projects Library Furniture Replacement – Expenditure | (7,800) | Expenditure transferred to State Library Infrastructure Grant to fund interior upgrade |
| 65) | Community & Culture | State Library Infrastructure Grant – Expenditure | 7,800 | Expenditure transferred from Special Projects Library Furniture Replacement to cover overspend |
| 66) | Information Technology | CCTV Security Cameras – Annual Allocation – Expenditure | 10,000 | Expenditure transferred from Multi-Function Printer Upgrade to cover overspend |
| 67) | Information Technology | Server Replacement - Annual Allocation – Expenditure | (20,000) | Expenditure transferred to PC Replacement. |
| 68) | Information Technology | Multi-Function Printer Upgrade - Expenditure | (10,000) | Expenditure transferred to CCTV Security Cameras - Allocation to cover overspend |
| 69) | Development | Infrastructure Levy – Buildings – Expenditure | 7,700 | Expenditure transferred from Building Maintenance to cover overspend |
| 70) | Development | Lithgow pound Improvements – Roof - Expenditure | 980 | Expenditure transferred from Regulatory services due to over spend |
| 71) | Development | Union Theatre Improvements - Expenditure | 8,000 | Expenditure transferred from Centrelink Building to cover overspend |
| 72) | Development | Centrelink Building – Expenditure | (8,000) | Expenditure transferred to Union Theatre Improvements to cover overspend |
| 73) | Waste Management | Angus Place Rehabilitation, Transfer | (6,074) | Expenditure transferred to Lithgow Waste Facility Hazardous Waste Store |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|-----|------------------|--|-----------|---|
| | | Station & Recycling – Expenditure | | and Lithgow Resource Recovery to cover overspend |
| 74) | Waste Management | Meadow Flat Transfer Station Gate Replacement – Expenditure | 3,800 | Expenditure transferred from Waste Management Office to cover overspend |
| 75) | Waste Management | Lithgow Waste Facility Hazardous Waste Store – Expenditure | 3,074 | Expenditure transferred from Angus Place Rehabilitation, Transfer Station & Recycling to cover overspend |
| 76) | Waste Management | Lithgow Resource Recovery – Expenditure | 3,000 | Expenditure transferred from Angus Place Rehabilitation, Transfer Station & Recycling to cover overspend |
| 77) | Waste Management | Landfill Consolidation Grant – NSW Environmental Trust (EPA) - Expenditure | 6,562 | Grant funding of \$6,493 received from the NSW Environmental Trust (EPA). Expenditure of \$69 transferred from Domestic Waste to cover small overspend. |
| 78) | Waste Management | Implementation of Site Wide Water Management –Lithgow – Expenditure | 57,000 | Transfer from reserve as per Minute No. 17-74; 27 February 2017 |
| 79) | Waste Management | Implementation of Site Wide Water Management –Lithgow – Revenue | (57,000) | Transfer from reserve as per Minute No. 17-74; 27 February 2017 |
| 80) | Waste Management | Landfill Consolidation Grant – NSW Environmental Trust (EPA) - Revenue | (6,493) | Additional grant funding received from the NSW Environmental Trust (EPA). |
| 81) | Recreation | Shade Structures – Passive Parks and Gardens - Expenditure | (17,628) | Expenditure transferred to Community building Partnership All Abilities Roundabout as per grant conditions |
| 82) | Recreation | Marjorie Jackson Oval Grant – Expenditure | 60,000 | Grant funding expected from Department of Infrastructure and Regional Development for Marjorie Jackson Oval. |
| 83) | Recreation | Marjorie Jackson Oval Grant – Revenue | (60,000) | Grant funding expected from Department of Infrastructure and Regional Development for Marjorie Jackson Oval |
| 84) | Transport | Farmer’s Creek Walkway/Cycleway – | 26,713 | Expenditure transferred from Footpath construction – Kirkley Street to Magpie |

2016/17 Quarterly Budget Variations

| | Directorate | Department, Unit or Project | Variation | Reason |
|-----|-------------|---|-----------|---|
| | | Expenditure | | Hollow Road. |
| 85) | Transport | Footpath Construction – Kirkley Street to Magpie Hollow Road – Expenditure | (34,923) | Expenditure transferred to Farmer’s Creek Walkway/Cycleway and Footpath Construction – GWH James O’Donnell Drive to Cemetery |
| 86) | Transport | Urban Resealing – Methven Street – Expenditure | (20,000) | Expenditure transferred to Thornton Avenue Cul-De-Sac due to corrective works required |
| 87) | Transport | Footpath Construction – GWH James O’Donnell Drive to Cemetery - Expenditure | 8,210 | Expenditure transferred from Footpath Construction – Kirkley Street to Magpie Hollow Road which was original footpath construction total budget. Project identified in original budget, now being split out for capitalisation. |
| 88) | Transport | Thornton Avenue Cul-De-Sac - Expenditure | 20,000 | Expenditure Transferred from Urban Sealing – Methven Street due to corrective works required. |
| 89) | Transport | Pipers Flat Road Reseal – RMS Regional Roads Repair Program – Revenue | (250,000) | Expected Grant funding from RMS for Regional Roads Repair Program |
| 90) | Transport | Pipers Flat Road Reseal – RMS Regional Roads Repair Program - Expenditure | 250,000 | Expected Grant funding from RMS for Regional Roads Repair Program. |

Please note the two projects below have had a change in classification (capital/operating) due to the nature of works undertaken which has not had an impact on cash but has changed Council's operating position. They are listed below for transparency and information purposes. Overall there has been a negative impact on the operating position due to these changes.

2016/17 - Reclassifications

| Directorate | Project | Amount | New Classification |
|-----------------------|---------------------------------|---------|--------------------|
| Corporate & Community | National Library Heritage Grant | 4,500 | Operating |
| Operations | Timber Bridge Inspections | 100,000 | Operating |

Caring for Our Community



Our Place ... Our Future

Caring For Our Community

Planning and providing quality community and recreational facilities and services for a healthy, vibrant and harmonious community.

1.1.1 Planning Our Community

1.1.1.1 To provide social and cultural planning that will lead to the enhancement of the quality of life of the community.

01 Identify and develop new plans and strategies in line with the community's needs.

Action 2.1 Progressing 75%
Village Improvements Plans developed and adopted by the Executive Management Team.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Cullen Bullen Village Improvements Plan developed and adopted by the Executive Management Team. | 100% complete | 0% | The draft Cullen Bullen Village Improvement Plan was completed in the first quarter and is awaiting adoption. |

Working together to support, celebrate and expand the social and cultural diversity of our community. Whilst promoting healthy, active lifestyles in a safe environment.

1.2.01 Aboriginal, Cultural and Linguistically Diverse Communities

1.2.1.1 To support people from Aboriginal and CALD backgrounds.

01 Provide support to the activities of local aboriginal organisations.

Action 1.1 Progressing 50%
Assistance provided to support the activities of local aboriginal organisations.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Community Development Officer to provide assistance to Mingaan Aboriginal Corporation as required. | 100% complete | 50% | The CDO attended a management meeting of Mingaan in the 3rd quarter and provided assistance with information and advice. |
| NAIDOC Day held each year with participation of Council and other organisations. | 100% complete | 50% | The CDO attended one NAIDOC meeting in the 3rd quarter. |

02 Promote and support the activities of the local CALD community.

Action 2.1 Completed 100%
Assistance provided to support the activities of local Cultural and Linguistically Diverse organisations.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Harmony Day held each year with participation of Council and other organisations | 100% complete | 100% | The CDO worked with LINC and the library to host a Harmony Day Celebration on 22 March 2017 at the library. |

Action 2.2 Progressing 50%
Conduct and celebrate Naturalisation Ceremonies as required.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------------|---------------|-----------------------|--|
| Naturalisation Ceremony/s conducted. | 100% complete | Nil | No Ceremony's took place in 3 rd quarter. |

1.2.02 Ageing Population

1.2.2.1 To respond to the needs of an ageing population.

01 Number of actions successfully implemented from the Ageing Strategy.

Action 1.2 Completed 100%
Celebrate the contribution to the community by our senior residents.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Coordinate activities to celebrate Seniors Week. | 100% complete | 100% | The CDO organised and hosted a week-long celebration in March 2017 for the Seniors Festival. |

Action 1.2 Completed 100%
Conduct the Mayors Appeal to provide residents in Local Nursing Homes with Christmas Gifts.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Gifts sourced and distributed to residents at the Nursing Homes. | 100% complete | 100% | Gifts were sourced and distributed to residents at the four nursing homes during December. |

1.2.03 Arts and Culture

1.2.3.1 To provide a range of programs celebrating the cultural diversity and rich heritage of our local government area.

01 Celebrate the cultural heritage of the LGA through the development of cultural/heritage programs.

Action 1.1 Progressing 75%
Eskbank House and its connections with other heritage sites promoted.

| KPI | Target | Achieved this quarter | Notes |
|---|--------------------|-----------------------|--|
| Participation in combined museum events and promotions. | 100% participation | 100% | The Acting Cultural Development Officer attended the Blue Mountains Association of Cultural Heritage organisations meeting in March 2017. A Mystery Tour took place on 25th March 2017 that included Eskbank House and State Mine Museum. |

Action 1.2 Progressing 75%
Promote Lithgow History Avenue Project.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|----------------------------|
| History Avenue Website updated and maintained as required. | 100% complete | 100% | The website is maintained. |

Action 1.3 Progressing 75%
Develop and Establish School Excursion Programs to Eskbank House Museum and other Heritage Sites.

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|---|
| Number of school visits to Eskbank House Museum per annum. | 100% | 0% | There were no school visits to the Museum during 3 rd quarter. |
| Number of Students per visit to Eskbank House Museum per annum. | 100% | 0% | |

Action 1.4 Progressing 75%
Develop the Oral History Program to capture the 'collective memories' of the area.

| KPI | Target | Achieved this quarter | Notes |
|--|--------|-----------------------|--|
| Oral History equipment available for loan. | 100% | 100% this quarter | The library's oral history equipment remains on loan to Eskbank House. |

02 Provide support for cultural organisations in the development and promotion of cultural activities.

Action 2.1 Progressing 75%
Museums Advisory Program continuing to work with Eskbank House and other museums to preserve and promote local history collections.

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|-------|
| Number of visits to Lithgow by the Museums Advisor per annum. | | 2 | |

03 Develop temporary programs and events within the Cultural Precinct.

Action 3.1 Progressing 75%
Program of temporary programs and events developed in the Cultural Precinct.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Two events and/or programs held in the Cultural Precinct per annum. | 100% complete | 100% | An exhibition as part of Subliminal Festival was held at Eskbank House in March 2017. |
| Develop a plan for regular cultural activities to be undertaken on completion of the upgrade to Blast Furnace Park inclusive of an Outdoor Sculpture Competition. | 100% complete | 0% | Blast Furnace Park is not safe for functions at this time |

1.2.04 Children and Families

1.2.4.1 To develop the Lithgow LGA as a Family Friendly Community.

01 Develop and promote activities for children and families in the Lithgow LGA.

Action 1.1 Not Progressing 0%
Implement priority actions from the Family Friendly Strategy.

| KPI | Target | Achieved this quarter | Notes |
|--|--|-----------------------|---|
| Priority actions from the Family Friendly Strategy implemented as resources allow. | Number of priority actions implemented | 0% | Family Friendly strategy has not yet been adopted by the Executive Management Team. |

Action 1.1 Progressing 75%
Regular attendance by the Community Development Officer at meetings of the Child Protection Interagency and participation in community events.

| KPI | Target | Achieved this quarter | Notes |
|---|-----------------------------------|-----------------------|--|
| Community Development Officer to attend meetings of the Child Protection InterAgency. | 100% of meetings attended | 75% | The CDO attended one CPI meeting in the 3rd quarter. |
| Assistance provided to conduct Community Fun Days. | Number of Community Fun Days held | 75% | The CDO supported the CPI in promoting the Bowenfels Fun Day in the 3rd quarter. |

1.2.05 Community Information

1.2.5.1 To increase community awareness of local services and facilities

01 Facilitate improvements to networking and communication between agencies and with the community.

Action 1.1 Progressing 75%
Information placed on community noticeboards weekly.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Community noticeboards updated and maintained weekly at: <ul style="list-style-type: none"> • Council Administration Centre • Cook Street Plaza • All branch Libraries | 100% complete | 75% | The community noticeboards are updated weekly. |

Action 1.2 Progressing 75%
Maintain the online directory of children's Services on Council's website.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Directory maintained on Council's website. | 100% complete | 75% | No requests for updates were received in the quarter. |

1.2.06 Community Support

1.2.6.1 To encourage equitable access to services and facilities

01 Provide support to community organisations through Council's financial assistance program.

Action 1.1 Progressing 75%
Promote and Administer the Financial Assistance Program to community organisations.

| KPI | Target | Achieved this quarter | Notes |
|--|-----------|-----------------------|--|
| Number of non-recurrent financial assistance applications processed. | ≤ 100 | 6 | Applications were processed. |
| Number of non-recurrent financial assistance applications processed. | ≤ \$87000 | \$6,507 | Non Recurrent Financial Assistance was processed in the third quarter to: <ul style="list-style-type: none"> • State Mine Museum \$497; • Gindaay Youth Centre \$1,250; • Pied Piper Pre-School \$455; • Rydal Show \$1,000; • Circle of Security Program \$2,500; • Leukaemia Foundation \$805.45 |
| Number of recurrent financial assistance applications processed. | ≤ 20 | 3 | Applications were processed. |
| Number of recurrent financial assistance applications processed. | ≤ \$69844 | \$0 | Recurrent Financial Assistance payments to value of \$4,800 were processed in the 3rd quarter to: <ul style="list-style-type: none"> • LINC Rental Subsidy \$2,750; • Lithgow Tidy Towns \$2,050. |

02 Lobby Governments for equitable access to public transport, health, education, housing, recreational and other essential community services projects.

Action 2.1 Progressing 75%
Use census and other need data to advocate for equitable access by Lithgow residents to community infrastructure and essential services.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Census and other data used in Council funding applications, development of plans and strategies and other submissions. | 100% complete | 75% | Census information is used by Council in development of grant applications. |

03 Promote and support Men's Shed projects and programs.

Action 3.2 Progressing 75%
Provide support for Men's Shed organisations in the promotion and development of activities.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------------------|-----------------------|---|
| Community Development Officer to attend meetings of the Lithgow and Portland Men's Shed Groups as required. | 100% of meetings attended | 75% | Council assisted Wallerawang Men's Shed in the 3rd quarter with their proposal to setup operations in the Wallerawang Memorial Hall.. |

1.2.07 Health

1.2.7.1 To provide a range of health services which meet the needs of the community.

01 Participate in the Community Services Interagency.

Action 2.1 Progressing 75%
Regular attendance by the Community Development Officer at meetings and participation in events.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------------------|-----------------------|--|
| Community Development Officer to attend meetings of the Community Services Interagency | 100% of meetings attended | 75% | The CDO attended one Community Interagency meeting in the third quarter. |

1.2.08 Library Programs

1.2.8.1 To provide learning opportunities and quality library facilities which meet the needs of the community.

01 Operate the Lithgow Library Learning Centre, Portland, Rydal and Wallerawang Libraries

Action 1.1

Progressing

75%

Continue to provide relevant and engaging Library services and resources that meet community need.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-------|-------|--------|--|
| Children's story time activities held twice weekly during school term. | 100% | 2 | 10 | 10 | Sessions were held at Lithgow and Portland Libraries. |
| Number of new members compared to 2015/16. | 100% | 62 | 121 | 139 | 2015/16 new member totals: January – 83 February – 90 March - 96 |
| Number of Library loans compared to 2015/16. | 100% | 5,825 | 7,126 | 8,397 | 2015/16 Library loans January – 6,646 February – 7,275 March – 7,184. |
| Children's vacation activity programs held 2 days per week during school holidays. | 100% | 4 | 0 | 0 | 4 School Holiday sessions were held in the first two weeks of the January 2017 school holidays. These included Mandala Making and Butterfly Craft. |
| Number of visitors to the Library compared to 2015/16 | 100% | 4,986 | 8,444 | 10,238 | 2015/16 Library Visitors: January – 3,959 February – 7,410 March – 7,184 |
| Number of bookings of the Library computers and WIFI compared to 2015/16 | 100% | 586 | 2,042 | 2,510 | 2015/16 Library Computer and WIFI access: January – 498 February – 1,885 March – 2,257 |

Performance comment

The Library was closed during January for refurbishment.

Action 1.2
Enhance the physical space of the Library to meet changing need.

Progressing

75%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Replace furnishings, fittings and shelving at all branch Libraries as required. | 100% complete | 100% | All remaining funds from this budget have been allocated to supplement the State Library Refurbishment project |
| Purchase and replace new library blinds. | 100% complete | 0% | This purchase has been cancelled due to an increase in the cost of carpet replacement, with all funds diverted to cover the cost of the new carpet. |
| Provide new technology and replace, carpet, furnishings and air conditioning units. | 100% complete | 100% | The only outstanding items for this project are the purchase of a touch-screen monitor, and the installation of the Coin & Bill Acceptor. |

Action 1.3
Maintain membership of the Australian Learning Community Network.

Completed

100%

| KPI | Target | Achieved this quarter | Notes |
|-------------------------|---------------|-----------------------|-----------------------------|
| Annual membership paid. | 100% complete | 100% complete | This payment has been made. |

Action 1.4

Progressing

75%

Enhance the adult, children, DVD, talking book, large print, language and teenage sections of the Library collection and provide kits for the Books for Babies program.

| KPI | Target | Jan | Feb | Mar | Notes |
|---------------------------------------|-------------|-----|-----|-----|---|
| Number of adult books purchased | | 458 | 407 | 460 | These include adult fiction and non-fiction. |
| Number of children's books purchased | ≥ 1400 = | 77 | 12 | 63 | These include children's fiction, non-fiction, board books, picture books and junior literacy titles. |
| Number of large print books purchased | ≥ 550 = | 100 | 71 | 44 | This includes Large Print fiction, non-fiction, and talking books. |
| number of teenage books purchased | ≥ 500 = | 19 | 17 | 21 | This includes teen fiction, non-fiction, and graphic novels. |
| Number of DVD's purchased | ≥ 1000 = | 32 | 51 | 109 | This includes purchased and donated DVDs added to the collection |
| Number of Books for Babies purchased | ≥ 350 = | 30 | 30 | 30 | Books for Babies are delivered to child care nurses for distribution to newborn babies |
| Number of eBooks purchased. | ≥ 200 = | 0 | 29 | 0 | ebook purchasing includes ebooks and eaudiobooks. |

Action 1.5

Progressing

75%

Share Library resources with other communities.

| KPI | Target | Jan | Feb | Mar | Notes |
|--------------------------------|-------------|-----|-----|-----|--|
| Number of Reciprocal Borrowers | ≥ 1953 = | 460 | 471 | 481 | 2015/16 reciprocal borrowers. January – 385 February – 390 March - 402. |
| Number of Inter-Library Loans. | ≥ 942 = | 45 | 43 | 49 | Inter-Library Loans were processed. |

Action 1.6
Conduct exhibitions and displays.

Progressing

75%

| KPI | Target | Achieved this quarter | Notes |
|--|----------|-----------------------|---|
| Number of exhibitions conducted per annum. | ≥ 4 = | 1 | The library hosted a photographic exhibition titled 'Ancient Natural Gardens' featuring photographs by Julie Favell. The launch for the exhibition had over 70 attendees. |
| Number of displays conducted per annum. | 100% | 8 | The following displays were featured at Lithgow Library during the 3 rd quarter: <ul style="list-style-type: none"> • Celebrating International Women's Day; Harmony Day and Library Lovers Day. • Books from the collection on: Aromatherapy, Gardening and Knitting. • The Hassans Walls Quilt is on display above the new Customer Service Desk • Items in the collection themed around the Midwives television series. |

Action 1.7
Develop the Local History Collection.

Progressing

75%

| KPI | Target | Achieved | Notes |
|---|--|----------|---|
| Incorporate digitised photographs in the Library collections. | Number of digitised photographs added to the catalogue | 0% | No photographs were added to the collection this reporting period. |
| Improved storage and access to the Local Studies Collection. | 100% complete | 100% | Preparation is being made for a Community Heritage Grant application for a Preservation Needs Assessment for the LS Collection. |
| Catalogue and store donated items. | Number of donated items catalogued | 100% | 0 Local Studies items were catalogued this period. |
| Indexing of Lithgow Mercury | 100% complete | 100% | The indexing of the Lithgow Mercury is up-to-date. |

Action 1.8 Progressing 75%
Provide a community and education information service through events, displays and the Learning Shop.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Community and education information areas updated. | 100% complete | 100% this quarter | All community noticeboards are updated regularly. |

02 Provide quality community programs that offer educational and social opportunities for all members of the community.

Action 2.1 Progressing 75%
Community programs developed to promote the facilities and services offered by the Library.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------------------|--------|-----------------------|---|
| Number of events for teenagers held | 100% | 100% | A new partnership with Meg Benson (Adolescent & Family Counsellor LINC) and Mishy Rowan (Art Therapy trainee at THRIVE) has seen the launch of Teen Journaling sessions offered once per week at Lithgow Library. |

Action 2.2 Progressing 75%
Collaborate with community and other partners in building connections and improved access to Library services.

| KPI | Target | Achieved this quarter | Notes |
|---------------------------------------|---------------------------|-----------------------|---|
| Participate in Local Schools Network. | 100% of meetings attended | 0% | There have been no meetings scheduled for this quarter. |

Action 2.3 Progressing 75%
Provide outreach programs for housebound and isolated residents within the LGA.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|-----------|-----|-----|-----|--|
| Number of participants in the Home Library Service | ≥ 10 = | 54 | 53 | 55 | The service is provided to residents in nursing and private homes. |

1.2.09 Regulatory/Compliance Programs

1.2.9.1 To ensure community safety and compliance

01 Maintain animal control in accordance with legislation and policy.

Action 1.1 Progressing 75%
Responsible care of animal welfare and maintenance of the pound complex.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-----|-----|-----|--|
| Number of animals impounded | ≤ 500 | 31 | 23 | 17 | Council ensures community safety and compliance in animal control in accordance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999. |
| Number of animals returned to owners | ≥ 130 | 18 | 21 | 7 | |
| Number of animals sold | ≥ 10 | 2 | 1 | 4 | |
| Number of animals destroyed | ≤ 100 | 3 | 0 | 2 | |
| Number of animals retained at the end of the reporting period. | ≤ 50 | 2 | 2 | 0 | |

02 Undertake community education on the care of and responsibility of companion animals.

Action 2.1 Progressing 80%
Undertake community education program.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Responsible Companion Animal ownership educational activities undertaken. | 100% complete | 80% | <p>The program commenced in 3rd quarter with the following activities being undertaken:</p> <ul style="list-style-type: none"> 21 animals have been desexed and 13 more are yet have the complete. 61 microchips have been inserted into animals. |

1.2.10 Safety

1.2.10.1 To facilitate a safe community.

01 Develop programs to combat anti-social behaviours.

Action 1.1 Progressing 75%
Remove graffiti from public places and liaise with Police.

| KPI | Target | Achieved this quarter | Notes |
|---|--------------|-----------------------|--|
| All graffiti removed within 5 working days. | 100% removed | 100% | Graffiti is removed within 5 working days of notification. |

Action 1.2 Not Progressing 0%
Participate in the Local Liquor Accord.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------------------|-----------------------|--|
| Manager Community & Culture to attend meetings of the Local Liquor Accord. | 100% of meetings attended | 0% | No meetings of Liquor Accord have been held. |

Performance Comment

Action 1.3 Progressing 75%
CCTV System managed to ensure monitoring of the CBD.

| KPI | Target | Achieved this quarter | Notes |
|--|-----------------|-----------------------|---|
| CCTV System services maintained. | 100% maintained | 100% | Queen Elizabeth Park upgrade progressing |
| Requests from Police for CCTV footage processed. | 100% processed | 100% | 2 requests from police were processed during this period. |

Action 1.4 Progressing 75%
Impound abandoned articles from public places in accordance with the Impounding Act.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-----|-----|-----|--|
| Number of abandoned articles impounded | ≥ 5 | 5 | 4 | 4 | Impounded articles impounded under the Impounding Act 1993 |

Action 1.5 Not Progressing 25%
Conduct regular meetings of the Crime Prevention Committee.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------------------|-----------------------|--|
| Meetings of the Crime Prevention Committee to be conducted in accordance with the Terms of Reference. | 100% of meetings attended | 0% | No meetings of the Crime Prevention Committee were held in the 3rd quarter as the committee has not yet been reformed following the September 2016 Council election. |

Action 1.6
Priority crime prevention strategies identified by the Crime Prevention Committee.

Progressing

60%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Priority crime prevention actions implemented in accordance with available funding. | 100% complete | 60% | <p>Work continued during the quarter on the rollout of digital CCTV cameras at Queen Elizabeth Park, Lithgow including one at the rotunda and another near the children's playground.</p> <p>Work on these installations will be completed in the 4th quarter. The 3 existing digital CCTV cameras in the park can now be viewed directly by the Police. The CCTV camera at the Woolworths end of the laneway to Main Street was also upgraded to digital during the quarter.</p> |

02 Continue participation and support for the Domestic Violence Liaison Committee.

Action 3.1
Regular attendance by the Community Development Officer at meetings and participation in its events.

Progressing

75%

| KPI | Target | Achieved this quarter | Notes |
|--|----------------------------|-----------------------|---|
| Assistance provided to conduct White Ribbon Day activities and domestic violence awareness programs. | 100% complete | 75% | The CDO supported the Committee to raise funds for the Domestic Violence Report Card as part of International Women's Day during the 3rd quarter. |
| Community Development Officer to attend meetings of the Lithgow Partnerships Against Domestic Violence and Family Abuse Committee (LPADVFA). | 100% of meetings attended. | 75% | The CDO attended one Committee meeting in the 3rd quarter. |

Action 3.2
Address violence against women in the community.

Completed

100%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Assistance provided to conduct International Women's Day Activities with the Domestic Violence Liaison Committee. | 100% complete | 100% | The CDO prepared and promoted the flier for the Committee to conduct an event during International Women's Day 2017. |

03 Participate in emergency services committees including the Bushfire Advisory Committee and Local Emergency Management Committee in accordance with their terms of reference.

Action 4.1 Progressing 75%
Attend meetings regularly.

| KPI | Target | Achieved this quarter | Notes |
|--|----------------------------|-----------------------|---|
| Group Manager Operations to attend meetings of the Local Emergency Management Committee. | 100% of meetings attended. | 0% | No meetings attended during this quarter. |
| Group Manager Operations to attend meetings of the Bush Fire Advisory Committee. | 100% of meetings attended. | 100% | 1 Meeting was attended during quarter. |

1.2.11 Volunteering

1.2.11.1 To celebrate and grow volunteering

01 Encourage, promote and recognise the role of volunteering to the area.

Action 1.1 Progressing 50%
Assistance provided to support the activities of the Lithgow Volunteering Network.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------------------|-----------------------|--|
| Community Development Officer to attend meetings of the Lithgow Volunteering Network. | 100% of meetings attended | 50% | Planning for National Volunteer Week commenced in the 3rd quarter. |

Action 1.2 Progressing 50%
Implement a recognition program for volunteering in association with National Volunteers Week.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| National Volunteers Week held each year with participation of Council and other organisations to recognise volunteers in Lithgow. | 100% complete | 50% | Planning for National Volunteer Week 2017 commenced in the 3rd quarter. |

Action 1.3 Progressing 50%
Identify and promote volunteering opportunities to local youth.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Recognition and promotion of volunteering undertaken through: <ul style="list-style-type: none"> • Youth Council • Youth Networks • Media • Social Media • Website | 100% complete | 50% | The CDO promoted volunteering opportunities with the Youth Council in the 3rd quarter. |

1.2.12 Youth

1.2.12.1 To improve the quality of life of the LGA's youth.

01 Continue to support Lithgow Youth Council to provide a voice for young people to Council.

Action 1.1 Progressing 25%
Meetings of the Youth Council to be conducted in accordance with the Committee Terms of Reference.

| KPI | Target | Achieved this quarter | Notes |
|---------------------------------|-----------------------|-----------------------|---|
| Meetings held 8 times per year. | 100% of meetings held | 0% | Expressions of interest for the Youth Council were sought in the 3rd quarter. |

02 Engage with young people to plan activities and cultural programs to meet their needs.

Action 2.1 Progressing 75%
Implement priority actions from the Youth Strategy.

| KPI | Target | Achieved this quarter | Notes |
|--|--|-----------------------|--|
| Priority actions from the Youth Strategy are implemented within available resources. | Number of Priority actions implemented | 75% | The CDO worked with various groups, including Kirrinari, Me3, and LINC to provide greater social and recreational opportunities for young people in the 3rd quarter. |

03 Continue to provide the homework centre at the Lithgow Library Learning Centre.

Action 3.1 Progressing 75%
Homework Zone to operate 3 days per week during school term.

| KPI | Target | Achieved this quarter | Notes |
|--|-----------|-----------------------|--|
| Number of children attending Homework Zone per week. | ≥ 30 = | 4 | Your Tutor has replaced Homework Zone. 4 students logged sessions with this service, all from Year 12. Marketing and promotion continues to be a focus for Your Tutor. |

04 Sports/Cultural Scholarship developed for youth from low income/disadvantaged families.

Action 4.1 Not Progressing 0%
Continue to provide the Youth Scholarships

| KPI | Target | Achieved this quarter | Notes |
|--|----------|-----------------------|--|
| Number of students received Sports/Cultural Scholarships | ≤ 20 | 0 | Research was being undertaken, and consultation will recommence with the Youth Council when it reconvenes to support alternative Youth projects, as the PCYC Youth Scholarship Program was not being utilised efficiently. |
| Cost of Sports/Cultural Scholarships funded per annum | ≤ \$5000 | \$0 | |

Strengthening Our Economy



Our Place ... Our Future

Strengthening Our Economy

Providing for sustainable and planned growth that supports a range of lifestyle choices and employment opportunities.

2.1.1 Planning for Economic Growth

2.1.1.1 To plan and manage growth in a sustainable manner with emphasis on creating a diversified economy underpinned by sound local environmental planning.

01 Identify and develop new plans and strategies in line with the community's needs.

Action 2.1 Not Progressing 50%
Prepare a Development Control Plan.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Plan prepared, consulted upon and adopted by Council. | 100% complete | 0% | Work on this project stalled within the quarter due to resources being directed to other projects |

Action 2.2 Progressing 50%
Preparation of a Master Plan/DCP for the Marrangaroo Urban Release Area and the adjacent new industrial precinct.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Plans prepared, consulted upon and adopted. | 100% complete | 30% | Three preliminary structure plan options were prepared and presented to the Strategic Land Use Planning Projects Steering Committee for review. Two Structure plan options then proceeded to Stage 3 Community Consultation. Final Economic report completed and a preliminary infrastructure report prepared. Structure Plan deferring consideration of the extent of the Enterprise Corridor prepared and submitted to Council. |

Exploring and discovering the richness in our society through the pursuit of educational, creative and cultural opportunities to diversify our economy, skills base and employment opportunities.

2.2.1 Arts and Culture

2.2.1.1 To promote, develop and utilise the creative talents of the Lithgow region.

01 Encourage a whole of community approach to supporting the growth of cultural industries.

Action 1.1 **Participate in local and regional cultural networking groups.** Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|--|---------------------------|-----------------------|--|
| Participate in Lithgow Museums Network, Arts OutWest, Blue Mountains Association of cultural Heritage Organisations and other networking groups. | 100% of meetings attended | 100% | Meetings with the Blue Mountains Association of Cultural Heritage Organisations and Arts OutWest were attended by the Cultural Development Officer during the quarter. |

Action 1.2 **Maintain and improve the Lithgow Creative's website.** Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Website maintained and updated monthly. | 100% complete | 50% | Due to staffing changes the website was maintained, however no updates were carried out. |

Action 1.3 **Host exhibitions at Eskbank House for cultural industries** Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|--|
| Number of exhibitions hosted at Eskbank House Museum per annum. | 100% | 2 | 'What Makes Me Happy', an exhibition curated by Anna Carter as part of Subliminal, an arts festival that seeks to raise awareness of mental health. The exhibition consisted of small collage works produced by Lithgow Public and Portland Primary Stage 3 students in workshops ran by Anna. |

2.2.2 Branding and Marketing

2.2.2.1 To establish an effective integrated branding and marketing identity to promote Council, Tourism, Economic Development and the LGA.

01 Develop and implement an integrated and effective marketing and branding strategy for the Council, Tourism, Economic Development and the Local Government Area.

Action 1.1 Progressing 50%
Economic Development Advisory Committee to identify priority actions to undertake a three year Regional Promotion and Marketing Campaign.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Priority actions implemented in accordance with available funding. | 100% complete | 50% | Leonards Advertising was engaged to develop a brand and marketing strategy. Community consultation commenced in the 3 rd quarter. |

Action 1.2 Progressing 75%
Install additional town entry and tourism signage throughout the LGA.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Welcome banners replaced annually. | 100% complete | 100% | Welcome banners were replaced in 2 nd quarter. |
| Investigate locations for additional billboard signs within available funding. | 100% complete | 25% | Awaiting quotes from Ooh media for billboard on Great Western Highway at Marangaroo |
| Upgrade and install brown and white tourism signs in accordance with the Interpretive Signage Program. | 100% complete | 0% | Nil installed during the 3 rd quarter. |
| Town entry signage installed within available funding throughout the LGA. | 100% complete | 100% | Town entry signage was installed during this quarter. Local Government Area boundary sign to be installed at Hartley hasn't been installed yet, awaiting for RMS roadworks to be completed |

2.2.3 Business and Industry Development and Support

2.2.3.1 To expand Lithgow's economic base and encourage local employment opportunities through the promotion and facilitation of business and industry development and services.

01 Encourage the increase of business activities in the CBDs of Lithgow, Wallerawang and Portland.

Action 1.1 Not progressing 0%
Develop and implement a Lithgow CBD Business Attractions and Retention Program

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|---|
| Coordinate Business Training and Development activities for local businesses. | ≤ 6 | 0 | Currently awaiting appointment of a new Economic Development Officer. |

Action 1.2 Not Updated
Promote the Main Street Façade Program

| KPI | Target | Achieved this quarter | Notes |
|--|-----------|-----------------------|---|
| Number of applications processed for the Main Street Façade Program. | ≤ 10 | 2 | Processed during 3 rd quarter. |
| Number of applications processed for the Main Street Façade Program. | ≤ \$20000 | \$0 | |

2.2.4 Leadership and Communication

2.2.4.1 To provide leadership and communications that foster collaboration to maximise Lithgow economic potential

01 Ensure sound communications across the community and with Council to assist with encouraging growth.

Action 1.1 Not progressing 0%
Regularly meet with and coordinate economic programs with the Economic Development Advisory Committee and other stakeholders as required.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------------------|-----------------------|--|
| Economic Development Advisory Committee meetings held 3 monthly | 100% of meetings held | 0% | Council Committees are still to reform following the Council Elections. |
| Economic Development Officer to attend meetings of Lithgow business associations. | 100% of meetings attended | 0% | This program will commence on the appointment of a new Economic Development Officer. |

03 Encourage expansion and attraction of businesses.

Action 4.1 Progressing 75%
Appropriate conferences attended to encourage investment.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Attend local and regional economic and tourism forums to promote and advocate for development and business opportunities within the Lithgow LGA. | 100% complete | 100% | Tourism staff attended the Newcastle Caravan, Camping and 4WD show from 9th -12th February. |

Action 4.2 Progressing 75%
Regular assistance provided to potential investors.

| KPI | Target | Achieved this quarter | Notes |
|---|--|-----------------------|--|
| Respond to enquiries and coordinate with other departments as required. | 100% of enquiries responded to in accordance with Policy 4.6 | 100% | All enquiries have been responded to by the Development Department in lieu of the appointment of an Economic Development Officer |

2.2.5 Education and Training

2.2.5.1 To encourage and support learning opportunities in the LGA that aligns with our needs for skilled workers and retention of your people and families.

01 Promote to attract occupations and industries where skills shortages have been identified.

Action 1.1 Not progressing 0%
 Continue to liaise with tertiary education providers and employment agencies to facilitate delivery of training courses that target business needs.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Identify gaps in response to economic conditions and advice provided by business stakeholder groups. | 100% complete | 0% | This program will commence on the appointment of a new Economic Development Officer. |

2.2.6 Local Environmental Planning and Development

2.2.6.1 To ensure the long-term sustainability of infrastructure and land that underpins and supports the growth of the Local Government Area.

01 Issue certificates including: Section 149 Certificates, Building Certificates and Subdivision Certificates.

Action 1.4 Progressing 75%
 Process and issue Building and Planning Certificates in accordance with regulatory requirements.

| KPI | Target | Achieved this quarter | Notes |
|-----------------|--------------------------------------|-----------------------|---------------------------|
| Processing days | 90% processed within 7 working days. | Achieved | 90% processed with 7 days |

2.2.7 Tourism

2.2.7.1 To create a strong tourism industry that maximises benefits from visitors to the LGA.

01 Act upon the recommendations contained in the Tourism Strategy/Destination Management Plan

Action 1.1 Progressing 75%
Priority actions from the Plan are identified by the Tourism Advisory Committee.

| KPI | Target | Achieved this quarter | Notes |
|--|-----------------------|-----------------------|--|
| Priority actions implemented in accordance within available funding. | 100% complete | 0% | Nil being held as nominations for the Committee was endorsed by Council at the meeting on 8 May |
| 6 meetings held per year in accordance with the terms of reference. | 100% of meetings held | 0% | |
| Provide input into community tourism development initiatives. | 100% complete | 100% | Met with the Lithgow Chamber of Commerce, Lithgow Business Network Group and Lithgow Museums Group regarding the Marketing and Branding Strategy |
| Seek opportunities to increase funding for tourism activities. | 100% complete | 100% | Council received an additional \$350,000 funding from NSW TDDI program for the upgrade of Blast Furnace Park. |

02 Identify and support the delivery of a diverse range of quality festivals and events.

Action 2.1 Completed 100%
Organise and stage LithGlo

- Sponsorship levels
- Participation
- Visitation

| KPI | Target | Achieved this quarter | Notes |
|------------------|---------------|-----------------------|---|
| Event delivered. | 100% complete | 100% | Lithglo 2016 was held on Saturday 10th December. Lithgow Village Markets were engaged to liaise and book market stall holders. The 2016 event had a record 60+ market stalls. |

Action 2.2 Completed 100%
Organise and stage Halloween

- Sponsorship levels
- Participation
- Visitation

| KPI | Target | Achieved this quarter | Notes |
|--|---|-----------------------|---|
| Continue sponsorship funding agreements for the event. | 20% of Council funding is matched by Corporate Sponsorship. | 100% | Corporate sponsorship achieved for the 2016 Lithgow Halloween is \$32,500 |
| Event delivered | 100% complete | 100% | Lithgow Halloween 2016 Festival was held on Saturday 29 October. |

Action 2.3 Progressing 75%
Identify and support local tourism events.

| KPI | Target | Achieved this quarter | Notes |
|---|----------------------------|-----------------------|---|
| Support provided to local tourism events. | 100% of enquiries assisted | 100% | Provided marketing support through regional tourism magazines, Visit NSW website and Lithgow tourism calendar of events website and street posters to local events. |
| Number of promotional displays developed in VIC to promote major events to visitors per annum | | 1 | Display and poster for Ironfest |

Action 2.4 Completed 100%
Coordinate Australia Day festivities in Lithgow and provide support to other events and activities throughout the LGA.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|---|---|
| Promote Australia Day events to the community. | 100% complete | Over 160 people attended the official ceremony in Lithgow | The Mayor and Australia Day Ambassador attended festivities at Wallerawang, Rydal and Portland. Lithgow pool had free entry and entertainment. |
| Official Ceremony coordinated and promoted to official guests and the community. | 100% complete | 100% | The Official Ceremony and festivities were held at Eskbank House Museum. |

Action 2.6 Progressing 75%
Develop an Events Attraction Package to target/sponsor events to the Lithgow Region.

| KPI | Target | Achieved this quarter | Notes |
|---|-----------|-----------------------|--|
| Number of applications processed for the Events Attraction Package program. | ≥ 5 | 0 | The policy was presented to Council on 6 February and was recommended for public exhibition with closing date 17 March 2017. |
| Number of successful applications | ≥ 5 | 0 | |
| Cost of financial assistance provide per successful application. | ≥ \$2000 | \$0 | |
| Economic Benefit per event | ≥ \$50000 | \$0 | |
| Number of participants per event | ≥ 50 | 0 | |
| Number of visitors per event | ≥ 1000 | 0 | |

03 Operate the Visitor Information Centre.

Action 3.1 Progressing 75%
Operate the Visitor Information Centre to provide information and services to visitors.

| KPI | Target | Jan | Feb | Mar |
|--|--------|-----------|-----------|-----------|
| Total value of souvenir sales | 100% | \$5348.30 | \$2355.00 | \$5072.50 |
| Number of visitors to the Visitor Information Centre | 100% | 3814 | 2372 | 2927 |
| Number of new members | 100% | 0 | 1 | 1 |
| Total value of accommodation bookings | 100% | \$0.00 | \$0.00 | \$0.00 |
| Commission on accommodation bookings | 100% | \$0.00 | \$0.00 | \$0.00 |
| Total value of tour bookings | 100% | \$0.00 | \$0.00 | \$0.00 |
| Commission on tour bookings | 100% | \$0.00 | \$0.00 | \$0.00 |

Action 3.2 Progressing 25%
Increase local awareness of the role of the Visitor Information Centre in the Lithgow community.

| KPI | Target | Achieved this quarter | Notes |
|----------------------------------|---------------------------|-----------------------|--|
| Monitor and update social media. | 3 Facebook posts per week | 100% | Regular posts for Lithgow Tourism and Lithgow Halloween page |

Action 3.3 Not progressing 50%
Provide quality visitor information services.

| KPI | Target | Achieved this quarter | Notes |
|--|--------------------|-----------------------|--|
| Identify increased customer satisfaction through visitor comments and surveys. | 1 survey per annum | 0% | The survey will be implemented in the 4 th quarter. |

04 Strengthen Lithgow's brand identity.

Action 4.1 Progressing 75%
Promotion and marketing of the LGA in a range of media and within budget

| KPI | Target | Achieved this quarter | Notes |
|---|--------------|-----------------------|---|
| Monthly advertisements in the Blue Mountains Imag. | 12 per annum | 3 | Advertisements placed |
| 6 advertisements in other promotional media per year. | 6 per annum | 2 | Advertisements placed |
| Monthly advertisements in Discover Blue Mountains. | 12 per annum | 3 | Advertisements placed |
| Monthly advertisement in Discover Central West. | 12 per annum | 3 | Advertisements placed |
| Quarterly advertisements in the Blue Mountains Tourist Newspaper. | 4 per annum | 1 | Advertisements placed winter and spring edition |
| Monthly press releases/advertisements in the Lithgow Mercury. | 12 per annum | 0 | media releases printed in Mercury |

Action 4.2 Not Due To Start 0%
Develop and update Recreational Activity Guides to increase greater visitation of areas listed and address the pressing need for more interpretive information on bush tracts from 4WD and trail bike riders.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Develop a guide to promote 4WDing, bushwalking, mountain biking and camping in the LGA. | 100% complete | 0% | Not due to start until 4 th Quarter |

Action 4.3 Not Due To Start 0%
Promotion of the LGA through the development of combined marketing with Bathurst and other neighbouring Local Government Areas.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Combined marketing strategy developed and implemented. | 100% complete | 0% | No meetings were held this quarter as Bathurst and Oberon have no staff filling the Tourism Manager positions. Deferred to 4 th quarter |

Action 4.4 Progressing 75%
Support filming opportunities in the LGA.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------------------|---------------|-----------------------|--|
| Maintain a web presence. | 100% complete | 100% | Lithgow City Council Film Permit application is on the Lithgow tourism website. |
| Number of film enquiries processed. | 100% | 1 | Enquiry received from Fairfax media for a still shoot to be undertaken in 4 th quarter. |

05 Operate Eskbank House Museum

Action 5.1 Progressing 75%
Eskbank House Museum open and operational 5 days per week.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|--|
| Number of visitors to Eskbank House Museum compared to 2015/16. | 100% | 259 | 172 | 284 | Visitation during 2016 was: <ul style="list-style-type: none"> January = 279 February = 150 March = 167 |

Action 5.2 Progressing 75%
Events and activities developed to promote Eskbank House Museum and its collections.

| KPI | Target | Achieved this quarter | Notes |
|--|--------|-----------------------|--|
| Number of exhibitions and events held per annum | 100% | 1 | An open day as part of Subliminal was held which included an art making station. |
| Number of travelling exhibitions and events held per annum | 100% | 0 | There were no travelling exhibitions/events held at the Museum during the 3 rd quarter. |
| Number of public program events held per annum. | 100% | 1 | Australia Day festivities were held at the Museum with over 200 people in attendance. |

06 Upgrade display and exhibition equipment at Eskbank House Museum

Action 6.1 Progressing 75%
Collection cataloguing and interpretation undertaken.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Collection systematically catalogued and interpretive materials developed. | 100% complete | 100% | Volunteers continue to transfer paper collection records to Council's eHive cataloguing system. |

Action 6.2 Progressing 75%
Display and exhibition equipment upgraded.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Display and exhibition equipment upgraded within budget allocation. | 100% complete | 100% | Conservation cleaning of the collection items continued to be a priority in the 3rd quarter. |

Action 8.1 Progressing 75%
New signage and marketing collateral developed in accordance with Council's Branding and Marketing Strategies.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Brochures developed and updated as required. | 100% complete | 0% | Brochure review deferred due to staffing changes. |
| Develop the Eskbank House Outdoor Interpretation project to include: <ul style="list-style-type: none"> • Interpretive signage in the grounds • Interpretive booklet • Website upgrade | 100% complete | 75% | Oral History publications in final edit stage. External interpretive signage and website content in development. |

Developing Our Built Environment



Our Place ... Our Future

Developing Our Built Environment

Planning for suitable infrastructure development to promote sustainable and planned growth, while enhancing the existing identity of the towns, villages and rural areas of the LGA.

3.1.1 Planning for Our Built Environment

3.1.1.1 To provide infrastructure to ensure the sustainable growth and development of the area including the provision of quality recreational and community facilities.

01 Identify and develop new plans and strategies in line with the community's needs

Action 1.1 Progressing 85%
Complete the Hassans Walls Management Plan.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Plan prepared, consulted upon and adopted by Council. | 100% complete | 85 | The Draft Plan of Management placed on public exhibition during the 3 rd quarter. |

Action 1.2 Progressing 85%
Prepare a Rural Lands Study

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Plan prepared, consulted upon and adopted by Council. | 100% complete | 85% | The Draft Strategy was submitted by Consultants and presented to the Strategic Land Use Planning Projects Committee to consider for placement on public exhibition. A decision on public exhibition was deferred pending a further review period for the Committee members including requesting feedback from the NSW Department of Planning and Environment Western Region office. |

Ensuring sustainable and planned growth through the provision of effective public and private transport options and suitable entertainment and recreational facilities to enhance the lifestyle choices of the community.

3.2.01 Cemeteries

3.2.1.1 To provide a respectful cemetery service

01 Maintain and operate cemeteries

Action 1.1 Progressing 75%
Monitor and report on number of complaints received

| KPI | Target | Achieved this quarter | Notes |
|---|----------|-----------------------|---|
| Number of complaints received per annum | < 5 = | Nil | There were no complaints received during the 3 rd quarter. |

02 Implement 10-year Cemetery Improvements Program

Action 2.1 Completed 100%
Undertake improvements at Lithgow Cemetery.

| KPI | Target | Achieved this quarter | Notes |
|------------------|---------------|-----------------------|----------------------------------|
| Install Footpath | 100% complete | 100% | Footpath installation completed. |
| Tree removal | 100% complete | 100% | Tree removal completed. |

Action 2.2 Completed 100%
Undertake improvements at Portland Cemetery.

| KPI | Target | Achieved this quarter | Notes |
|-----------------------|---------------|-----------------------|---|
| Construct new fencing | 100% complete | 100% | 2 new beams where installed during second quarter in the lawn cemetery. |
| Tree removal | 100% complete | 100% | Completed during second quarter |

Action 2.3 Completed 100%
Undertake improvements at Glen Alice Cemetery.

| KPI | Target | Achieved this quarter | Notes |
|---------------------|---------------|-----------------------|-----------------------------|
| Install columbarium | 100% complete | 100% | Completed in second quarter |

3.2.02 Community Cultural Facilities

3.2.2.1 To develop cultural and recreational infrastructure that will meet the needs of the community now and into the future.

01 Enhancement of Civic Spaces and Public Places within the Lithgow LGA through the development and promotion of public art and amenity.

Action 1.1 Progressing 15%
Implement the CBD Revitalisation Action Plan.

| KPI | Target | Achieved this quarter | Notes |
|---|------------------------------|-----------------------|--|
| Redevelopment of Cook Street Plaza and Eskbank Street Precinct. | Annual Program 100% complete | 15% | Landscape Design and Detail Design completed Tender Documentation completed Construction Tender process in progress and will be determined in April – May. |

Action 1.1 Progressing 75%
Work with the Lithgow Tidy Towns to develop the Lithgow Laneways Project.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Develop and promote a series of art installation programs in the lane ways linking Main Street with the back lanes and car parks. | 100% complete | 100% | During the quarter the installation of book spines on the Burns Lane wall of Lithgow Library was completed. |

3.2.03 Community Commercial/Industrial Buildings

3.2.3.1 Maintain community commercial and industrial buildings and structures to meet the needs of the community and service Council operations.

01 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.

Action 1.1 Progressing 30%
General asset building maintenance (including Special Rate Variation Program)

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Upgrade the Administration Centre: <ul style="list-style-type: none"> • Customer Service Area • Internal Office Layout - 1st floor • Roof safety system. | 100% complete | 10% | Roof safety system completed. Quotations being sourced for ceilings. |
| Replace the existing air conditioning unit in the Centrelink Building. | 100% complete | 100% | Completed |
| Install a lift in the Hartley Building. | 100% complete | 0% | Not commenced. Viability of project to be reviewed |
| Install accessible toilets in the Hartley Building. | 100% complete | 0% | Not commenced. Viability of project to be reviewed. |

Action 1.2 Progressing 20%
Upgrade toilet facilities in the Lithgow Local Government Area.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Construct new toilet facilities in Endeavour Park. | 100% complete | 20% | Site prepared and services being installed. Order issued for the project. |

Action 1.3 Completed 100%
Provide assistance to the Portland Unit NSW SES to upgrade the Emergency Services Building.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| funding provided to install motors to the manual doors. | 100% complete | 100% | Funding provided to install motors to the manual doors. |

02 Manage those community halls and theatres with advisory/management committees in conjunction with the community.

Action 2.1 Completed 100%
Hold meetings of hall and theatre advisory/management committees in accordance with the Terms of Reference

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| 2 meetings of the Union Theatre Management Committee per annum. | 100% complete | 100% | Council resolved on 10 October 2016 to not reform the Union Theatre Management Committee |
| 2 meetings of Meadow Flat Hall per annum. | 100% complete | 100% | Council resolved on 10 October 2016 to not reform the Meadow Flat Hall Management Committee |
| 2 meetings of the Crystal Theatre Management Committee per annum. | 100% complete | 100% | Council resolved on 10 October 2016 to not reform the Crystal Theatre Committee |

Action 2.2 Progressing 80%
Operate the Community Halls

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|--|
| Number of bookings for Wallerawang Memorial Hall Processed. | 100% | 0 | 0 | 0 | Booking processed for 3 rd quarter. |
| Number of bookings for Civic Ballroom Processed. | 100% | 0 | 0 | 4 | |
| Number of bookings for Union Theatre Processed. | 100% | 0 | 0 | 1 | |

03 Maintain the Pound facilities.

Action 3.1 Completed 100%
Upgrade the Pound.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|-----------|
| Install sliding doors on new enclosures. | 100% complete | 100% | Completed |
| Resurface concrete floors | 100% complete | 100% | Completed |

04 Undertake capital improvements to Eskbank House Museum from the Eskbank House Trust Reserves.

Action 4.1 Progressing 75%
Program of capital improvements based on the Conservation Management Plan and Landscape Strategy progressively implemented.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Gravel skirt to all buildings installed | 100% complete | 0 | To be considered in 2017/18 subject to funds being available |
| External painting of Eskbank House | 100% complete | 0 | |
| Exhibition lighting in the Enclosed Courtyard installed | 100% complete | 0 | |
| Kitchen garden installed and fenced. | 100% complete | 100% | Works were completed in the 3rd quarter. |
| Weather proofing of traction steam engines. | 100% complete | 0 | To be considered in 2017/18 subject to funds being available |

3.2.04 Cycleways and Walkways

3.2.4.1 To establish a system of cycleways and pedestrian paths to provide links between major cultural and recreational facilities and town centres.

01 Undertake footpath construction as per 10 year program.

Action 1.1 Progressing 75%
Footpath construction

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Construct a footpath from Kirkley Street to Magpie Hollow Road on the Great Western Highway, South Bowenfels. | 100% complete | 100% | Project has been completed. |
| Construct a footpath from Forest Ridge drive to Wallerawang Public School on Barton Avenue, Wallerawang. | 100% complete | 20% | Design and investigation works were undertaken prior to construction. |

3.2.05 Environmental Health

3.2.5.1 To provide an Environmental Health Inspection Program

01 Conduct public health and food inspections.

Action 1.1 Progressing 75%
All food premises inspected annually in accordance with the food regulatory partnership.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|-------------------|-----|-----|-----|---|
| Number of inspections of food premises undertaken annually. | 100% investigated | 12 | 12 | 12 | Inspections have been conducted on food premises within the Lithgow Local Government Area in accordance with the Food Regulation Partnership with the NSW Food Authority. |

Action 1.2 Progressing 75%
Investigate complaints made in relation to food premises.

| KPI | Target | Achieved this quarter | Notes |
|--|-------------------|-----------------------|--|
| Complaints investigated, actions resolved or determined within 24 hours. | 100% investigated | 3 | Complaints investigated and actions taken as required. |

Action 1.3 Not due to start 0%
All skin penetration premises inspected once per year.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------------|---------------|-----------------------|--|
| 1 inspection per premises per annum. | 100% complete | 0% | Scheduled to be undertaken in 4 th quarter. |

Action 1.4 Completed 100%
Conduct commercial swimming pool and spa inspections and provided ongoing education.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| 1 inspection of each pool/spa per annum. | 100% complete | 100 | 7 pool inspections complete within the LGA. |

Action 1.5 Completed 100%
Conduct inspections of cooling towers and associated systems and respond to complaints.

| KPI | Target | Achieved this quarter | Notes |
|--|-------------------|-----------------------|-------------------------------|
| Complaints investigated, actions resolved or determined within 24 hours. | 100% investigated | 7 | All cooling towers inspected. |

Action 1.6 Completed 100%
Maintain a register of water cooling and warm water systems.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Compliance with Public Health (Microbial Control) Regulation at all times. | 100% complete | 100 | Register is maintained throughout the year. |

Action 1.7 Not Due To Start 0%
Undertake inspections of Caravan Parks.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| 2 inspections per Caravan Park annually. | 100% complete | 0% | Scheduled to be undertaken in 4th Quarter. |

3.2.06 Heritage

3.2.6.1 To identify, preserve, improve and promote the LGA's indigenous built and natural heritage

01 Assist with appropriate development of heritage items.

Action 1.1 Progressing 75%
Provide heritage advice to residents on development matters.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-----|-----|-----|---|
| Number of residents utilising the Heritage Advisory Service. | 100% | 8 | 6 | 9 | Heritage inspections are undertaken as required. The service is being utilised by residents and developers. |

Action 1.2 Not Progressing 60%
Finalise and implement the heritage provisions of the new comprehensive Development Control Plan

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Adoption of Comprehensive Development Control Plan | 100% complete | 60% | Work on the comprehensive DCP stalled during the quarter due to competing project priorities |

Action 1.3 Progressing 20%
Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Completion of works including construction of raised walkways, viewing platforms, fenced pathways and interpretive sign | 100% complete | 20% | Council resolved 31 October 2016 to call for selective tenders for Masterplan works. Tenders opened on 4 November and closed 20 December 2016. Tenders have been assessed and will be reported to Council on 10 April 2017. Council also received an additional \$350,000 funding from the NSW TDDI program for blast furnace works. |

Action 1.4 Progressing 75%
Install new heritage and interpretive signage across the Local Government Area.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Install interpretive signage as required. | 100% complete | 100% | New signage recognising Max and Mollie Kiddle was developed for the recently gazetted Kiddle park. This was installed in the 3rd quarter. |

3.2.07 Housing and Development

3.2.7.1 To provide a range of housing opportunities to meet the diverse needs of the community.

01 Provide for quality residential development through the provision of guidance and standards to developers.

Action 1.1 Not Progressing 50%
Prepare a Comprehensive Development Control Plan which includes provisions for residential development of varying densities.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Completion of Development Control Plan. | 100% complete | 50% | Work on this project stalled within the quarter due to resources being directed to other projects |

3.2.08 On-site Sewage Management

3.2.8.1 To ensure that on-site sewage management systems comply with environmental and health requirements.

01 Undertake inspections of Septic Systems and Aerated Waste Water Systems.

Action 1.1 Progressing 75%
Undertake an inspection regime of systems and take appropriate action where systems are failing.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|---|
| Undertake inspections of septic systems. | 100% | 19 | 18 | 5 | Letters have been sent out to properties that have not been inspected and Council is awaiting reply from property owners. |
| Monitor service records for aerated waster water systems. | 100% | 6 | 315 | 25 | Monitoring of service records occurs to ensure systems comply with environmental and public health performance standards and the Local Government Act S.68 Part C, Items 5 & 6. |

3.2.09 Parks and Gardens

3.2.9.1 To develop parks and gardens that will meet the needs of the community now and into the future.

01 Develop and maintain gardens, parks, reserves, street trees and other public space.

Action 1.1 Progressing 75%
Undertake streetscape improvements to enhance public amenity.

| KPI | Target | Achieved this quarter | Notes |
|------------------------|---------------|-----------------------|--|
| Plant new street trees | 100% complete | 100% | Removal of dangerous trees and planting of new street trees is undertaken throughout the year as required. |
| Remove dangerous trees | 100% complete | 100% | Removal of dangerous trees and planting of new street trees is undertaken throughout the year as required. |

Action 1.2 Progressing 75%
Upgrade playground equipment in local parks.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Install or replace playground equipment in local parks: | 100% complete | 100% | Works undertaken throughout the year as required. |
| Install or replace shaded seating in Queen Elizabeth Park: | 100% complete | 100% | completed |
| Install or replace shade structures in local parks. | 100% complete | 100% | Works undertaken throughout the year as required. |
| Install or replace park furniture in local parks | 100% complete | 100% | Works undertaken throughout the year as required. |
| Install or replace soft fall in local parks | 100% complete | 100% | Works undertaken throughout the year as required. |
| Install shade sails and replace playground equipment in Clarence Pirie Park, Capertee. | 100% complete | 100% | Completed |

3.2.10 Recreational Facilities

3.2.10.1 To develop recreational facilities that will meet the needs of the community now and into the future

01 Develop and operate the Lithgow Aquatic Centre using Council resources and associated oncosts.

Action 1.1

Progressing

75%

Number of patrons utilising the Aquatic Centre facilities.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|--------|--------|-------|--|
| Number of patrons | 100% | 12,056 | 12,829 | 4,841 | Includes all patrons and spectators of the Aquatic Centre. |
| Number of bookings for the Kids Party Package. | 100% | 2 | 5 | 9 | Bookings processed during the 3 rd quarter. |
| Number of children using the Learn to Swim Program | 100% | 253 | 256 | 255 | Participants in the Learn to Swim Program. |
| Number of patrons using the exercise programs. | 100% | 310 | 239 | 215 | Patrons utilising the Exercise Program. |

02 Manage and prepare playing fields using Council resources and associated oncosts.

Action 2.1 Progressing 75%
All sporting fields available for use except in exceptional wet weather conditions.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Undertake the following works: <ul style="list-style-type: none"> • Synthetic wicket replacement • Top dressing various ovals. | 100% complete | 100% | Completed |
| Undertake the following works at Wallerawang Oval: <ul style="list-style-type: none"> • Water Cannon Replacement • Goal post replacement • Top dressing of oval | 100% complete | 100% | Completed |
| Undertake the following works at Tony Luchetti Show Ground: <ul style="list-style-type: none"> • Flood lights | 100% complete | 75% | To be completed in 4 th quarter. |
| Undertake the following works at Glanmire Oval: <ul style="list-style-type: none"> • Replace synthetic wickets • Renew fencing. | 100% complete | 100% | Completed |
| Undertake top dressing at Kremer Park, Portland. | 100% complete | 100% | Completed |
| Undertake the following improvements at Marjorie Jackson Oval: <ul style="list-style-type: none"> • Upgrade Fencing • Upgrade seating • Upgrade lighting (dependent upon matching grant funding) | 100% complete | 75% | To be completed in 4 th quarter. |

03 To provide support and a forum for sporting, recreational and community groups to discuss matters relating to local sport and recreational facilities and advise Council.

Action 3.1 Progressing 75%
Organise the Sports Advisory Committee meetings in accordance with the Committee terms of reference.

| KPI | Target | Achieved this quarter | Notes |
|------------------------------|-----------------------|-----------------------|--|
| Meetings to be held monthly. | 100% of meetings held | 100% | 3 meetings of Sports Advisory Committee held during the 3rd quarter. |

Action 4.2 Progressing 75%
Provide support to recreational activities and organisations in accordance with Council's Financial Assistance Policy.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|----------|-----|-----|-----|--|
| Number of financial assistance to attend special sporting events applications processed. | ≤ 20 | 0 | 0 | 0 | No financial assistance applications processed during 3 rd quarter. |
| Number of financial assistance to attend special sporting events applications processed. | ≤ \$2000 | \$ | \$0 | \$0 | |

3.2.11 Road Safety and Compliance

3.2.11.1 To promote the road safety message and enforce legislative requirements

01 Ensure available parking for residents and visitors.

Action 1.1 Progressing 75%
Conduct on-street parking enforcement in the Central Business District of Lithgow and School Zones.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|---|
| Number of Parking Patrols per annum | | 44 | 33 | 26 | On street parking patrols completed in a timely manner. School zone safety and educational patrols were conducted on a regular basis. |
| Number of School Zone Patrols per annum | | 4 | 9 | 11 | School zone safety and educational patrols were conducted on a regular basis. |

02 Enforce legislative requirements

Action 2.1 Progressing 50%
Organise the Traffic Authority Local Committee in accordance with the committee terms of reference.

| KPI | Target | Achieved this quarter | Notes |
|------------------------------------|---------------------------|-----------------------|--|
| Meetings to be held every 4 weeks. | 100% of meetings attended | 50% | TALC Committee members have been determined and the Terms of Reference have been adopted. Meetings are being held every four weeks either by email correspondence or physical meeting. |

3.2.12 Sewage Infrastructure

3.2.12.1 To provide sewage infrastructure to allow for the sustainable growth and development of the area.

01 Provide a secure and reliable sewage reticulation system to residents of Lithgow, Lidsdale, Marrangaroo, Portland and Wallerawang.

Action 1.1 Progressing 50%
Undertake improvements to Portland Sewerage Treatment Plant.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| 1 smoke test conducted in Portland. | 100% complete | 100% | Smoke testing of 250 properties was completed. |
| Construct the new Portland Sewerage Treatment Plant. | 100% complete | 50% | Construction on the Portland Sewerage Treatment Plant continued with the: <ul style="list-style-type: none">• Construction of the amenities block.• Upgrade to Albion Road and internal roads completed and maintained to allow for sealing.• Waste water pump station pipework installations completed.• Water mains completed.• Installation of Aerators, chemical and re-use storage tanks. |

Action 1.2 Progressing 10%
Undertake improvements at Wallerawang Sewerage Treatment Plant.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--------------------------------------|
| Desludging at Wallerawang Sewerage Treatment Plant. | 100% complete | 0% | Works scheduled to commence in June. |

Action 1.3 Progressing 10%
Undertake improvements at Lithgow Sewerage Treatment Plant.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Desludging at Lithgow Sewerage Treatment Plant. | 100% complete | 50% | Ongoing desludging of lagoons using onsite system. Investigating options of desludging for Lithgow STP |
| Bypass of Sedimentation Tanks | 100% complete | 15% | Options report received with budget pricing for bypass of sedimentation tanks and or replacement of inlet works. |
| Lining of fourth sludge lagoon | 100% complete | 0% | Not in capital budget. |

Action 1.4 Deferred 0%
Undertake a renewal program of shared sewer mains.

| KPI | Target | Achieved this quarter | Notes |
|--------------------|---------------|-----------------------|---|
| Reline Trunk Mains | 100% complete | 0% | Deferred due to other ongoing capital works |

Action 1.5 Progressing 10%
Upgrade the sewer pumping stations.

| KPI | Target | Achieved this quarter | Notes |
|-------------------|---------------|-----------------------|---|
| Replace old pumps | 100% complete | 10% | Ongoing pump replacement on an as needed basis. |
| Telemetry upgrade | 100% complete | 10% | Tenders received and will be reported to Council on 29 May. |

Action 1.6 Not Progressing 25%
Undertake replacement of sewer vents.

| KPI | Target | Achieved this quarter | Notes |
|---------------------------|---------------|-----------------------|---|
| Replace old sewer vents.. | 100% complete | 25% | 4 vents were replaced in second quarter. Further works to be undertaken in June 2017. |

Action 1.7 Completed 100%
Undertake CCTV inspections of sewer mains.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| CCTV inspections and condition assessments undertaken and recorded in Council's Asset Management System. | 100% complete | 100% | Inspections and condition assessments were undertaken in Lithgow, Extension Estate and the Vale of Clwydd. |

3.2.13 Transport

3.2.13.1 To provide road infrastructure that meets the needs of the residents.

01 Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.

Action 1.1 Progressing 10%
Undertake timber bridge improvements on rural roads as per the 10-year program at selected locations.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------------|---------------|-----------------------|--|
| Coco Creek Bridge, Glen Davis Road | 100% complete | 10% | Contractors in the process of building a set of recommendations for proposed works to Capertee timber bridges. Once received, works will commence. |
| Crown Creek Bridge, Glen Davis Road. | 100% complete | 10% | |

Action 1.2 Completed 100%
Urban Roads Improvement Program.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------|---------------|-----------------------|--|
| Ordnance Avenue, Lithgow | 100% complete | 100% | Hotmix resealing of Ordnance Avenue from Malvern Street to Methven Street, Lithgow has been completed. |
| Methven Street, Lithgow | 100% complete | 100% | Hotmix resealing of Methven Street, Lithgow from Musket Parade to Martini Parade has been completed. |

Action 1.3
Implement the Special Rate Variation - Four Year Works Program.

Progressing

50%

| KPI | Target | Achieved this quarter | Notes |
|---------------------------|---------------|-----------------------|---|
| Inch Street Lane, Lithgow | 100% complete | 50% | Preparation works have been completed ready for a seal to be laid in May. |
| Bells Road, Lithgow | 100% complete | 100% | Completed. |
| Vale Street, Portland | 100% complete | 25% | Reallocated to the construction of a single lane bridge over Barton Creek, Wolgan Road and the reconstruction of Cullenbenbong Road, Kanimbla Valley. Permits have been sought and approved for the works proposed on the Wolgan Causeway. Both these projects will be completed in May 2017. |

Action 1.4
Rural Roads Gravel Re-sheeting Program

Progressing

20%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Gravel re-sheeting and drainage improvements to Wattle Mount Road. | 100% complete | 15% | Liaison with residents has been occurring for the past 3 months. It is anticipated that physical works will commence later in June 2017. |
| Grave re-sheeting and drainage improvements to Hartley Vale Road, Lithgow | 100% complete | 5% | Works were completed in the 2015/16 financial year and as such, this project budget was reallocated to the gravel resheeting of Wolgan Road, Wolgan Valley. The resheeting of Wolgan Road has commenced and will be completed in May 2017. |

02 Continue to seek funding to upgrade and maintain state and regional roads within the LGA

Action 2.1 Progressing 40%
Roads to Recovery Program Upgrades:

| KPI | Target | Achieved this quarter | Notes |
|--------------------------|---------------|-----------------------|---|
| Rydal Hampton Road | 100% complete | 20% | Works to be completed in May-June, weather permitting. |
| Glen Davis Road | 100% complete | 20% | Works to be completed in May-June, weather permitting. |
| Glen Alice Road | 100% complete | 100% | Pavement reconstruction and surface reseal has been completed. |
| Main Street, Wallerawang | 100% complete | 100% | Hotmix resealing from the Wallerawang Rail Overbridge to the Wallerawang Post Office have been completed. |
| Cox's River Road | 100% complete | 17% | Works to be completed in May-June, weather permitting. |
| Wiliwa Street, Portland | 100% complete | 100% | Hotmix resealing of selected sections of Williwa Street, Portland have been completed. |
| Curly Dick Road | 100% complete | 100% | Pavement reconstruction and surface seal has been completed. |
| McKanes Falls Road | 100% complete | 8% | Works to be completed in May-June, weather permitting. |

3.2.13.2 To have improved transport linkages with Sydney

01 Support the Bells Line and M2 Extension.

Action 1.1 Not Progressing 0%
Attend meetings of the Bells Line Expressway Group.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------|---------------------------|-----------------------|--|
| Meetings attended as required. | 100% of meetings attended | 0 | No Meetings were attended during 3 rd quarter |

3.2.14 Trade Waste

3.2.14.1 To provide a trade waste program

01 Undertake activities identified in the Trade Waste Policy.

Action 1.1 Progressing 75%
Prepare and undertake an inspection regime of systems.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-----|-----|-----|---|
| Number of applications assessed and processed within 7 working days. | 100% | 4 | 0 | 1 | Liquid Trade Waste program continued in accordance with Council's Liquid Trade Waste Policy to ensure compliance with Best Practice Management of Water Supply and Sewerage Guidelines, and the Liquid Trade Waste Regulation Guidelines. |
| Number of properties inspected for non-compliance. | 100% | 0 | 2 | 0 | |
| Number of inspections per annum. | 100% | 4 | 2 | 3 | |

3.2.15 Water Infrastructure

3.2.15.1 To provide water infrastructure to allow for the sustainable growth and development of the area.

01 Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.

Action 1.1 Progressing 20%
Upgrade the Oakey Park Water Treatment Plant.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------|---------------|-----------------------|--|
| Upgrade of SCADA system | 100% complete | 50% | Quotes received for central Scada system for stage one of the projects. Screen setup and spread sheet requirements completed for programming works which will be combined with the Telemetry upgrade project. |

Action 1.2 Progressing 10%
Undertake water mains renewal/relining in accordance with program.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Water mains renewed predominantly in Portland and Wallerawang. | 100% complete | 10% | Works starting on Fullagar avenue main extension. Dial Before You Dig completed. Mains extension underway with crossing of Coerwull Road completed. Main gas service to be crossed with Gas company representatives' onsite. |

Action 1.3 Progressing 30%
Undertake safety works to Farmers Creek No. 2 Dam.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------|---------------|-----------------------|--|
| Safety works undertaken. | 100% complete | 30% | Investigation into the installation of safety railing and lifelines including Specifications and approval from Dam Engineer and Safety Committee. Access stairs to the left abutment installation is nearing completion. |

Action 1.4 Progressing 20%
Upgrade telemetry between Water Treatment Plants, reservoirs and Pump Stations.

| KPI | Target | Achieved this quarter | Notes |
|---------------------|---------------|-----------------------|--|
| Telemetry upgraded. | 100% complete | 20% | Upgrade options received for current telemetry system. Contractor engaged to provide functional scope for upgrade tender documentation. Tender submissions received and will be reported to Council on 29 May. |

Action 1.5 Progressing 75%
Undertake a Water Loss Management Program and implementation of its actions to achieve a reduction in Unaccounted for Water to less than 25%

| KPI | Target | Achieved this quarter | Notes |
|--|------------------------|-----------------------|--|
| Priority actions from the Water Loss Management Program implemented. | 25% reduction achieved | 5% | An additional meter has been identified for installation. Current consumer meters are being removed to undertake verification to see accuracy of existing meters. Meters identified for Council playing fields and the Aquatic Centre. |

Action 1.7 Progressing 25%
Upgrade the water pumping stations.

| KPI | Target | Achieved this quarter | Notes |
|----------------------|---------------|-----------------------|---|
| Water pipes renewed. | 100% complete | 100% | Electrical Main Switchboard scope being compiled for Vickers Street Water Pump Station. |

3.2.16 Waste Infrastructure

3.2.16.1 To provide a waste and recycling collection service that encourages a reduction in land filling.

01 Provide garbage disposal facilities within the LGA.

Action 1.1 Progressing 75%
Report on volume of landfill recorded at Council facilities.

| KPI | Target | Jan | Feb | Mar | Notes |
|---------------|---------------------|------|------|------|---|
| Capertee | Tonnes per landfill | 123 | 130 | 382 | Tonnes of waste received and managed at the waste facilities. |
| Cullen Bullen | Tonnes per landfill | 241 | 237 | 685 | |
| Glen Davis | Tonnes per landfill | 93 | 85 | 250 | |
| Lithgow | Tonnes per landfill | 2607 | 3989 | 3253 | |
| Portland | Tonnes per landfill | 499 | 518 | 500 | |
| Wallerawang | Tonnes per landfill | 700 | 680 | 650 | |

Action 1.2 Upgrade the Lithgow Solid Waste Facility. Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------|---------------|-----------------------|--|
| Rehabilitate the Stage 1 area. | 100% complete | 75% | Progressive rehabilitation will occur behind filling in accordance with the new filling plan and Landfill Environmental Management Plan (LEMP) |

Action 1.3 Provide waste services to rural communities. Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| New trenches installed at rural landfill sites. | 100% complete | 50% | New Trenches have been constructed at Wallerawang and Portland Waste Depot's. |
| Design and construct a Transfer Station at Cullen Bullen. | 100% complete | 0% | Construction of the WTS has been deferred till the Waste & Recycling Strategy review has been complete. |
| Design a Transfer Station for Wallerawang. | 100% complete | 0% | Construction of the WTS has been deferred till the Waste & Recycling Strategy review has been complete. |

3.2.17 Waste and Recycling

3.2.17.1 To implement the waste management hierarchy of avoidance, reuse, recycle and dispose.

01 Provide a waste and recycling service to meet the needs of the residents in the LGA.

Action 1.1 Provide kerbside garbage and recycling collection service to all residents within the collection service area. Progressing 75%

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|------|------|-------|--|
| Achieve a 5% increase in recycling material collected from 2015/16 | > 1400 | -20% | 1.6% | 49.2% | Recycling for 3 rd quarter. |

Action 1.2 Progressing 75%
Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------------------|---------------|-----------------------|--|
| 4 Green waste collections per year. | 100% complete | 100% | A Greenwaste collection service was provided in January. |

Action 1.3 Completed 100%
Provide a clean-up collection service to residents.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| 2 Clean-Up Collection Services per year. | 100% complete | 100% | 189 properties were serviced in the Bulky waste collection in March 2017. |

Action 1.4 Completed 100%
Assist in the provision of the chemical collection service.

| KPI | Target | Achieved this quarter | Notes |
|---|----------------|-----------------------|--|
| Provide agreed assistance to NetWaste and/or Sydney Catchment authority with in-kind contributions. | 100% completed | 100% | Delivery of the service on the 30th October 2016 had over 130 participants provide over 7,700kg of problem household chemicals for collection. |

Action 1.5 Progressing 75%
Attend meetings and participate in Netwaste activities.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------------------|---------------------------|-----------------------|---|
| Attend meetings as resources allow. | 100% of meetings attended | 75% | Participating in a number of NetWaste projects. |

Action 1.6 Completed 100%
Undertake an Environmental Education Program targeting school aged children.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Environmental Education Program undertaken. | 100% complete | 100 | Schools education program resulted in 15 presentations at a number of schools to over 300 students. |

3.2.18 Stormwater Infrastructure

3.2.18.1 To provide stormwater infrastructure to allow for the sustainable growth and development of the area.

01 Undertake drainage improvements.

Action 1.1 Not Progressing 0%
Drainage improvements undertaken in accordance with priority program.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Upgrade the Vale of Clwydd drainage network. | 100% complete | 0% | Delayed due to lack of an available contractor. |

Enhancing Our Natural Environment



Our Place ... Our Future

Enhancing Our Natural Environment

To conserve and preserve the natural environment whilst balancing the impact of development to ensure a sustainable and health community.

4.1.1 Planning for Our Natural Environment

4.1.1.1 To identify, preserve and improve our natural heritage and biodiversity whilst ensuring the water security and sewerage capacity of the regional for sustainable growth and development.

01 Review and monitor current plans and strategies

Action 1.1 Not Due To Start 0%
Review and update the 1998 Lithgow Bike Plan.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Lithgow Bike Plan reviewed and updated. | 100% complete | 0% | Scheduled to commence in 4 th quarter. |

02 Review and monitor current plans and strategies.

Action 2.1 Progressing 75%
Priority actions from the Farmers Creek Precinct master Plan are identified by the Environmental Advisory Committee.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Priority actions implemented in accordance with available funding. | 100% complete | 75% | Plan will go to Council for Public Exhibition in April 2017 |

4.1.2 Air

4.1.2.1 To improve local air quality

- 01 Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner alternatives to Lithgow, Wallerawang, Portland and villages.

Action 1.1 Progressing 75%
Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternatives to Lithgow, Wallerawang, Portland and Villages.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|---------|---------|-----|--|
| Number of Alternative fuel Rebates processed. | 100% | 1 | 1 | 3 | Applications processed during 3 rd quarter. |
| Number of Alternative fuel Rebates processed. | \$ | \$1,000 | \$1,000 | \$0 | |

4.1.3 Biodiversity

4.1.3.2 To responsibly manage natural resources through the control of environmental and noxious weeds.

- 01 Control environmental and/or noxious weeds on public land through Council and/or service provided by the Upper Macquarie County Council.

Action 1.1 Completed 100%
Weed control of natural water courses – Farmers Creek

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Weed control undertaken at Farmers Creek. | 100% complete | 100% | Control of Blackberries and other noxious weeds to keep the creek in a clean and weed free state was completed. |

4.1.4 Climate Change

4.1.4.1 To significantly reduce carbon emissions within the LGA.

01 Undertake energy audits of Council buildings and consider recommendations in the Delivery Program.

Action 1.1 Progressing 75%
Staff Sustainability Team to:
 • Identify energy and water saving initiatives.
 • Promote project activities to highlight the 'green credentials' of Council

| KPI | Target | Achieved this quarter | Notes |
|--|---------------------------|-----------------------|--|
| Staff Sustainability Team to meet as required. | 100% of meetings attended | 100% | No meetings were convened during 3 rd quarter however; Council is assessing a proposal to replace at least 50% of street lights across the LGA with energy efficient LED lights in the second half of 2017. |

4.1.5 Environmental Protection and Leadership

4.1.5.1 To provide environmental leadership through responsible natural resource management, legislative compliance and working cooperatively with the community, relevant environmental authorities and alliances.

01 Comply with the environment protection licences for Lithgow Sewerage Treatment Plant, Lithgow Water Treatment Plant, Portland Sewerage Treatment Plant and Wallerawang Sewerage Treatment Plant.

Action 1.1
Compliance with licence conditions.

| KPI | Target | Jan | Feb | Mar |
|---|--------|-----|-----|-----|
| Number of incidences of non-compliance identified in relation to Sewerage Treatment Plant Facilities. | 100% | 4 | 3 | 2 |

02 Comply with the environment protection licences for Lithgow Solid Waste Facility and Portland Garbage Depot

Action 1.1 Progressing 75%
Compliance with licence conditions.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|---|
| Number of incidences of non-compliance identified in relation to Waste Management Facilities. | 100% | 0 | 0 | 0 | There was no incidence of non-compliance. |

03 To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.

Action 3.1 Progressing 75%
Respond to pollution incidents within 24 hours where Council is the appropriate Regulatory Authority.

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|--|
| Number of pollution incidents responded to within 24 hours. | 100% | 0 | No pollution incidents were responded. |

Action 3.2 Not Updated
To ensure compliance with Council's Environmental Management System for:
 • Sewage Management
 • Water Treatment and Distribution.

| KPI | Target | Jan | Feb | Mar | Notes |
|---|--------|-----|-----|-----|---------------------------------|
| Number of pollution incidents responded to within 24 hours. | 100% | 0 | 0 | 0 | No incidents were responded to. |

04 Work together to share information.

Action 4.1 Progressing 75%
Participate in the activities of the Centroc Water Utilities Alliance.

| KPI | Target | Achieved this quarter | Notes |
|--|-------------|-----------------------|--|
| Carry out activities in association with the Centroc Water Utilities Alliance. | 2 per annum | 100% | Participating in Centroc contracts and meetings. |

05 Provide a forum for environmental groups to discuss matters relating to the environment and advise Council.

Action 5.1 Not Progressing 25%
Conduct the Environmental Advisory Committee meetings in accordance with the terms of reference.

| KPI | Target | Achieved this quarter | Notes |
|--|----------------------|-----------------------|--|
| Meetings of the Environmental Advisory Committee to be held quarterly. | 4 meetings per annum | 0% | Due to the change of Council all 355 committees have been disbanded. |

06 Improve the community's knowledge of environmental issues.

Action 6.1 Progressing 50%
Conduct waste education in accordance with annual program.

| KPI | Target | Achieved this quarter | Notes |
|--|-------------|-----------------------|---|
| Carry out educational activities in association with the Waste Contractor. | 2 per annum | 1 | Battery recycling tubes were installed at a variety of locations within the Local Government Area (LGA) for use by residents to recycle their household batteries in an environmentally friendly way. |

4.1.6 Water

4.1.6.1 To protect our waterways and provide safe drinking water

01 Protect the catchment around Farmers Creek Dam.

Action 1.1 Progressing 75%
Provide drinking water to residents within the Farmers creek reticulated supply system.

| KPI | Target | Achieved this quarter | Notes |
|---|-----------------|-----------------------|--|
| Comply with the Australian Drinking Water Guidelines. | 100% compliance | 100% | The Australian Drinking Water Guidelines were complied with during the reporting period. |

02 Conduct routine monitoring of Council's reticulated drinking water supplies.

Action 2.1 Progressing 75%
Undertake water sampling

| KPI | Target | Jan | Feb | Mar | Notes |
|-----------------------------------|--------|-----|-----|-----|---|
| Disinfection By-Product samples | 100% | 2 | 2 | 2 | Council has continued to supply drinking water to residents within the Farmers Creek Reticulated Supply System in accordance with the Australian Drinking Water Guidelines. |
| Chemical samples | 100% | 2 | 2 | 2 | |
| Microbiological Bacterial samples | 100% | 20 | 22 | 24 | |
| Fluoride samples | 100% | 1 | 1 | 1 | |

03 Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.

Action 3.1 Progressing 75%
Samples taken in partnership with Energy Australia

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|-----|-----|-----|--|
| Samples taken upon trigger of Red Alert. | | 0 | 1 | 1 | Council in partnership with Energy Australia conduct sampling of recreational waters to monitor the presence and concentration Blue Green Algae. |

04 Purchase water from State Water to supply Cullen Bullen, Glen Davis, Lidsdale, Portland, Wallerawang and Marrangaroo.

Action 4.1 Progressing 25%
Maintenance of supply to residents and payments made.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|--------|--------|--------|--------|---|
| Water purchased from Fish River Water Supply | 100% | 96,539 | 69,237 | 55,510 | Water purchased during the 3 rd quarter. |

Responsible Governance & Civic Leadership



Our Place ... Our Future

Responsible Governance and Civic Leadership

A Council that focuses on strong civic leadership, organisational development and effective governance with an engaged community actively participating in decision making processes affecting their future.

5.1.1 Planning for Our Council

5.1.1.1 To ensure integrated corporate plans set the long term direction for the LGA and Council

01 Prepare the Delivery Program 2017-2021 and Operations Plan 2017-2018 in accordance with the requirements of the Local Government Act and Regulations.

Action 2.1 Progressing 75%
Delivery Program 2017-2021 and Operations Plan 2017-2018 adopted by 30 June.

| KPI | Target | Achieved this quarter | Notes |
|-----------------------------------|---------|-----------------------|--|
| Plan prepared and consulted upon. | 30 June | 50% | Preparation commenced in November. |
| Adopted by Council | 30 June | Nil | Scheduled to be undertaken in 4th quarter. |

02 Review the 10 Year Long-Term Financial Plan and include strategies to improve Council's current financial ratios. Implement the 10 Year Asset Management Strategy.

Action 3.1 Progressing 80%
Prepare, review and implement Asset Management Plans and Policies in accordance with the Asset Management Strategy for Water and Sewer.

| KPI | Target | Achieved this quarter | Notes |
|---------------------------------------|---------------|-----------------------|--|
| Plan prepared and adopted by Council. | 100% complete | 80% | Asset and financial data being verified and updated for preparation of plans |

03 Develop and monitor Risk Management Plans.

Action 3.1 Progressing 75%
Risk Management Plans developed to comply with legislative requirements.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Implement the Risk Management Module in Pulse Corporate Management system. | 100% complete | 100% | Dam Safety Risk assessment undertaken and action outcomes allocated to owner of risk. Asset Management has commenced that will further populate the Risk Register and assist the implementation of programmes to lower risk associated with Council Assets and operations. |

04 Report the outcome of a quarterly performance review of the Delivery Program, Operational Plan and provide a budget review statement.

Action 4.1 Completed 100%
Financial Reports to Council prior to 30 November, 29 February and 31 May.

| KPI | Target | Achieved this quarter | Notes |
|--------------------------------------|-------------|-----------------------|--|
| July to September Quarterly Report | 30 November | 100% | Completed and Reported to Council 21 November 2016 |
| October to December Quarterly Report | 29 February | 100% | Completed and reported to Council 27 February 2017 |
| January to March Quarterly Report | 31 May | 100% | Scheduled to be completed in 4th quarter. |

Action 4.2 Progressing 75%
Performance Reports to Council prior to 30 November, 29 February and 31 May.

| KPI | Target | Achieved | Notes |
|--------------------------------------|-------------|----------|---|
| July to September Quarterly Report | 30 November | 100% | Reported to Council in November 2016. |
| October to December Quarterly Report | 29 February | Nil | Reported to Council in February 2017. |
| January to March Quarterly Report | 31 May | Nil | Scheduled to be completed in 4th quarter. |

05 Prepare the annual report for 2014-2015.

Action 5.1 Completed 100%
Annual Report adopted by Council.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Report submitted to the Department of Local Government by 30 November. | 100% complete | 100% | Reported to Council, placed on Council's website and provided to the Office of Local Government as per legislative requirements. |

5.1.2 Civic Leadership

5.1.2.1 To provide responsible leadership for the community

01 Conduct the business of Council in an open and democratic manner.

Action 1.1 Progressing 75%
Business papers, minutes for Council Meetings, Committee Meetings and Extraordinary Meetings produced and delivered in accordance with the Local Government Act and Regulations and the Code of Meeting Practice.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Business papers, minutes for Council Meetings, Committee Meetings and Extraordinary Meetings produced. | 100% complete | 100% | All Business Papers and Minutes were processed in accordance with the Local Government Act and Regulation and the Code of Meeting Practices. |

Action 1.2 Progressing 75%
Council Meetings are conducted regularly in accordance with the meeting scheduled.

| KPI | Target | Achieved | Notes |
|--|--------|----------|--|
| Number of Ordinary Meetings of council held. | 100% | 100% | There were 3 Ordinary Meetings of Council held in the 3 rd quarter. |
| Number of Extra-Ordinary Meetings of council held. | 100% | 100% | There was 1 Extra Ordinary Meeting of Council held in the 3 rd quarter. |
| Number of Councillor Information Sessions held | 100% | 100% | There were 5 Councillor Information Sessions held in the 3 rd quarter. |

Action 2.1 Progressing 75%
Provide information to Councillors regularly in the form of briefing sessions, memos, email and meetings.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Information provided to Council on a regular basis. | 100% complete | 100% | Information was provided to Councillors in the form of briefing sessions, memos, circulars, emails and meetings. Councillors were provided with circulars prior to each of the Council Meetings. |

Action 2.2 Progressing 75%
Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.

| KPI | Target | Achieved this quarter | Notes |
|------------------------|-----------------------|-----------------------|--|
| Payments made monthly. | 12 payments per annum | 100% | Provided in accordance with Council's policy. The Policy was adopted by Council in the 2 nd Quarter following a public exhibition period. |

Action 2.3 Progressing 50%
Identify Councillor's training requirement in the Training Plan and complete training.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Councillors Training provided in accordance with the Training Plan. | 100% complete | 100 | Councillors were provided with Information regarding upcoming training. Councillors attended 2 workshops in the 3 rd Quarter. There was no internal training held in this quarter for Councillors. |

03 Work together to interweave and optimise the sharing and coordination of resources and information.

Action 3.1 Progressing 75%
Contribute to CENTROC and participate in its activities.

| KPI | Target | Achieved this quarter | Notes |
|--|------------------------------|-----------------------|----------------------------------|
| CENTROC Board Meetings attended quarterly. | Number of Meetings attended. | Nil | CENTROC Board meetings attended. |
| GMAC Meetings attended quarterly. | 4 meetings per annum | 1 | GMAC Meeting attended. |

Action 3.2 Completed 100%
Participate in the activities of the Local Government NSW.

| KPI | Target | Achieved this quarter | Notes |
|--|-----------------------|-----------------------|--|
| Subscription paid. | 100% complete | 100% | The General Manager and Councillors attended the Local Government Conference during the 1st quarter. |
| Participation and attendance at annual conference. | 1 conference attended | 100% | |

5.1.3 Communication

5.1.3.1 To ensure effective communication between Lithgow City Council and the community.

01 Disseminate concise and effective information to the community about Council's programs, policies and activities.

Action 1.1 Progressing 75%
Produce and deliver community news and information to residents.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Council Connections, A Year in Review and Rate Payer newsletter produced and delivered. | 100% complete | 100% | Council Connections eNews was delivered weekly to subscribers. |
| Number of Council Columns Produced. | | 12 | 12 Council Columns were produced in the 3 rd Quarter. |
| Number of Media Releases Produced. | | 60 | 60 Media Releases were produced during the 3 rd Quarter. |

| Action 1.3 Produce and deliver community news and information for residents. | | Progressing | 75% |
|---|---------------|-----------------------|--|
| KPI | Target | Achieved this quarter | Notes |
| Maintain Council's website to accurately reflect council's programs, policies and activities of the time. | 100% complete | 100% | Council's website maintained throughout period |

02 Celebrate Local Government Week

| Action 2.1 Undertake activities focusing on Council in the community. | | Completed | 100% |
|---|---------------|-----------------------|---|
| KPI | Target | Achieved this quarter | Notes |
| Provide information and/or undertake activity in relation to the week to the community. | 100% complete | 100% | Story time held at the Library during Local Government Week with stories relating to different divisions of Council |

5.1.4 Corporate Management

5.1.4.1 To ensure the Operations of the Council are managed to achieve identified outcomes.

01 Implement the Long-Term Financial Plan to provide sound financial advice and management of Council's finances.

| Action 1.1 Manage and monitor Council's Finances. | | Completed | 100% |
|---|------------|-----------------------|---|
| KPI | Target | Achieved this quarter | Notes |
| Financial Statements audited | 31 October | 100% | Completed and ratified by Council 10 November 2016. |
| Financial Statements lodged with Division of Local Government | 7 November | 100% | Lodged with the OLG 11 November 2016. |

02 Provide insurance coverage of Council's activities and assets.

| Action 2.1 Secure adequate and cost effective insurance coverage which is current at all times. | | Completed | 100% |
|---|---------------|-----------------------|---|
| KPI | Target | Achieved this quarter | Notes |
| Insurance policy in place. | 100% complete | 100% | Insurance policies reviewed in June 2016 and paid in July 2016. |

Action 2.2 Completed 100%
Liase with the insurance company and process claims within 14 days of receipt.

| KPI | Target | Achieved | Notes |
|----------------------------------|----------------|----------|--|
| Claims processed within 14 days. | 100% processed | 100% | Council's Insurer's notified within 14 days of potential claims. |

03 Implement internal auditing programs.

Action 3.1 Completed 100%
Undertake activities identified in the Internal Audit Plan and ensure completed by due date.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|-----------------------------------|
| Internal Audit Plan milestones achieved for the financial year. | 100% complete | 0% | Not progressed due to resourcing. |

04 Manage Council's statutory responsibilities.

Action 4.2 Completed 100%
Perform Council's legal responsibilities under applicable Acts and Regulations and ensure compliance.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Review of recent legislative decisions. | 100% complete | 100% | Regular staff training undertaken to update recent legislative changes. |

05 Manage Council's risk.

Action 5.1 Progressing 75%
Develop and implement risk management strategies in areas of corporate management to improve the annual score by 3% over 2014-2015.

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|---|
| Risk management strategies developed and implemented. | 100% | 100% | Reviewing Identified Corp risks including in Pulse Risk Register. |

06 Maintain an adequate level of stock for internal supply to operational programs.

Action 6.1 Progressing 50%
Implement a barcoding system at the Depots for tracking and maintaining stock.

| KPI | Target | Achieved | Notes |
|---------------------|---------------|----------|--|
| System implemented. | 100% complete | 10% | Investigation of stores systems commenced. |

07 Provide quotations and/or undertake private works on request.

Action 7.1 Progressing 75%
A profit is made, in accordance with Council's Work at Owners Cost Policy, on private works and the customer is satisfied with the work.

| KPI | Target | Achieved this quarter | Notes |
|-------------------------|---------------|-----------------------|---|
| Annual review complete. | 100% complete | 100% | Profit is monitored through the Quarterly financial statements. |

08 Ensure the integrity and security of Council's records.

Action 8.1 Completed 100%
Register, collate, archive and dispose of Council's records in accordance with legislation, policies and procedures.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| All requests responded to within customer time frames. | 100% complete | 100% | All mail was actioned in accordance with the service level agreement. |

09 Ensure information which Council collects is used lawfully and for the purpose it was collected.

Action 9.1 Completed 100%
Provide regular training to staff at induction sessions.

| KPI | Target | Achieved this quarter | Notes |
|--------------------|---------------|-----------------------|--|
| Training delivered | 100% complete | 100% | Training is provided to new starters on Council systems. |

Action 9.2 Progressing 75%
Assess, determine and respond to complaints in accordance with legislation, policies and procedures.

| KPI | Target | Achieved this quarter | Notes |
|---|--------|-----------------------|---|
| Number of formal GIPA requests responded to within legislative deadlines. | 100% | 100% | There were 4 formal GIPA requests during 3 rd quarter. |

Action 10.1

Progressing

75%

Ensure legal compliance and transparency of the administration of Council's Public Land Portfolio.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| Land Register is updated and maintained quarterly. | 100% complete | 50% | Maintenance work on the Land Register and communication of the Land Register to all relevant parties was undertaken in the quarter |

5.1.5.1 To ensure efficient customer service standards

01 Operate the one stop customer service counter.

Action 1.1

Progressing

- Internal and external customer feedback.
- Completion of all certificates in 14 days.
- Register all applications in 2 days.
- Monthly reporting completed within 7 days.

| KPI | Target | Jan | Feb | Mar | Notes |
|--|----------------|-----|-----|-----|--|
| Number of Section 68 Solid Fuel Heater applications registered within 2 days. | 100% processed | 1 | 3 | 4 | All applications/requests are processed within the relevant time frames. |
| Number of On-site Sewer Management Applications registered within 2 days. | 100% processed | 2 | 2 | 7 | |
| Number of Water Applications registered within 2 days. | 100% processed | 5 | 6 | 3 | |
| Number of Complying Development applications registered within 2 days. | 100% processed | 0 | 1 | 1 | |
| Number of Section 96 Modifications of Consent applications registered within 2 days. | 100% processed | 3 | 5 | 4 | |
| Number of Community Hall Bookings processed within 14 days. | 100% processed | 2 | 2 | 8 | |
| Number of quotes for applications issued on request. | 100% processed | 17 | 25 | 22 | |
| Number of Certificate Linen Release requests registered within 2 days. | 100% processed | 1 | 1 | 1 | |
| Number of Action Requests registered daily. | 100% processed | 431 | 393 | 418 | |
| Number of certificates processed within 14 days. | 100% processed | 181 | 199 | 267 | |
| Number of Construction Certificates registered within 2 days. | 100% processed | 24 | 15 | 24 | |
| Number of sewer applications registered within 2 days. | 100% processed | 4 | 6 | 3 | |

02 Provide responses to correspondence.

Action 2.1 Progressing 75%
Correspondence responded to in accordance with Policy 4.6 - Customer Services.

| KPI | Target | Achieved this quarter | Notes |
|--|---|-----------------------|---|
| A response provided within 14 days for written correspondence. | 100% of enquiries responded to in 14 days | 100% | Correspondence was responded to in accordance with the service level agreement. |

03 Review and monitor the level of service provided to internal and external customers.

Action 3.1 Completed 100%
Undertake a survey of community satisfaction with Council services, facilities and programs throughout the Local Government Area.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Results reported to Council and used to inform the review of the Integrated Planning and Reporting Framework. | 100% complete | 75% | Community Satisfaction survey was completed in the 2 nd Quarter with the results being reported to Council in the 4 th Quarter. |

5.1.6 Employer of Choice

5.1.6.1 To build and develop a high quality staff base so that Council is an employer of choice in Lithgow

01 Implement procedures and practices which foster a desirable place to work.

Action 1.1 Progressing 75%
Enhance employee engagement.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Conduct and Employee Opinion Survey to measure employee engagement. | 100% complete | 100% | Action plan based on the results of the survey to be completed. Implementing a 'Respect in the Workplace' program. Trialling 'Actionable Conversations' with a pilot group |
| Design and commence a Reward and Recognition Program. | 100% complete | 0% | Council will be participating in a recognised remuneration survey in order to determine LCC's position in the market. Reward and Recognition program dependent on the Staff Survey Action Plan. |

Action 1.2 Progressing 85%

Conduct annual performance appraisals of staff by 31 October.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Performance Appraisals completed by 31 October. | 100% complete | 50% | Some appraisals have not been signed off to date. |

Action 1.3 **Recognise longer serving employees through the recognition of service procedure.** Completed 100%

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Annual Presentation Day held in December. | 100% complete | 100% | Held in conjunction with the Staff Christmas Party at the Lithgow Workmen's Club on 8 December 2016 |

02 Provide a workplace that promotes the principles of equal employment and is free of discrimination.

Action 2.1 **Implement the Equal Employment Opportunity Management Plan through communication of policies and programs.** Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| <ul style="list-style-type: none"> Collection and recording of appropriate information. Review of personnel practices. Evaluate and review. | 100% complete | 100% | On-going review and communication through inductions, Joint Consultative Committee and Health & Safety Committee. New Dignity and Respect Standard Working Procedure is being implemented. |

Action 2.2 **Attract and recruit staff on merit in accordance with relevant legislation, procedures and principles of equal employment and opportunity.** Progressing 75%

| KPI | Target | Achieved this quarter | Notes |
|--|--------------------------------------|-----------------------|---|
| Implement improvements to recruitment practices that enhance equal employment opportunity. | 1 significant improvement per annum. | 100% | Improvements to reference checking to be implemented this year. Improvements to screening staff who require a Working with Children Check |

Action 2.3 Progressing 75%
 Ensure that all harassment and discrimination complaints are resolved in corrective actions.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| All corrective actions are closed out within 3 months of complaint. | 100% complete | 100% | Complaints are logged and investigated. |

03 Provide a safe and healthy workplace.

Action 3.1 Progressing 75%
 Implement, monitor and review the Work Health and Safety Rehabilitation and Environment Management System.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Audit undertaken annually by State Cover. | 1 Audit | 1 | Completed in August 2016. |
| Implement WHS Action Plan 2015-2017 as per priority program. | 100% complete | 0% | No programs added to the system this quarter. |

Action 3.2 Progressing 75%
 Provide relevant immunisations to appropriate staff against:
 › Hepatitis A and B
 › The Flu

| KPI | Target | Achieved this quarter | Notes |
|----------------------------------|---------------|-----------------------|---|
| Immunisations provided annually. | 100% complete | 100% | Immunisations are undertaken as required. |

Action 3.3 Progressing 75%
 Conduct the Work Health Safety Committee meetings.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| 8 meetings of the Work Health Safety Committee conducted each year. | 100% complete | 50% | 1 meeting held during 3 rd quarter. |

Action 3.4 Progressing 75%
 Undertake noise monitoring and hearing tests for employees.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|---|
| Testing undertaken on commencement and retirement of employment. | 100% complete | 100% | Undertaken as required. |
| Implement the biannual program for relevant employees. | 100% complete | 0% | Safe Work NSW is reviewing the requirements for biannual hearing assessments. |

Action 3.5 Not Progressing 0%
Promote WHS within the workplace through Committee initiatives and staff newsletter.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| 1 promotional activity per year. | 100% complete | 100% | Completed |
| Safety Day conducted in October every two years. | 100% complete | 0% | Not scheduled until October 2017. |
| WHS activities promoted in the Staff Newsletter. | 100% complete | 100% | There was no staff newsletter printed in the 3 rd quarter. However, WHS Committee Minutes are distributed to all staff. |

04 Enhance the skills and knowledge of the workforce.

Action 4.1 Progressing 75%
Implement the training plan.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| All identified training completed by 30 June. | 100% complete | 100% | <ul style="list-style-type: none"> • Introduction to Local Government - basic rating • Workforce Planning • Advanced GIPA • Traffic Control • EDA Conference • Annual Revenue Conference • Agenda & Minute Writing |

Action 4.2 Progressing 60%
Prepare the draft Training Plan for 2016-2017 from training objectives identified in the annual performance appraisals of staff by 30 November.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|---|
| Draft Training Plan completed by 30 November each year. | 100% complete | 100% | Some delays however further consultation with Joint Consultative Committee and changes to how training is tracked and allocated. Mandatory compliance training in track according to Training Needs Analysis. |

5.1.7 Information Systems Management

5.1.7.1 To ensure effective management of information systems that complies with legislative requirements.

01 Ensure high service levels of Council's information and communications network.

Action 1.1 Progressing 75%
Manage and maintain the communications networks ensuring they are operational and accessible greater than 98% of the year.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|--|
| All software revisions implemented as recommended. | 100% complete | 100% | All software current during period |
| Network equipment is maintained and functional. | 98% | 98% | Networks fully operational with no major outages to report |

Action 1.2 Progressing 75%
Replace PC/Servers as required.

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|-----------------------------------|
| PC's and Servers replaced in accordance with priority program. | 100% complete | 100% | No deployments during this period |

Action 1.3 Completed 100%
Upgrade telecommunications equipment to a Unified Telecommunications System.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Replace PABX system at Council and Library. | 100% complete | 100% | New Cisco VOIP system implemented |
| Replace Customnet services at Main Depot and Lithgow VIC. | 100% complete | 100% | Consolidated onto new Council VOIP system |
| Upgrade network cabling and switches downstairs in preparation of VIOP telephone network. | 100% complete | 100% | Switches and networking installed and operational. |

Action 1.4 Progressing 50%
Upgrade Council's fleet of Multi-Function Printers

| KPI | Target | Achieved this quarter | Notes |
|---------------------------------------|---------------|-----------------------|--|
| Service Agreements Reviewed | 100% complete | 100% | Specifications for contract determined. Presentations by potential suppliers. Quotes sought. |
| Printing audit software incorporated. | 100% complete | 0% | |
| Printers replaced. | 100% complete | 0% | |

02 Comply with current Information Technology licensing requirements.

| | | |
|---|-------------|-----|
| Action 2.1 Ensure all software licensing is current: | Progressing | 75% |
| <ul style="list-style-type: none"> • Property System • Finance/Payroll System • Dataworks/ECM • Microsoft • Map Info/Exponaire • Spydus Library System • ID Profile/Atlas • Confirm Asset Management System | | |

| KPI | Target | Achieved this quarter | Notes |
|----------------|---------------|-----------------------|-------------------------------|
| Licences paid. | 100% complete | 100% | All software licenses current |

03 Ensure the integrity and security of Council records.

| | | |
|---|-----------|------|
| Action 3.1 Upgrade the Electronic Document Management System (Dataworks). | Completed | 100% |
|---|-----------|------|

| KPI | Target | Achieved this quarter | Notes |
|--|---------------|-----------------------|----------------------------------|
| System upgraded and fully operational. | 100% complete | 100% | System upgraded and operational. |

5.1.8 Local Environmental Planning and Development

5.1.8.1 To ensure the long-term sustainability of infrastructure and land that underpins and supports LGA growth

01 Seek developer contributions

| | | |
|---|-------------|-----|
| Action 1.1 Planning agreements are negotiated and administered according to the adopted Policy. | Progressing | 75% |
|---|-------------|-----|

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Development Contributions are collected and administered in accordance with the adopted Contributions Plan and Planning Agreements. | 100% complete | 75% | All Development Contributions were collected and administered in accordance with the Contributions Plan and Planning agreements. |

5.1.9 Plant and Equipment

5.1.9.1 To provide plant and equipment to undertaken works.

01 Maintain Council's fleet of plant and equipment.

Action 1.1

Progressing

75%

Maintained in accordance with manufacturer's specifications to the satisfaction of internal and external customers.

| KPI | Target | Achieved this quarter | Notes |
|---|---------------|-----------------------|--|
| Fleet maintained to ensure maximum availability of plant and equipment. | 100% complete | 100% | Council's plant and fleet is maintained. |

Income and Expenditure Review Statement

2016/17 March Quarterly Budget Review Statement

Income and Expenditure Review Statement

For the period 01 January 2017 to 31 March 2017

| Projected Income and Expenditure Statement | Original Budget 2016/17 \$ | Sept Review 2016/17 \$ | Dec Review 2016/17 \$ | Mar Review 2016/17 \$ | Revised Budgeted |
|---|----------------------------|------------------------|-----------------------|-----------------------|------------------|
| Rates and Annual Charges | 24,786 | 42 | 0 | 0 | 24,828 |
| User Fees and Charges | 5,987 | 0 | 145 | 110 | 6,242 |
| Interest and Investment Revenue | 601 | 0 | 0 | 0 | 601 |
| Other Revenue | 1,232 | 8 | 56 | (50) | 1,246 |
| Operating Grants and Contributions | 8,451 | 140 | (50) | 160 | 8,701 |
| Capital Grants and Contributions | 893 | 9,969 | (149) | 563 | 11,276 |
| Gain Sale of Assets | 431 | 0 | 0 | 0 | 431 |
| Total Revenue | 42,381 | 10,160 | 2 | 783 | 53,325 |
| Employee Costs | 15,067 | 81 | (87) | 66 | 15,127 |
| Borrowing Costs | 1,251 | 0 | 0 | 0 | 1,251 |
| Material and Contracts | 11,745 | 124 | (1,493) | 466 | 10,842 |
| Depreciation Expense | 11,706 | 0 | 0 | 0 | 11,706 |
| Other Expenses | 4,388 | (31) | 105 | 1 | 4,463 |
| Loss on Sale of Assets | | | | | |
| Total Expenses | 44,157 | 174 | (1,475) | 533 | 43,389 |
| Operating Result (Surplus)/Deficit | 1,776 | (9,986) | (1,477) | (250) | (9,936) |
| Operating Result before Capital Grants (Surplus)/Deficit | 2,669 | (17) | (1,626) | 313 | 1,340 |

Capital Budget Review Statement

2016/17 March Quarterly Budget Review Statement Capital Funding Review Statement

For the period 01 January 2017 to 31 March 2017

| | Original Budget 2016/17 \$ | Approved Changes | | | | Revised Budget \$ | Recommended changes for Council Resolution \$ | Projected Year end result 2016/17 \$ |
|------------------------------------|----------------------------------|---------------------------------|-----------------------------|-----------------------------|---------------|-------------------------|--|---|
| | | Sept Review 2016/17 \$ | Dec Review 2016/17 \$ | Mar Review 2016/17 \$ | | | | |
| Rates & other untied funding | 8,598 | 17 | 94 | | 8,709 | - | 8,709 | |
| Capital Grants & Contributions | 893 | 9,969 | (149) | | 10,713 | 563 | 11,276 | |
| Internal Restrictions | 770 | 1,036 | 416 | | 2,222 | - | 2,222 | |
| External Restrictions | 623 | 5,144 | (535) | | 5,232 | 59 | 5,291 | |
| Other Capital Funding Sources e.g. | | | | | | | | |
| • Loans | | 5,000 | - | | 5,000 | - | 5,000 | |
| Income from sale of assets | | | | | | | | |
| • Plant & equipment | 431 | - | - | | 431 | - | 431 | |
| Total Capital Funding | 11,315 | 21,165 | (174) | | 32,307 | 622 | 32,929 | |

Cash and Investment Budget Review Statement

2016/17 March Quarterly Budget Review Statement

Cash and Investment Budget Review Statement

For the period 01 January 2017 to 31 March 2017

| | Original Budget 2016/17 \$ | Approved Changes | | | | Revised Budget \$ | Recommended Changes for Council Resolution \$ | Projected | ACTUAL YTD \$ |
|------------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------------|-------------------------|---|---------------|---------------------|
| | | Sept Review 2016/17 \$ | Dec Review 2016/17 \$ | Mar Review 2016/17 \$ | Year end result 2016/17 \$ | | | | |
| Unrestricted | | | | | | | | | |
| Externally restricted | | | | | | | | | |
| Developer Contributions | 1,448 | (117) | (62) | | 1,269 | 188 | 1,457 | 1,457 | |
| Domestic Waste Management | 1,475 | 423 | 971 | | 2,869 | (649) | 2,220 | 2,220 | |
| Water Supplies | 2,696 | 620 | 482 | | 3,798 | (423) | 3,375 | 3,375 | |
| Sewerage Services | 2,803 | 862 | 271 | | 3,936 | 426 | 4,362 | 4,362 | |
| Special Purpose Grants | 1,007 | (69) | (208) | | 730 | (23) | 707 | 707 | |
| Total Externally Restricted | 9,429 | 1,719 | 1,454 | | 12,602 | (481) | 12,121 | 12,121 | |

2016/17 March Quarterly Budget Review Statement

Capital Expenditure Review Statement

For the period 01 January 2017 to 31 March 2017

| | Original Budget 2016/17 \$ | Approved Changes | | | Revised Budget \$ | Recommended Changes for Council Resolution \$ | Projected Year end result 2016/17 \$ |
|----------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|-------------------------|---|--|
| | | Sept Review 2016/17 \$ | Dec Review 2016/17 \$ | Mar Review 2016/17 \$ | | | |
| • Plant & Equipment | 1,531 | - | (20) | | 1,511 | - | 1,511 |
| • Land & Buildings | 799 | 292 | 27 | | 1,118 | 8 | 1,126 |
| • Water Network | 1,700 | 2,229 | - | | 3,929 | - | 3,929 |
| • Sewer Network | 1,510 | 15,746 | - | | 17,256 | - | 17,256 |
| • Office Equipment | 120 | 109 | (6) | | 223 | (30) | 193 |
| • Furniture & Fittings | 131 | (6) | - | | 125 | - | 125 |
| • Other Structures | 504 | 317 | (37) | | 784 | 594 | 1,378 |
| • Stormwater Drainage | 50 | 6 | (6) | | 50 | - | 50 |
| • Library Books | 61 | 5 | - | | 66 | (6) | 60 |
| • Tip Assets | 280 | 558 | 1 | | 839 | 63 | 902 |
| • Roads, Bridges & Footpaths | 1,363 | 1,165 | 1,876 | | 4,404 | 340 | 4,744 |
| • Swimming Pools | - | - | - | | - | 369 | 369 |
| • Other Assets | 450 | 745 | (154) | | 1,041 | (1,041) | - |
| • To/From Reserve | 508 | - | 251 | | 759 | - | 759 |
| Loan Repayments (principal) | 2,308 | - | - | | 2,308 | - | 2,308 |
| Total Capital Expenditure | 11,315 | 21,165 | 1,932 | | 34,413 | 297 | 34,710 |

Cash and Investment Budget Review Statement

2016/17 March Quarterly Budget Review Statement

Cash and Investment Budget Review Statement

For the period 01 January 2017 to 31 March 2017

| | Original Budget 2016/17 \$ | Approved Changes | | | | Revised Budget \$ | Recommended Changes for Council Resolution \$ | Projected | ACTUAL YTD \$ |
|-------------------------------------|----------------------------------|------------------------------|-----------------------------|-----------------------------|----------------------------------|-------------------------|---|---------------|---------------------|
| | | Sept Review 2016/17 \$ | Dec Review 2016/17 \$ | Mar Review 2016/17 \$ | Year end result 2016/17 \$ | | | | |
| Internally Restricted | | | | | | | | | |
| Employee Leave Entitlements | 3,718 | 0 | (111) | | 3,607 | - | 3,607 | 3,607 | |
| Replacement of Plant and Vehicles | 2,752 | (93) | (184) | | 2,475 | (59) | 2,416 | 2,416 | |
| Deposits, Retentions & Bonds | 776 | (99) | 8 | | 685 | (5) | 680 | 680 | |
| Works in Progress | 5,291 | (442) | (186) | | 4,683 | (491) | 4,192 | 4,192 | |
| Land & Buildings | 2,071 | (23) | (52) | | 1,996 | (250) | 1,746 | 1,746 | |
| Election | 167 | (8) | (1) | | 158 | (109) | 49 | 49 | |
| Total Internally Expenditure | 14,775 | (645) | (526) | | 13,604 | (914) | 12,690 | 12,690 | |
| Total Restricted | 24,204 | 1,074 | 928 | | 26,206 | (908) | 25,298 | 25,298 | |
| Total cash and investments | 24,881 | 1,510 | 302 | | 26,693 | (492) | 26,201 | 26,201 | |
| Available cash | 677 | 436 | (626) | | 487 | 903 | 1,390 | 1,390 | |

Cash and Investment Review Statement

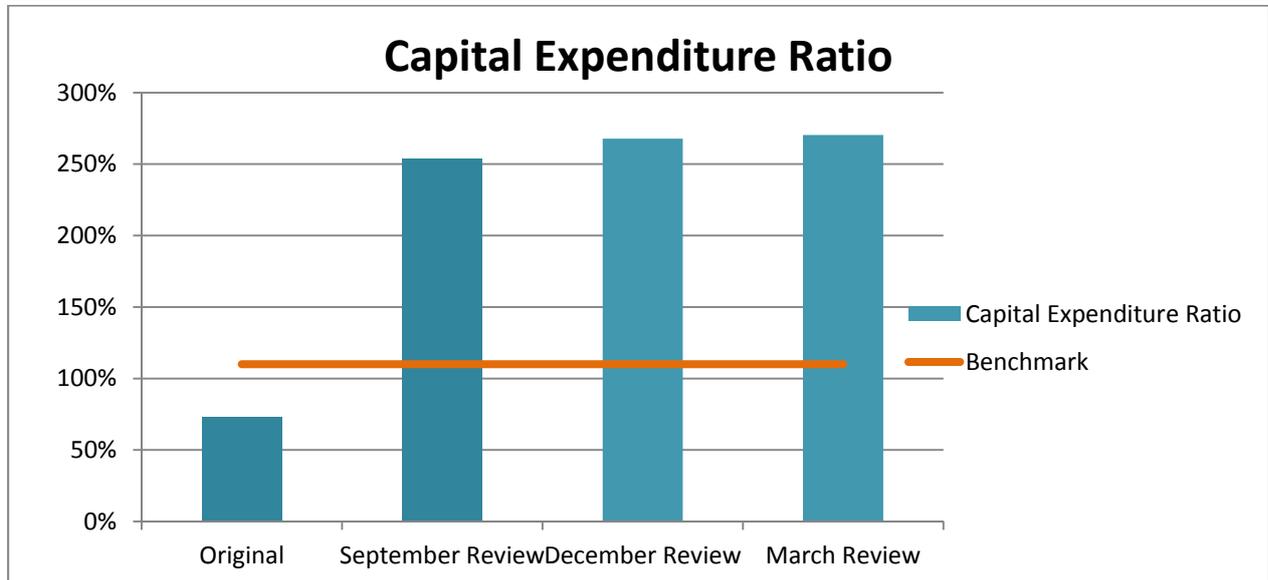
2016/17 March Quarterly Budget Review Statement

Cash and Investment Review Statement

For the period 01 January 2017 to 31 March 2017

| Cash and Investment Review Statement | 30 September 2016 | 31 December 2016 | 31 March 2017 |
|---|----------------------|----------------------|----------------------|
| Investments are held in accordance with the Lithgow City Council's Investment Policy at the date of investing the funds. On 21 November 2011, Council adopted a draft of the Investment Policy as Policy 8.2 and Investments will comply with this Policy which includes the following: | | | |
| <ul style="list-style-type: none"> Local Government Act 1993 – Section 625 Local Government Act 1993 – Order dated 12 January 2011 Local Government (General) Regulation 2005 Trustee Amendment (Discretionary Investments) Act 1997 Section 14A(2), 14c(1) and (2) | | | |
| Investments | | | |
| AMP | 5,000,000.00 | 5,000,000.00 | 5,000,000.00 |
| Auswide Bank Ltd | | | 1,000,000.00 |
| Beyond Bank | 3,000,000.00 | 3,000,000.00 | 5,500,000.00 |
| CBA | 1,847,000.00 | 400,000.00 | 1,200,717.69 |
| ME Bank | 5,000,000.00 | 6,500,000.00 | 4,500,000.00 |
| MY State Bank | 1,000,000.00 | 2,000,000.00 | 2,000,000.00 |
| NAB | 3,500,000.00 | 3,000,000.00 | 1,000,000.00 |
| Newcastle Permanent Building Society | 1,000,000.00 | 2,000,000.00 | 1,000,000.00 |
| St George | 5,000,138.43 | 3,000,138.43 | 3,000,138.43 |
| Westpac | 1,000,000.00 | 1,000,000.00 | 1,000,000.00 |
| Total Investments | 26,347,138.43 | 25,900,138.43 | 26,200,856.12 |

Base Case Scenario – Sustainability Indicators

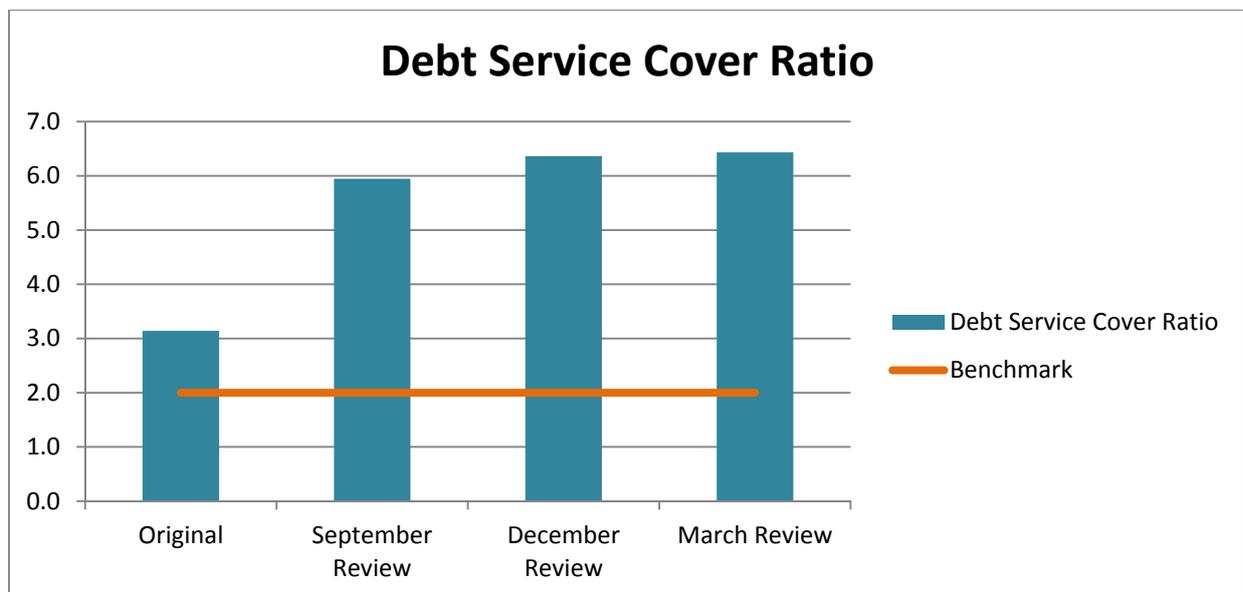


Purpose of Capital Expenditure Ratio

Commentary on 2016/17 Result
March 2016/17 Ratio 270%

To assess the extent to which Council is expanding its asset base through capital expenditure

A capital expenditure ratio of 2.70 times suggests that Council has a solid and expansive capital works program.

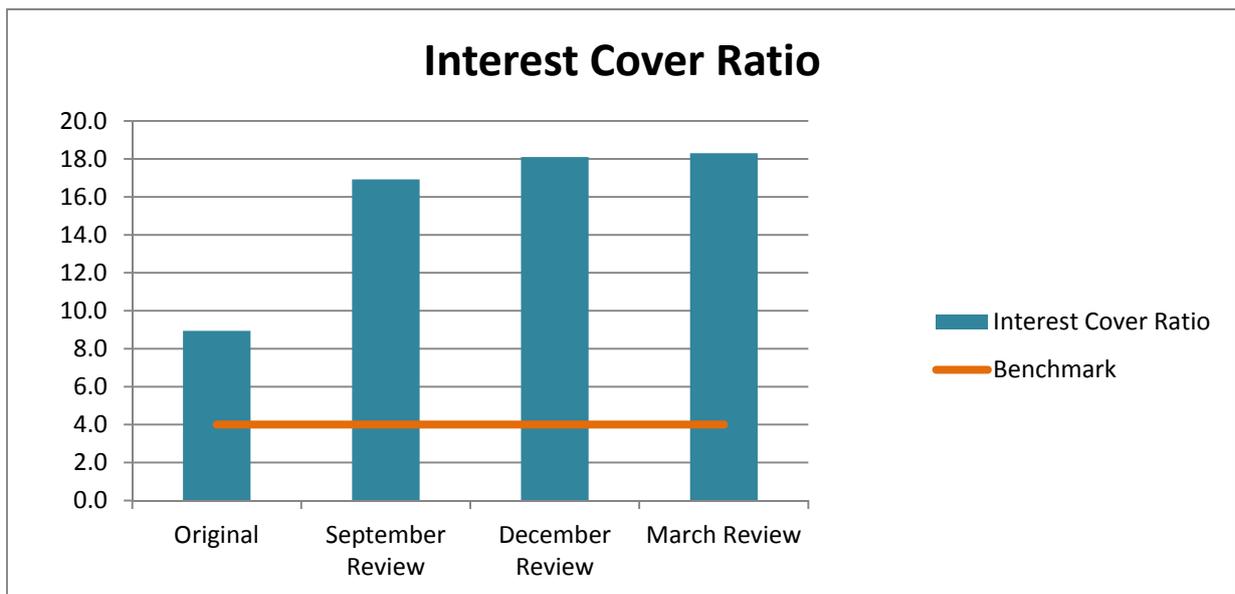


Purpose of Debt Service Cover Ratio

Commentary on 2016/17 Result
March 2016/17 Ratio 6.43x

This ratio measures the availability of operating cash to service debt including principal, interest and lease payments

A debt service ratio of 6.4 times means Council has capacity to borrow more funds if required.



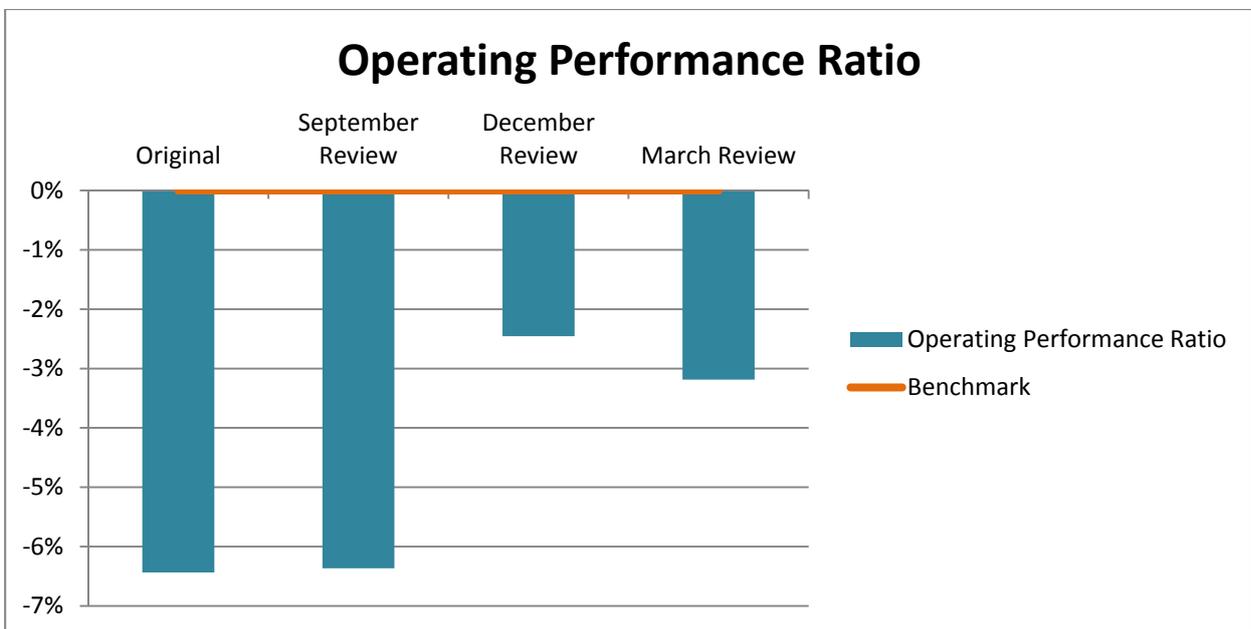
Purpose of Interest Cover Ratio

This ratio measures the availability of operating cash to service interest payments.

Commentary on 2016/17 Result

March 2016/17 Ratio 18.3x

An Interest Cover ratio of 18 times means Council has more than adequate cash to cover interest repayments on its debt. This suggests Council has the capacity to borrow more funds if required.



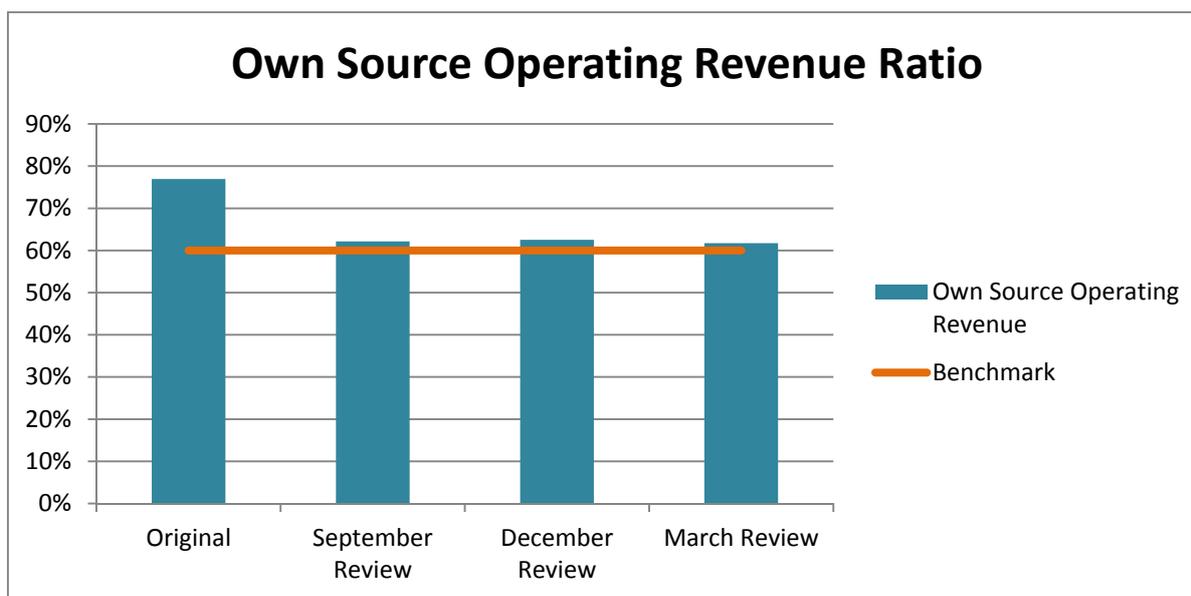
Purpose of Operating Performance Ratio

This ratio measures Councils achievement if containing operating expenses within operating revenue.

Commentary on 2016/17 Result

March 2016/17 Ratio -3.2%

Council continues to work towards the benchmark as a part of Fit for the Future. The ratio has declined to the end of March due to reclassification expenditure.



Purpose of Own Source Revenue Ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as grants and contributions.

Commentary on 2016/17 Result

March 2016/17 Ratio 62%

This ratio has declined due to the \$10m Portland STP grant however it meets the 60% benchmark.

Part A: Contracts Review Statement

2016/17 March Quarterly Budget Review Statement

Contracts Review Statement

For the period 01 January 2017 to 31 March 2017

| Contractor | Contract Detail and Purpose | Contract Value (GST Inc.) | Date | Minute No. | Length of Contract | Budgeted (Y/N) |
|----------------------------------|--|---------------------------|----------|------------|--------------------|----------------|
| Armsign Pty Ltd | Installation of Town Entry Signs | 51,150 | 24/02/17 | N/A | 1 week | Y |
| Morrison Low Consultants Pty Ltd | Professional Services for Fit for the Future | 72,003 | 7/02/17 | 17-21 | 5 months | Y |

Note: Contracts listed are those entered into during the quarter, under review and have not been fully performed or completed of \$50,000 or greater. Contracts for employment are not required to be included.

Part B: Consultancy and Legal Expenses Review Statement

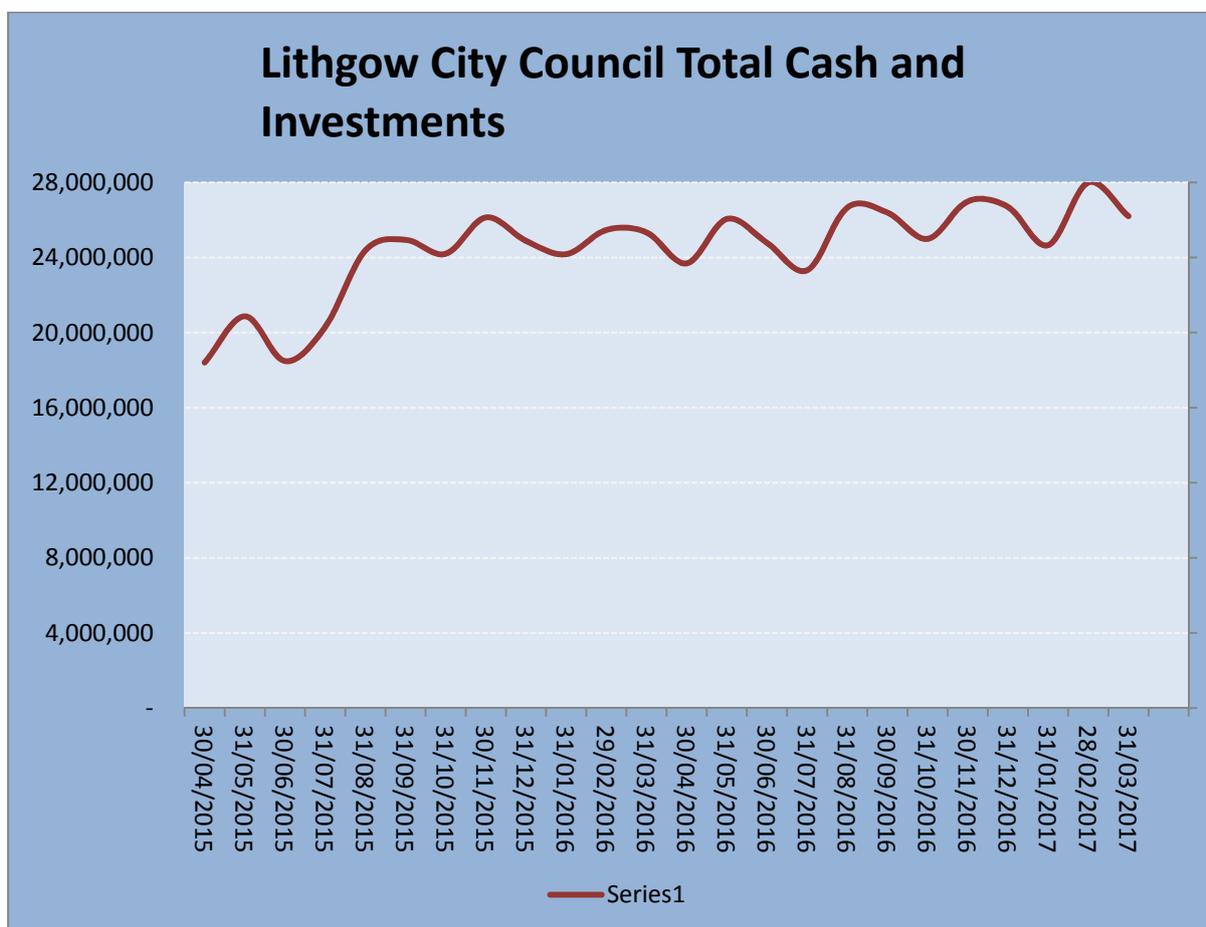
| 2016/17 March Quarterly Budget Review Statement | | |
|--|-------------------------------|----------------------------------|
| Contracts Review Statement | | |
| Actual expenditure 1 January 2017 to 31 March 2017 | | |
| Expense | 3 rd Quarter \$ | Legal Budget Allocation (Y/N) |
| Consultancies | \$157,874.60 | Y |
| Legal Fees | \$12,503.85 | Y |

Note: A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Figure 1

| INSTITUTION | AMOUNT SPENT | Institution % |
|-------------------------|------------------------|---------------|
| AMP | \$5,000,000.00 | 21.00% |
| Auswide Bank Ltd | \$1,000,000.00 | 4.20% |
| Beyond Bank Australia | \$6,500,000.00 | 27.30% |
| CBA | \$1,308,252.80 | 5.50% |
| MEMBERS EQUITY BANK | \$2,000,000.00 | 8.40% |
| MYSTATE BANK LIMITED | \$2,000,000.00 | 8.40% |
| NAB | \$1,000,000.00 | 4.20% |
| Newcastle Permanent | \$1,000,000.00 | 4.20% |
| Rural Bank | \$1,000,000.00 | 4.20% |
| ST GEORGE | \$3,000,138.43 | 12.60% |
| Total Investment | \$23,808,391.23 | 100% |

Figure 2



Attn: Matt Johnson.

Portland Community Group Inc

PO Box 40 Portland 2847

28/3/2017

To The Town planning Dept

To Karen Luka,

I'm writing to you on behalf of the Portland Community Group Inc for your consideration of the availability of council land in Portland that a rotunda can be built on.

The project has been in planning stages for a number of years. However we are now in a position to start looking for an appropriate location

A prominent community land site would be preferred with good visibility and position, like Mick Moore Park on ~~Walden Street~~ ^{Walden St}.

The structure will provide a focal point for community activities and will become a memorial to the original Portland bandstand that was destroyed by fire some years ago.

I have attached a photo of the original bandstand and some sketches of the proposed rotunda, we have raised funding of \$18,400 for the structure of which \$5,000 was donated by the local community, so saying that we have sufficient funds to erect a small version of the original bandstand. Depending on the size of land available to us and funding a larger structure would be a good asset to the community.

ABOUT US:

Formally known as The Portland Development Association Inc which has been running for over 15 years with a membership of 12 we are a small group of local people that support our community with such things as:

Organise and run The Portland Spring Fair

Australia Day Celebration

The beautification and upkeep of Rotary Park

The murals of Portland past around town (Painted by the walnuts)

We also support our local Men's Shed and the SES.

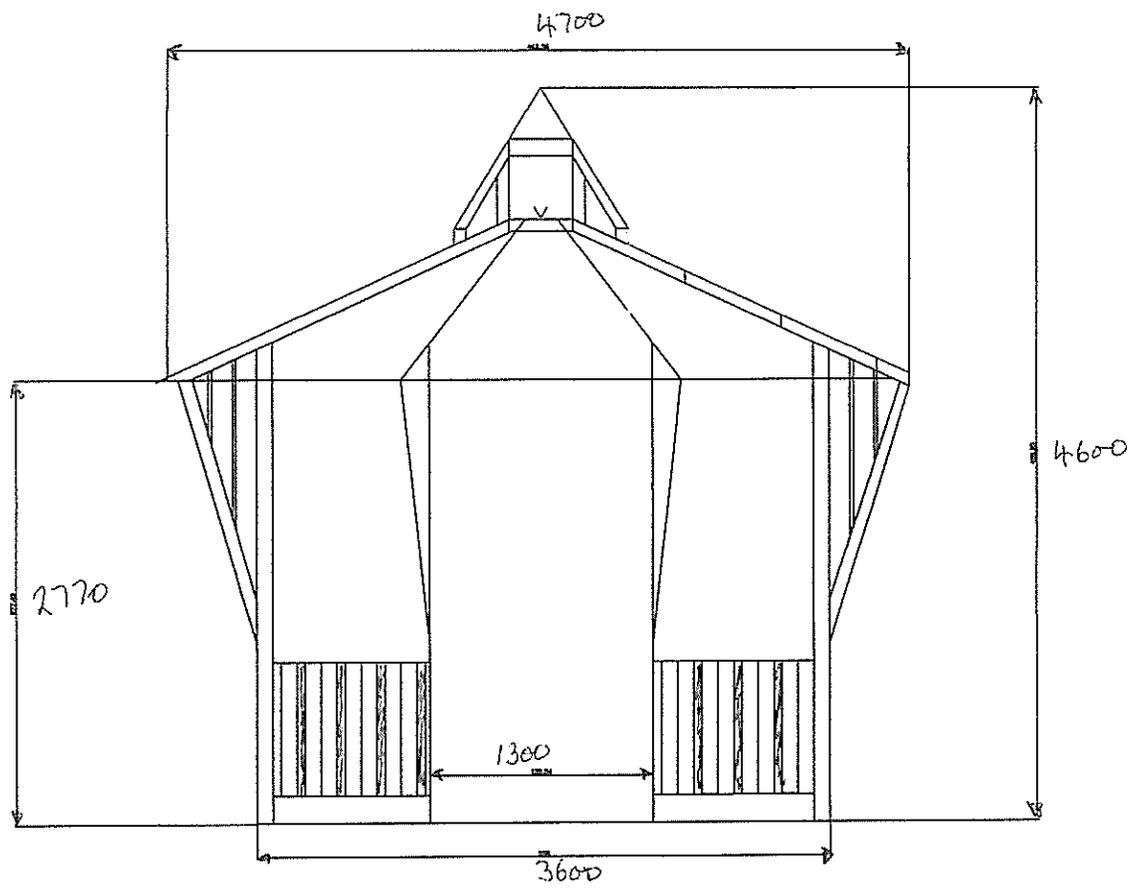
A meeting with council to make sure that the structure meets the area's heritage requirement would be a great help.

Your help in this matter would be greatly appreciated.

You can contact me on [REDACTED] for any further information.

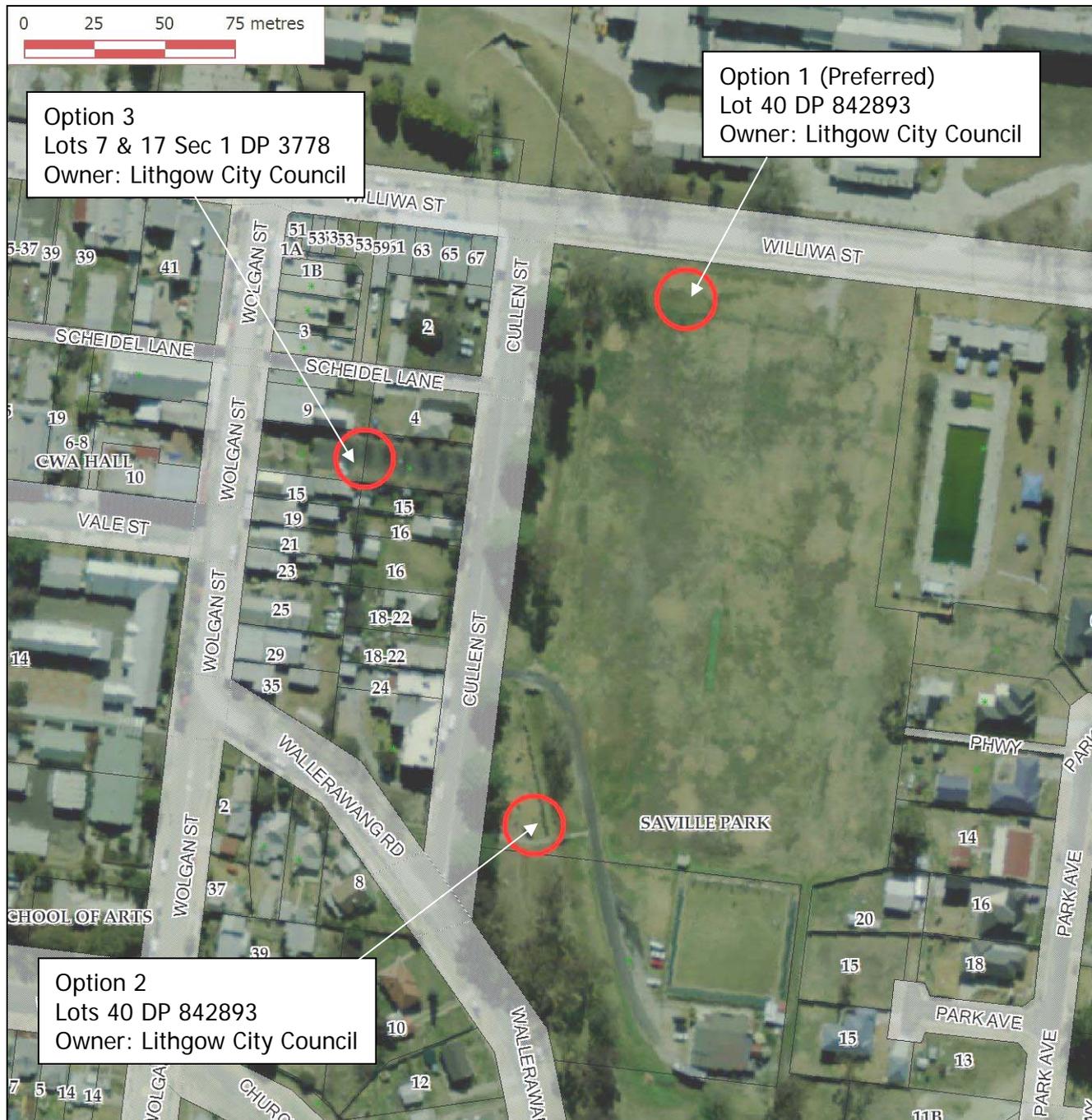
Many Thanks

Stephen O'Reilly (Project Officer)





Proposed Rotunda Locations – Portland NSW 2847



Map Scale: 1:2,215 Map Zoom: 0.3871 km



Disclaimer

This map has been created for the purpose of showing basic locality information over Lithgow City Council. Any error should be reported to the GIS Section, Lithgow City Council. This map is a representation of the information currently held by Lithgow City Council. While every effort has been made to ensure the accuracy of the product, Council accepts no responsibility for any errors or omissions. Any feedback on omissions or errors would be appreciated.



8. FINANCE

Policy 8.1

EXCESSIVE WATER USAGE ALLOWANCE FOR BREAKAGES

Version 4

8. FINANCE

8.1 EXCESSIVE WATER USAGE ALLOWANCE FOR BREAKAGES

OBJECTIVES:

This policy provides a concession for excessive water usage which may be provided to landowners on the first occurrence that a breakage occurs beyond their control or, this would cause excessive water usage accounts that are inconsistent with previous bill levels for the same owner on the same property.

POLICY:

1. The policy applies to property owners seeking a rebate for an undetected leak on their property. A property owner is responsible for all water usage which is recorded on the water meter/s located on their property, the following conditions apply:-
 - 1.1. The policy applies once only for a particular property
 - 1.2. All requests must be in writing
 - 1.3. A request for rebate must be received within a reasonable timeframe from the date that the leak was discovered or within 60 days of receipt of the consumption account.
 - 1.4. All leaks must be repaired and proof of the breakage in infrastructure will need to be substantiated by the way of a tradesman's account showing the date of repairs and or supply of goods.
2. If an application is received in writing for Council to determine an account as showing excessive water usage due to damage to infrastructure on property owner's side of the meter.
 - 2.1. The leakage must have been significant and undetectable. Significant leakage is determine if the water usage for the period in question is greater than 100 kilolitres and is 1.5 times greater than the previous 4 quarters daily average usage. (Undetectable leakage is defined as occurring within pipeline breaks or connections in the ground, under slabs or within walls and is clearly not visible by the owner).
 - 2.2. Council may consider relief for the account if it is evident that the ratepayer will incur financial hardship.
3. Where a rebate is granted, the following will apply,
 - 3.1. Applicants will be charged based on their average consumption for the period that the leak occurred.
 - 3.2. The average consumption is calculated by averaging the previous four billing periods or previous four equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculated the average used.

- 3.3. Where the application meets the criteria specified a reduction 50% rebate to the account will be applicable up to a maximum of \$2,500. Any adjustments over this amount will be directed to Council for approval. Council will have discretion in relation to eligible pensioners to determine any additional rebate appropriate, in a single instance only, as provided under this policy. All other property owners may apply for assistance, where eligible, under Council's Hardship Policy.
4. Only one application will be accepted as a result of an undetectable leak at the same property and by the same owner/s, regardless of whether it is a related event or a separate undetectable leak.

Sewer usage and Trade Waste Charges (non-residential properties)

1. Where a non-residential property, subject to sewer usage and trade waste usage charges based on water consumption, experiences an undetected leak which has not discharged to the sewer system, sewer usage/trade waste charges will not apply in relation to the quantity of water estimated to be the subject of the leak with consideration to the appropriate sewer discharge factor or liquid trade waste factor applicable.
2. Clauses 1, 1.1, 1.2, 1.3, 1.4, 2, 2.1, 2.2, 3, 3.1, 3.2, 3.3 and 4 above apply to any application under this policy.

| | | | | | |
|----------------------------------|----------------------------|---------------------------|---------|------------------------|--------|
| Maintained by Department: | Corporate & Community | Approved by: | Council | Exhibition | |
| Reference: | Dataworks: Policy Register | Council Policy No: | 8.1 | Effective Date: | |
| Min No: | | Version No: | 4 | Reviewed Date: | Jan 17 |
| Attachments: | | | | | |



Minutes

Community Development Committee

Tuesday 9 May 2017

Lithgow City Council

Committee Room

4.00 – 5.00 pm

| Community Development Committee | |
|---------------------------------|----------------------------------|
| Item Number | Agenda |
| 1 | Welcome, Present & apologies |
| 2 | Committee Terms of Reference |
| 3 | Disability Inclusion Action Plan |
| 4 | Financial Assistance |
| 5 | Work program |
| 6 | Meeting Schedule |
| 7 | General Business |

ITEM: 1 WELCOME, PRESENT AND APOLOGIES

Present: Clr Lesslie, Clr Coleman, Clr Statham, Leanne Walding, Bryan Williamson, Rachael Young, Paul Phillips, Sebastian Caruso and Glenda Anthes

Apologies: NIL

Officers: Ally Shelton, Matthew Johnson and Kristy Lenon

Declaration of Interests: In relation to Item 4, Financial Assistance, Rachael Young declared an interest in applications from the Rydal Show Society and Rydal Village Association and Leanne Walding for applications from Child Protection Interagency and Lithgow Community Projects.

THAT The Declarations of Interest be noted.

MOVED: Bryan Williamson **SECONDED:** Paul Phillips
Carried

ITEM: 2 COMMITTEE TERMS OF REFERENCE

SUMMARY

The Committee considered the Terms of Reference and elected a Chairperson and Deputy Chairperson.

COMMENTARY

In accordance with the Committee Terms of Reference, Councillor Lesslie was elected Chairperson and Sebastian Caruso was elected Vice Chairperson.

RECOMMENDATION TO COUNCIL

THAT The election of Councillor Lesslie as Chairperson and Sebastian Caruso as Deputy Chairperson and discussion on the Committee Terms of Reference be noted.

MOVED: Glenda Anthes **SECONDED:** Paul Phillips
Carried

ITEM: 3 DISABILITY INCLUSION ACTION PLAN

SUMMARY

**Minutes
Community Development Committee
9 May 2017**

All NSW councils are required by the *NSW Disability Inclusion Act 2014* to develop a Disability Inclusion Action Plan 2017-2021 (DIAP) by 1 July 2017. Lithgow Council's Disability Inclusion Action Plan has been developed over the past 12 months and will be reported to Council on 8 May 2017 prior to its public exhibition.

COMMENTARY

The draft Lithgow Disability Inclusion Plan identifies four key focus areas of primary importance in creating an inclusive community:

- Developing positive community attitudes and behaviors
- Creating liveable communities
- Supporting access to meaningful employment
- Improving access to services through better systems and processes.

The strategies and actions within the draft plan address these 4 key focus areas.

The Community Development Committee received the draft Lithgow Disability Inclusion Plan and was asked to provide any comments to Council during the exhibition period.

ACTION

THAT The receipt of the draft Lithgow Disability Inclusion Plan and public exhibition period be noted.

MOVED: Clr Coleman **SECONDED:** Sebastian Caruso
Carried

ITEM: 4 FINANCIAL ASSISTANCE

SUMMARY

The Committee was asked to consider the list of Round 1 2017/18 financial assistance applications and to make recommendations to Council on those applications to receive funding.

COMMENTARY

The Committee was advised that there will be about \$73,000 available for allocation in Rounds 1 and 2. Normally more than 50% of this is allocated in Round 1.

The Committee asked that the report be returned to the next CDC meeting with staff recommendations on the projects and amounts to be funded.

ACTION

That the Financial Assistance report be returned to the next CDC meeting with staff recommendations on the remaining projects and amounts to be funded.

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9 May 2017**

A motion was then moved as follows:

MOTION

1. That Council approve \$3,000 in Round 1 2017/18 financial assistance to the Wallerawang and Lidsdale Progress Association for its New Year's Eve Pyrotechnical event.
2. That the balance of the applications be deferred to the next Community Development Committee meeting and that Council staff provide a recommended amount for each line item.

MOVED: Clr Lesslie **SECONDED:** Clr Coleman

AMENDMENT

1. That Council approve \$1,500 in Round 1 2017/18 financial assistance to the Wallerawang and Lidsdale Progress Association for its New Year's Eve Pyrotechnical event.
2. That the balance of the applications be deferred to the next Community Development Committee meeting and that Council staff provide a recommended amount for each line item.

MOVED: Clr Statham **SECONDED:** Rachael Young

The amendment was put and lost.

RESOLVED

1. That Council approve \$3,000 in Round 1 2017/18 financial assistance to the Wallerawang and Lidsdale Progress Association for its New Year's Eve Pyrotechnical event.
2. That the balance of the applications be deferred to the next Community Development Committee meeting and that Council staff provide a recommended amount for each line item.

Carried

ITEM: 5 WORK PROGRAM

SUMMARY

The Committee was asked to consider the issues that fall within the Terms of Reference that it would like to focus on in 2017.

COMMENTARY

The Committee discussed the roll out of the National Disability Insurance Scheme (NDIS) in Lithgow and what the role of the Committee might be in relation to disability issues.

ACTION

THAT The discussion on the Committee's work program be noted

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MOVED: Clr Coleman
Carried

SECONDED: Sebastian Caruso

ITEM: 6 MEETING SCHEDULE

SUMMARY

The Committee was asked to determine a meeting schedule for the remainder of 2017.

COMMENTARY

The Committee resolved to meet bi-monthly at 4:00pm on a Tuesday with the next meeting on Tuesday 20 June 2017. Meeting dates for the remainder of 2017 will be:

20 June
8 August
10 October
12 December

ACTION

THAT the meeting schedule for 2017 be noted.

MOVED: Glenda Anthes
Carried

SECONDED: Paul Phillips

ITEM: 7 GENERAL BUSINESS

SUMMARY

The Committee considered a request from a member of the public to officially name a mountain in the Palmers Oakey locality as Mount Dulabree. Naming requests fall within the Committee's Terms of Reference.

COMMENTARY

The request concerns a mountain 3.8 kilometres east of Mount Strolomo and 6 kilometres north of Mount Horrible and includes the Dulabree Trig Station TS6035. The request advises that the mountain is known to local residents as Mount Dulabree and is the name used to market the surrounding property for sale in 2016.

The Committee resolved to recommend to Council that the proposal be supported.

RECOMMENDATION

THAT Council support the Mount Dulabree naming proposal and place this proposal on public exhibition.

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MOVED: Rachael Young
Carried

SECONDED: Leanne Walding

Meeting Closed 4:50pm

Next Meeting

**Tuesday 20 June at 4:00pm in Lithgow City Council
Committee Room**

From: Lithgow City Council
Sent: Wed, 5 Apr 2017 13:36:50 +1000
To: Technology One Connect
Subject: FW: Seeking support for placename application
Attachments: Placename_application_2016.pdf, Mount Dulabree locality maps.pdf, Rural Sold Lithgow, NSW.pdf

#ECMBODY

Kylie Turner | Senior Records Officer
Records | [Lithgow City Council](#)
Phone: (02) 6354 9999 | Fax: (02) 6351 4259

From: [REDACTED]
Sent: Wednesday, 5 April 2017 1:26 PM
To: Lithgow City Council
Subject: Seeking support for placename application

Hi,

I would like to apply to the Geographical Names Board of New South Wales (GNB) to officially name a mountain that lies within the Lithgow City Council area. The GNB application form states that I need to have the support of the local council before any proposed name will be reviewed.

I am writing to ask whether Lithgow City Council would support my application to GNB to officially name this mountain, as detailed below?

Attached to this email is a copy of my proposed application form together with accompanying supporting documentation (maps and real estate brochure that used the proposed name).

The mountain I would like to apply to be named is in the Palmers Oaky locality, within Lot 96 in DP 755770. It's approximately 3.8km east of Mount Strolomo and 6km north of Mount Horrible. It has the Dulabree Trig. Station (TS6035) positioned in a clearing on the highest point.

I would like to apply to officially name the mountain "Mount Dulabree". I chose that name because based on my conversations with local land holders, that is what it is known as in the local area and was also the name used to market the property for sale in 2016.

Please let me know if you would like to discuss this application. I look forward to hearing from you.

Regards,
[REDACTED]

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FACT SHEET

Placename application

The *Geographical Names Act 1966*, empowers the Geographical Names Board of New South Wales (GNB) to assign names to places, investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name and to apply names with regard to position, extent or otherwise.

Place means any geographical or topographical feature or any district, division, locality, region, city, town, village, settlement, railway station or school or any other place within New South Wales but does not include any road, any local government area, urban area, county district or electoral district.

Individuals, private organisations and government authorities should submit any proposal to assign a geographical name on the attached form.

Prior to application, please refer to the *Guidelines for the determination* of placenames available on the GNB www.gnb.nsw.gov.au

The Naming Proposal form

Please supply as much information as possible to ensure accurate identification of the feature and attach a marked map if possible.

Marked maps should be at an appropriate scale to show all of the feature and the specific pattern of delineation.

The GNB welcomes suggestions for new place names. However, proposals will need to have the support of the local council.

If the proposed name is associated with the flora, fauna, topography, climate, history of the area or another nearby feature, full details should be provided.

Email or post the completed Naming Proposal form with attached maps to:

The Secretary
Geographical Names Board
PO Box 143
Bathurst NSW 2795

T: 1800 025 700
T: +61 2 6332 8214
E: gnb@lpi.nsw.gov.au
www.gnb.nsw.gov.au

Disclaimer

This information is correct at the date of publication; changes after the time of publication may impact upon the accuracy of the material.

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Naming Proposal form

Proposed Geographical Name

Local Government Area

Parish

County

State Electorate

Lot and DP

Area

Location / address

Description of feature, including location and extent (*Limit of 650 characters*)
(*Please attach identification aids e.g. marked map, marked photograph*)

Reason for choice of name (*If the name commemorates a person, please also complete commemorative naming form*)
(*Limit of 320 characters. If insufficient space please attach separate page to the Naming Proposal form*)

Naming proposals approved by the Geographical Names Board will be advertised in local newspapers.

Name of local newspaper(s)

Applicant's name



Address



Telephone



Email



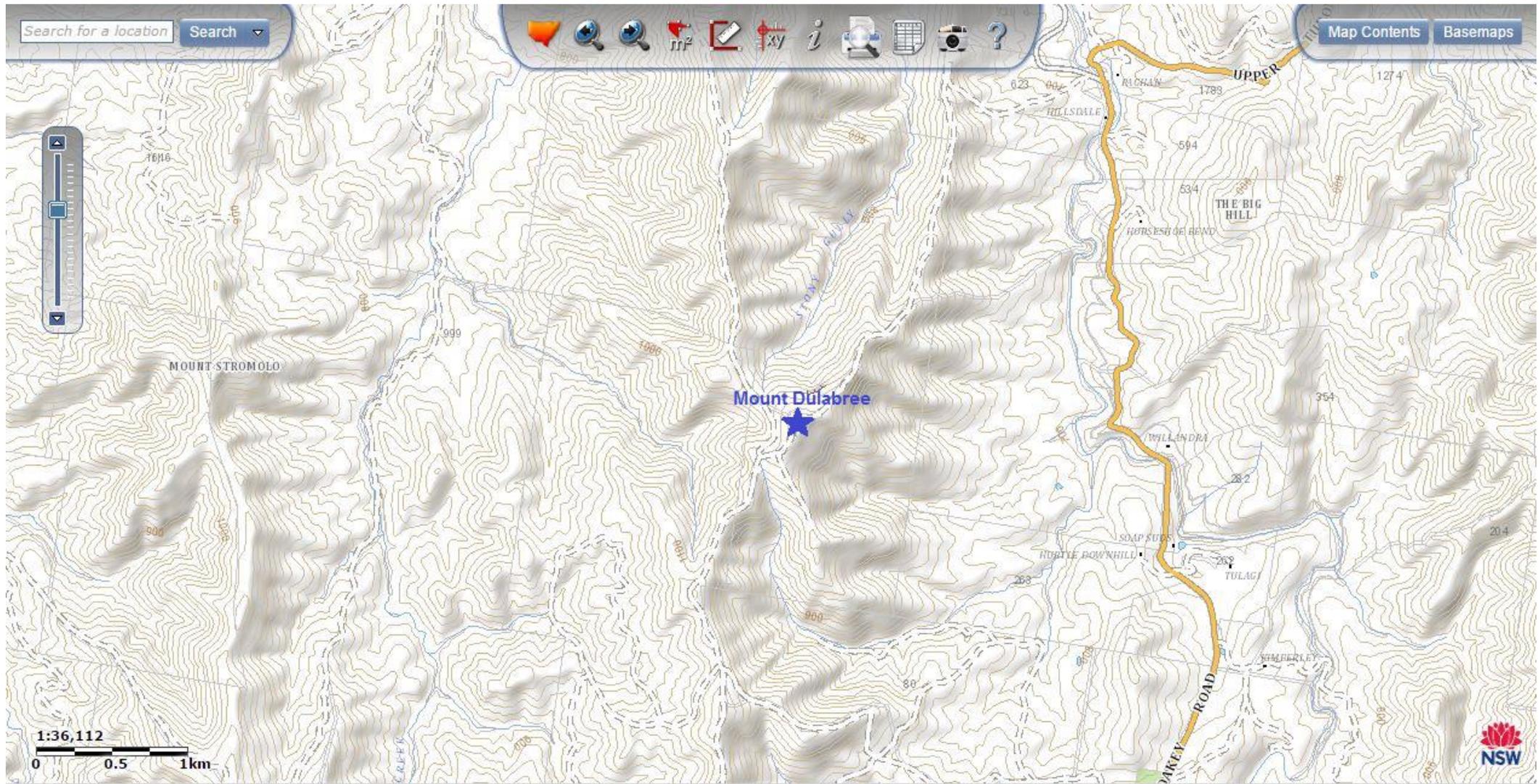
Contact person if not stated above

Date

Your Reference

Please attach any supporting documents to your email

2. Map showing the proposed Mount Dulabree. The star marks the highest point of the mountain.



Map images and aerial photographs sourced from <http://maps.six.nsw.gov.au>

Emms Mooney

Ray White®

Rural Sold at
Lithgow, NSW

Property ID 1450458
Status Sold

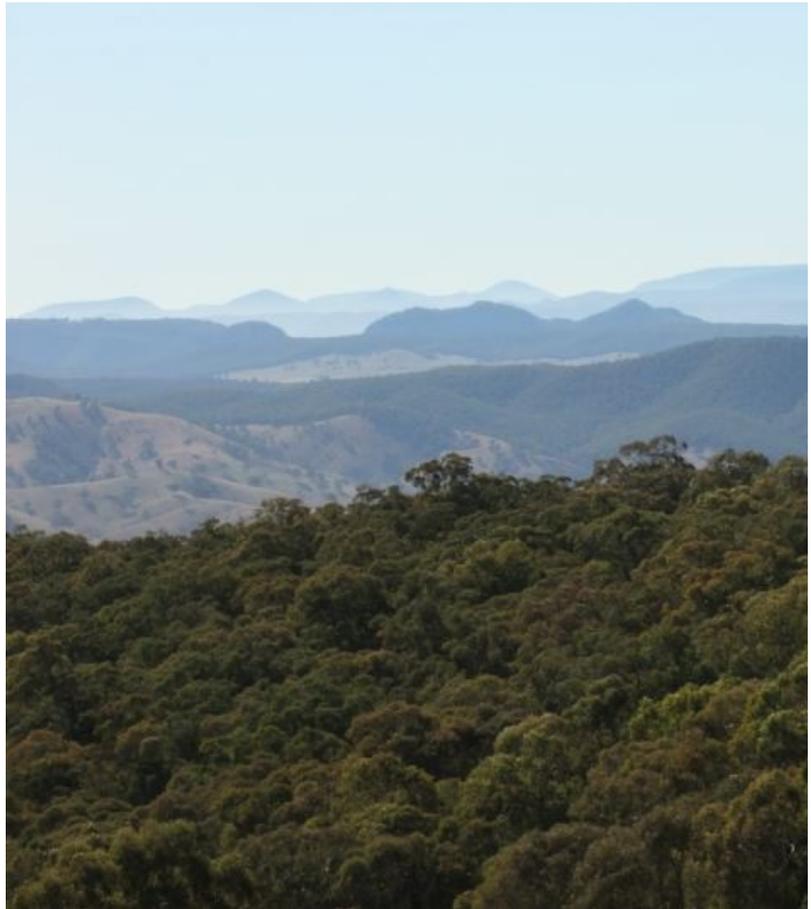
SOLD

2000 Acres Approx - Mostly Pristine Native Bushland

Wild, Untamed Mountain Country in the Lithgow District.
"Dulabree Mt"

Upper Turon Area- Approx 2000 acres located in the upper Turon/Palmers Oaky locality, approx 20 km from the village of Capertee on the Castlereagh Way Highway. The property can also be accessed from the Great Western Highway and is approx one hour from Lithgow and three hours from Sydney. The immediate area is typically a mixture of cleared, timbered and undulating to steep Central Tablelands country. Offering a very scenic outlook in a quiet secluded part of the district.

Country - This rugged, wild, uncleared piece of high country has hardly been touched. There is evidence of a few old fences, accessible tracks & a trig station marking a high point of almost 1200m. The rest is mountain ranges and valleys with minimal open cleared areas. Basically a big piece of wild, untamed Australia, being native bushland, challenging terrain and no doubt abundant wildlife and certainly not suited to any agricultural activity.



Comments - This large pristine holding offers rare scale with unsurpassed outlook, seclusion & privacy, tracks for bike riding, hunting, bush walking & wildlife. Genuine 4WD country but access is quite straight forward. All hidden away except for a very appealing scenic drive of approx 20kms along the Turon River. If you are looking for a 'real' weekend escape or opportunity for outdoor recreational pursuits then this may be just right.

Auction - To be offered for sale by Public Auction - offered as a whole or in two parts.

Inspections - by appointment - Contact Agents





Minutes

Crime Prevention Committee Meeting
Date: Monday 15 May 2017
Venue: Committee Room
Time: 4.00pm

| Lithgow Crime Prevention Committee | |
|------------------------------------|--|
| Item Number | Agenda |
| 1 | Present and Apologies |
| 2 | Election of Chair and Deputy Chair |
| 3 | Terms of Reference |
| 4 | BOCSAR Quarterly Recorded Crime Statistics |
| 5 | Police Report |
| 6 | Committee Work Plan |
| 7 | Meeting Schedule |
| 8 | General Business |

THAT Council appoint a Councillor to the Committee to fill the current vacancy.

MOVED: Danny Whitty
Carried

SECONDED: Sue Rose

ITEM: 4 BOCSAR QUARTERLY RECORDED CRIME STATISTICS

SUMMARY

The latest NSW Bureau of Crime Statistics and Research (BOCSAR) Recorded Crime Statistics Quarterly Report to December 2016 were provided for the committee's consideration.

COMMENTARY

The BOCSAR Quarterly Crime Statistics report dated December 2016 provides details on crime rates for Lithgow Local Government Area as follows:

1. Trends in recorded Criminal Incidents in Lithgow LGA for major offences over the 24 months to December 2016

There were no significant trends over the 24 month period.

1. Ratio to NSW rate (per 100,000 population) of recorded criminal incidents for major offences for 12 months to December 2016.

- Lithgow Murder rates were 11.3 times the NSW rate - there were two murders
- Lithgow rates of Break And Enter Non- Dwelling were 2.8 times the NSW rate
- Lithgow rates of malicious damage to property were 1.8 times the NSW rate.

2. Actual number of recorded criminal incidents in Lithgow LGA for major offences over 12 months to December 2016 compared to the 12 months to December 2015.

A comparison between the two years shows a trend up in Assault (Non-Domestic Violence Related), Fraud and Malicious Damage offences. It was noted that Fraud include a range of offences such as pay-wave fraud, scams and "fail to pay for fuel". This is generally a growing area of crime across the country.

| | Actual Number of Recorded Offences Lithgow | |
|--|---|---------------------------------------|
| | 12 months to December 2016 | 12 months to December 2015 |
| Murder | 2 | 1 |
| Assault (Domestic Violence Related) | 85 | 94 |

Minutes
Crime Prevention Committee Dated 15 May 2017

| | Actual Number of Recorded Offences Lithgow | |
|--|---|---------------------------------------|
| | 12 months to December 2016 | 12 months to December 2015 |
| Assault (Non-Domestic Violence Related) | 124 | 89 |
| Sexual assault | 15 | 18 |
| Indecent assault etc. | 20 | 18 |
| Break And Enter Dwelling | 129 | 115 |
| Break And Enter Non-Dwelling | 92 | 75 |
| Motor vehicle theft | 52 | 40 |
| Steal From Motor Vehicle | 91 | 91 |
| Steal from retail store | 45 | 61 |
| Steal From Dwelling | 94 | 90 |
| Fraud | 148 | 86 |
| Malicious Damage | 316 | 258 |

RECOMMENDATION

THAT Council note the information provided in the NSW Bureau of Crime Statistics and Research (BOCSAR) Recorded Crime Statistics Quarterly Report to December 2016

MOVED: Danny Whitty
Carried

SECONDED: Jeff Smith

ITEM: 5 POLICE REPORT

SUMMARY

Senior Constable Sue Rose provided a report on local crime and policing activities.

COMMENTARY

Data was provided on recorded instances of domestic violence related assault for the first four months of 2017 compared to the same period in 2016.

| | Offences January – April 2017 | Offences January – April 2016 |
|--|--|--|
| DV - verbal | 118 | 79 |
| DV - assaults | 35 | 19 |
| Breach apprehended violence order | 16 | 7 |
| Other (intimidation, | 31 | 32 |

Minutes
Crime Prevention Committee Dated 15 May 2017

| | Offences January – April 2017 | Offences January – April 2016 |
|----------------------------------|--|--|
| stalking, harassment) | | |
| Total offences | 200 | 137 |

It was also reported that there were 73 reports of malicious damage during the period 1/1/17 to 30/4/17.

RECOMMENDATION

THAT The report on local crime and policing activities be noted.

MOVED: Jeff Smith
Carried

SECONDED: Danny Whitty

ITEM: 6 COMMITTEE WORK PLAN

SUMMARY

The Committee was asked to consider priority areas that it wishes to focus on during 2017.

COMMENTARY

The Committee resolved to re-invite a number of agencies that previously sat on the Committee as well as Progress Associations and Sonia Cox from Lithgow Community Health to the next meeting to help identify priority areas for the Committee to focus on:

The Committee also asked that Inspector Sammut be requested to nominate a Police representative on the Committee during his coming absence.

The Committee further asked that Council staff investigate initiatives undertaken by other Councils in relation to crime prevention and circulate these before the next meeting. It was pointed out that Bathurst Council has a "Don't Invite Crime" brochure that may be useful.

ACTION

THAT The discussion on the Committee's work program and membership be noted.

MOVED: Jeff Smith
Carried

SECONDED: Sue Rose

ITEM: 7 COMMITTEE MEETING SCHEDULE

SUMMARY

The Committee was asked to determine a suitable frequency, time and date for future meetings.

COMMENTARY

**Minutes
Crime Prevention Committee Dated 15 May 2017**

The Committee resolved to meet 3 monthly on the 3rd Monday of that month from 3:30 to 4:30pm with the next meeting being on Monday 21 August 2017.

ACTION

THAT The Crime Prevention Committee meet 3 monthly on the 3rd Monday of that month from 3:30 to 4:30pm.

MOVED: Jeff smith
Carried

SECONDED: sue Rose

ITEM: 8 GENERAL BUSINESS

NIL

Meeting Closed 4:59pm

**NEXT MEETING
MONDAY 21 AUGUST 2017
3:30 – 4:30PM
COUNCIL COMMITTEE ROOM**



Minutes

Traffic Advisory Local Committee
18th May 2017



ITEM 1: PRESENT AND APOLOGIES

PRESENT: Glenn Crawford (NSW Police), Prue Britt (RMS - voting), David Vant (RMS - non-voting), Mayor Stephen Lesslie (Council)

APOLOGIES: Michelle McGrath (Representative – Local Member)

OFFICERS: Elias Shirt, Jonathon Edgecombe, Iain Stewart

DECLARATION OF INTERESTS: Nil

ITEM 2: LOCAL TRAFFIC COMMITTEE TERMS OF REFERENCE

The Roads and Maritime Service (RMS) is legislated as the organization responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs, or traffic control facilities, such as medians.

The RMS has delegated certain aspects of the control of traffic on regional and local roads to the Councils of Local Government areas.

The RMS document “Delegation to Councils for the Regulation of Traffic” provides the policy and framework for Councils to exercise the traffic functions delegated to them by the RMS.

A report is attached summarising Council’s legislated and delegated powers regarding traffic management on local roads and how to exercise these powers.

RECOMMENDATION

THAT Council

1. Notes the review of the committee terms of reference.

For: All voting members.

Against: Nil.

ITEM 3: PEDESTRIAN REFUGE – BARTON AVENUE WALLERAWANG

The small community of Wallerawang in the Lithgow LGA is bisected by the arterial road Barton Avenue with minimal formal locations for pedestrians to cross. This separates a significant residential area from the Main Street of town. In addition the route for children to walk to the local primary school from this residential area requires them to cross Barton Avenue.

To improve the connectivity of the community and to promote active transport as a safe option for all residents it is Council's intention to construct a pedestrian refuge on Barton Avenue.

A detailed description of the proposal is included in the attachments.

RECOMMENDATION

THAT Council

1. Constructs a pedestrian refuge at the location detailed in this report
2. Installs Pedestrian and Refuge Island signage in advance of the refuge
3. Installs Parking restriction signage in the vicinity of the refuge
4. Removes a portion of Armco railing at the refuge location
5. Constructs a concrete path connecting the existing footpath to the crossing
6. Conduct appropriate education program to inform public on appropriate use of the facility
7. Check and if required, modify existing lighting to comply with Australian Standards
8. Modification of the No Stopping signage as per discussion.

For: All voting members.

Against: Nil.

ITEM 4: WOLGAN/NEWNES - SINGLE LANE BRIDGE SIGNAGE

At the entrance to the Newnes/Wolgan camping area on Wolgan Road there is a single lane bridge that is 4.5m wide. Currently there is no signage in advance of the bridge warning of the reduced width of road or to control traffic using the bridge.

AS1742.2 states that a 'narrow bridge' sign (W4-1) shall be used in conjunction with a ONE LANE sign (W8-16) when the carriageway of a bridge is less than 5.0m. Additionally a GIVEWAY sign (R) and a NO OVERTAKING OR PASSING sign () shall be installed, one on each approach, to control the flow of traffic over the bridge.

As the carriageway on the bridge is less than 5m wide it is Council's intention to install the required signage on the approaches to the bridge. A signage layout plan and a review of relevant technical information are included in the attachments.

RECOMMENDATION

THAT Council

1. Installs the required signage as per the attached signage plan
2. Modify the plans to include D4-3(L) & (R) signage as per Fig. 4.11 of AS 1742.2 - 2009

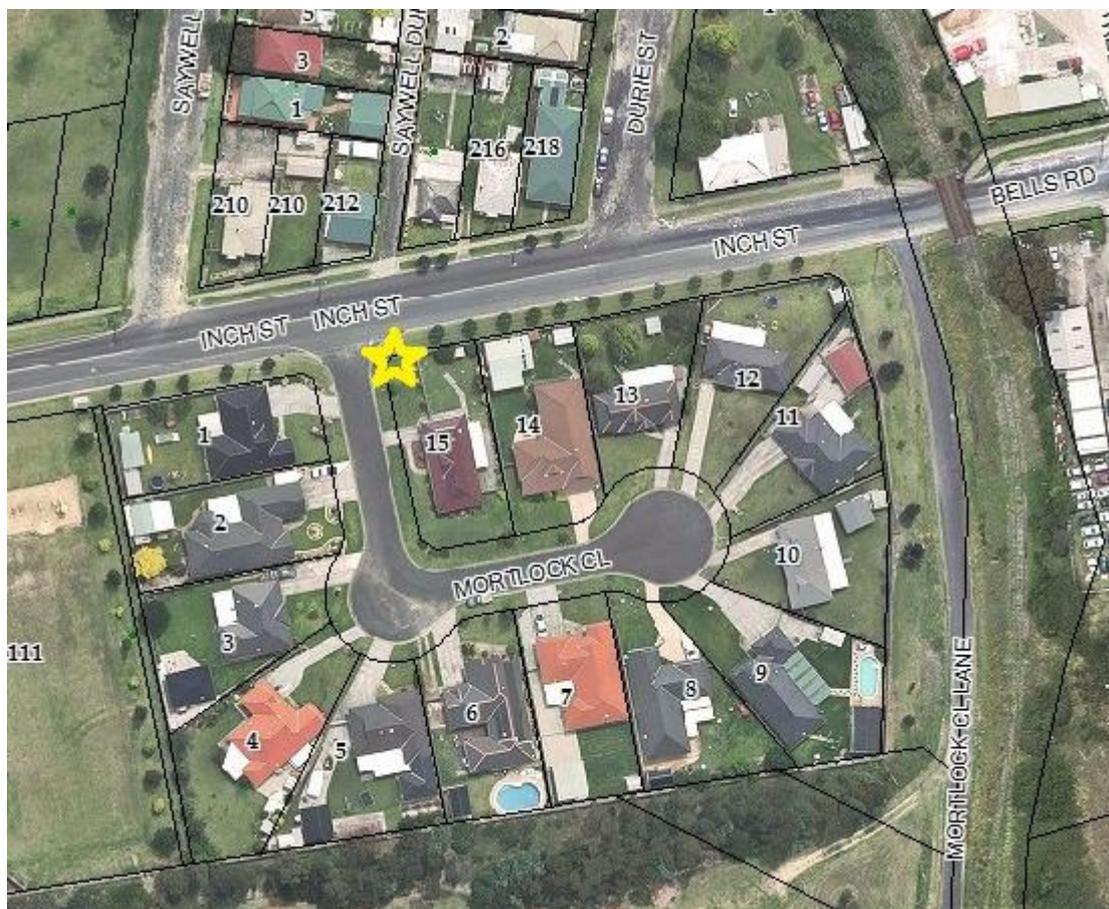
For: All voting members.

Against: Nil.

ITEM 5: MORTLOCK CLOSE – NO THROUGH ROAD

A member of the community has raised a concern about heavy vehicles mistakenly turning into Mortlock Close, Lithgow. To prevent this issue Council wishes to install a No-Through Road sign at the Mortlock Close/Inch St intersection. The sign will be put on the existing sign post beneath the Mortlock Close Street sign.

The proposed sign (G9-18) is delegated to Council for authorisation in the RMS sign database.



RECOMMENDATION

THAT Council

1. Installs the required signage as per the attached signage plan
2. Investigate and action the opportunity of installing advanced warning signage which notifies heavy vehicles of the 3.8m height restriction at the intersection of Inch Street and Bells Road.

For: All voting members.

Against: Nil.

ITEM 6: GENERAL BUSINESS

1. McKanes Falls Road Bridge Load Limit

Issue: Council raised the concerns of local residents not being able to access their properties on McKanes Falls Road due to the newly installed “Road closed for vehicles over 4.5t”.

Discussion: The committee discussed the appropriateness of the existing signage. Changing the signage at the entrances to McKanes Falls Road to a load limit would allow vehicles over 4.5t to use the road if their destination is prior to the bridge. The road closure for heavy vehicles would be strictly maintained on the bridge. In addition an advanced sign warning of the bridge closure could be installed at the entrances to McKanes Falls Road.

Outcome: Council to consult with Daniel Weber (RMS Project Manager) with the intention of redesigning the signage in this area.

2. Browns Gap Road – Line marking.

Issue: NSW Police and Mayor commented on the requirement for line marking to be installed ASAP on the new works completed on Browns Gap Road.

Outcome: This work is going to tender shortly and is to be completed prior to the end of financial year.

3. Bender/Rushworth Walk

Issue: RMS raised the upcoming “Bender/Rushworth Walk” as a Class 2 event which would require consultation with the TALC Committee

Outcome: Council to send out by email information regarding the Bender/Rushworth Walk for consideration by the TALC Committee.

Date of Next Meeting: TBA based on future requirement.

Closed: 12:01PM

ITEM ENVIRO - CLOSED REPORT - CONFIDENTIAL - 26/10/15- GUMNUT HOUSE LEASE OPTION

REPORT BY: A MUIR - GROUP MANAGER OF ENVIRONMENT AND DEVELOPMENT

Reason for Confidentiality

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

- c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business

REFERENCE

Min No 12-197: Ordinary Meeting of Council held on 4 June 2012

SUMMARY

The purpose of this report is to advise Council of the current and proposed future tenancy arrangements in relation to 21 Proto Avenue Lithgow known as Gumnut House.

COMMENTARY

The subject property is owned by Council and is classified as “operational” land in accordance with clause 25 & 26 of the Local Government Act 1993. The land is therefore not encumbered by any restrictions in regard to establishing a lease, license or other estate or disposal of the site in this regard.

In the early 1990’s due to the growing demand for child care places and the lack of child care facilities within the Lithgow LGA, Council in partnering with the local community and the NSW Government, was able to deliver the Proto Avenue facility to the Lithgow community.

The 1993 Funding Deed of Agreement with the NSW State Government which accompanied the development of the centre restricted Councils dealings in the subject land for a period of twenty one (21) years, including restrictions on rental charges for the use of the facility as a child care centre by any management committee. This deed expired on 2 June 2014, so Council now has unrestricted tenure of the site in this regard.

The premises at 21 Proto Avenue Lithgow are currently occupied by SDN Children’s Service who took over the lease and operation of the child care centre in 2012 from the now de-registered Gumnut House Centre for Early Learning Inc. The lease for the premises commenced 3 June 1994 and expired 2 June 2015.

Part of the premises, namely rooms G1 & G2 and designated parking space adjacent to such rooms (indicated in the lease plan as Attachment 1), were the subject of a lease to Galloping Gumnut Mobile Children’s Services Van Inc commencing 3 June 1997. This lease contained a schedule of 5 x 3yr lease options, with the final lease expiring on 2 June 2015. Galloping Gumnut have not occupied rooms G1 & G2 or the designated parking space since 2006. They do have a private agreement with SDN Children’s Services for utilisation of the storage shed located on Lot 100 DP 1003963. The utilisation of the storage shed by Galloping Gumnut Mobile Children’s Services Van Inc, is at the discretion of the current tenant SDN Children’s Services.

A Caveat was placed on Lot 298 DP 751650 by Galloping Gumnut in 2006, declaring an interest in the land by the group. It is believed that Galloping Gumnut placed the caveat over the land on the basis they contended that they had a registrable interest in the land by virtue of the construction of a storage shed. However, recent

investigations have found that the caveat exists on Lot 100 DP 1003963, not Lot 298 DP 751650 where the storage shed is located.

Notwithstanding the above, all leases issued in relation to the site for the conduct of child care services by both SDN Children's Service and Galloping Gumnut, covering Lots 298 & 299 DP 751650 and Lot 100 DP 1003963, have now expired.

SDN Children's Services continue to occupy the premises in Proto Avenue in accordance with Clause 8.04 of the expired lease as a monthly tenant. Either Council or the tenant can supply notice to quit the premises giving one (1) months notice. Council is not obliged to provide notice to quit the site to Galloping Gumnut, as they do not currently hold a lease for the use of the shed located on Lot 100 DP 1003963.

The table below is a summary of all current and historical legal instruments applying to the land:

Table 1 Current and historical legal instruments applying to the subject lands

| Legal Instrument | Term | Current/Expired |
|---|--|-----------------|
| Deed of Agreement Lithgow Council and the Department of Community Services | 21yrs 3/6/1993-2/6/2014 | Expired |
| Lease Lithgow Rural Multi Purpose Child Care Centre(LRMPCCC) over Lot 298/299 DP 751650, reassigned to SDN Children's Services June 2012 | 21yrs 3/6/1994-2/6/2015 | Expired |
| Lease Galloping Gumnut Mobile Children's Services for rooms G1 & G2 and designated parking space adjacent to such rooms over Lot 298 DP 751650. | 3yrs + 5 x 3yr options 3/6/1997-2/6/2015 | Expired |
| Lease Lithgow Rural Multi Purpose Child Care Centre over Lot 100 DP 1003963 reassigned to SDN Children's Services June 2012 | 15yrs 4mths 3/2/2000-2/6/2015 | Expired |
| Caveat on Lot 298 DP 751650 by Galloping Gumnut Mobile Children's Services | The storage shed in which Galloping Gumnut Mobile Children's Services are declaring an interest is located on Lot100 DP 1003963, not Lot 298 DP 751650 on which the caveat exists. | Current |

Current Provision of Child Care Services in Lithgow LGA

In the case of child care centres in the Lithgow LGA, Lithgow Council has historically adopted the position as landlord and/or advocate by providing access to Council's financial assistance program. Child care centres in the Lithgow LGA include:

- Gumnut House Lithgow – Council owned and leased to SDN Children's Services
- Blinky Bill Portland Inc – Not for profit operating on Crown land of which the incorporation is the Trust Manager
- Lithgow Child Care Centre – Private commercial operation

The Proto Avenue centre is the only child care facility in the LGA where the building asset is owned by Council and whereby the rental is significantly subsidised by Council as a result of the now expired 1993 funding deed related to its initial construction.

SDN Children's Services, who occupy the Proto Ave site, are a not for profit organisation who operate in a "sponsor" role within the child care industry in accordance with the following definition:

"Sponsored": A number of services are managed by an organisation, sometimes with advisory committees comprised of parents and community members. The approved provider is the sponsor body, which makes all major legal, financial, employment, planning and policy-making decisions and is guided by the elected advisory committees. Sponsor organisations may only run education and care services or may also manage other community services. Sponsor organisations can be incorporated as a company limited by guarantee, an association, a co-operative or under a special act of Parliament (for example, Uniting Care children's services).

Market Appraisal

Council engaged the services of Ralph Toyer and Associates, Valuers and Property Consultants, to prepare a market appraisal to determine the current market rental for the Proto Avenue site.

The property is currently leased under the following terms:

Table 2 Current Lease Terms

| Tenant/Lessee | Lease Details | Rental GST Ex | *Outgoings | 14/15 outgoings applied |
|---|--|---------------|------------|---|
| Lithgow Rural Multi Purpose Child Care Association Incorporated assigned to SDN Children's Services June 2012 | Lots 298 & 299 21 years commencing 3 June 1994 Lot 100 15 years and 4 months commencing 3 February 2000 | \$100p.a | Lessee | 14/15 Financial year SDN paid \$ 3823.00 Water/Wastewater and Trade Waste Charges and \$8164.90 towards rate charge |

*Outgoings applicable are rates and water and wastewater usage charges and trade waste charges

The valuation procedure adopted by the property consultant was by direct comparison of rentals of child care centres in regional NSW. Table 3 below, provides the rental evidence on a private and confidential basis which was utilised by the consultant in determining the recommended rental for the Proto Ave site.

Table 3 Comparative regional rental evidence

| Location | Term Years | Date Licensed | Numbers | Rental p/a | Rate per Place p/a |
|---------------------------|------------|---------------|---------|------------|--------------------|
| Forest Hill - Wagga Wagga | 10+5 | January 2015 | 86 | \$177,118 | \$2,068 |
| Orange Centre West NSW | 10+5+5 | May 2014 | 120 | \$210,000 | \$1,750 |
| Orange | 10+5+5 | April 2014 | 120 | \$210,000 | \$1,750 |

| Location | Term Years | Date Licensed | Numbers | Rental p/a | Rate per Place p/a |
|-------------------------------|------------|---------------|---------|------------|--------------------|
| Glenfield Park - Wagga Wagga | 10+10 | February 2014 | 84 | \$208,000 | \$2,476 |
| Bathurst | 10+5+5 | January 2014 | 96 | \$180,000 | \$1,875 |
| Gungahlin ACT | 15+5+5 | October 2013 | 90 | \$180,000 | \$2,000 |
| East Maitland | 10+3x5 | August 2013 | 80 | \$210,000 | \$2,625 |
| Morisset - Hunter region | 10+3x5 | May 2013 | 59 | \$145,000 | \$2,458 |
| Cardiff South - Hunter region | 10+3x5 | May 2013 | 72 | \$156,000 | \$2,167 |
| Lake Albert - Wagga Wagga | 10+10+10 | January 2012 | 59 | \$143,500 | \$2,432 |
| Aberglasslyn - Hunter region | 10+3x5 | January 2012 | 88 | \$190,000 | \$2,159 |

The consultant has concluded that based on recently negotiated rental evidence for modern "purpose-built" Child Care Centres with fee levels similar to those estimated for the Proto Avenue Lithgow service and located within regional areas of NSW, a fee range in the vicinity of \$1,750 (large centres) to \$2,625 (smaller centres) per approved place per annum nett plus GST is achievable.

For the Proto Avenue site, the consultant is recommending a rate of \$1,800 per approved place, being 66 places x \$1,800/place which equates to \$118,800 p.a. plus GST plus CPI and outgoings. This is also based on a ten (10) year term with 2 x 5year options.

The consultant does however further recommend that for negotiation purposes a rental in the range of \$110,000 to \$120,000pa is considered an appropriate outcome.

Child Care and Local Government

The study, "Childcare, roads, rates and rubbish; NSW Local Government and Early Education and Care" January 2013, commissioned by the NSW Community Child Care Cooperative and Australian Community Children's Services NSW, found that many councils in NSW have an ongoing involvement in early education and care through both direct provision of services and facilitating the provision of services in their area through such mechanisms as leasing of council premises at reduced rents. The study found that participating Councils believe there are a range of benefits of local government involvement in the provision of education and care for their local government area. These benefits have been expressed as including:

- Meeting Council's requirement to plan for children's needs under the Local Government Act;

- Ensuring the provision of high quality affordable and accessible education and care within a council's LGA;
- Long term social and economic benefits;
- Investment in a service type with high economic and social returns; and
- Meeting residents' desires for council provided early education and care services.

In its role as landlord, the study also found that many councils also provide assistance to not-for-profit community-based early childhood education and care services through provision of premises at free or under market rental rates and or through direct funding. These may be issues that Council wishes to consider in its deliberations.

Given that the circumstances surrounding the operation of the Proto Avenue site and the changes to child care services since the centre was first established in 1993, it is considered that Council should enter into negotiations for the future lease of the site starting from a point of securing a market rental as determined through the valuation process as presented in this report.

As Council currently has a hold over lease arrangement with SDN Childcare Services it is considered appropriate that Council first negotiate with this incumbent tenant. Should such negotiations be unsuccessful, it is considered appropriate that Council then undertake a wider Expression of Interest process to explore further market interest in the site. SDN Childcare Services would be invited to fully participate in this process.

POLICY IMPLICATIONS

NIL arising from this report

FINANCIAL IMPLICATIONS

NIL arising from this report

LEGAL IMPLICATIONS

Removal of the Caveat from Lot 298 DP 751650 will require one of the following actions:

- Lodgement of a dealing on the title (e.g. new lease). If no objection to the dealing by the caveator is received by the Registrar within 30 days of notice being given the caveat will lapse. This process can also be assisted if agreement is reached with the caveator beforehand.

or

- Application to the Court to have the caveat removed

Should such caveat not be removed from title, Council's future dealings in relation to the site including new lease or disposal will be restricted.

ATTACHMENTS

1. Lease area

RECOMMENDATION

THAT:

1. Council liaise with the current tenant, SDN Children's Services, in regards to securing a new lease of the site for a 66 place child care centre, at a market rental in the range recommended by Council is of Valuer and seeking a lease term of 10 years with 2 x 5 year options.
2. If negotiations with SDN Children's Services are unsuccessful, Council move to an Expression of Interest (EOI) process in order to secure a new tenant/lease for the premises.
3. LeFevre and Co be instructed to arrange removal of the caveat from Lot 298 DP 751650.

4. Council advise Galloping Gumnut Mobile Children's Services Van Inc, that lease of the premises at 21 Proto Avenue Lithgow with SDN Children's Services expired on 2 June 2015, and that Council will be pursuing a new lease for the whole of the premises via direct negotiation with SDN.