

Our Place Our Future

Delivery Program
2017 - 2021
Operational Plan
2019- 2020

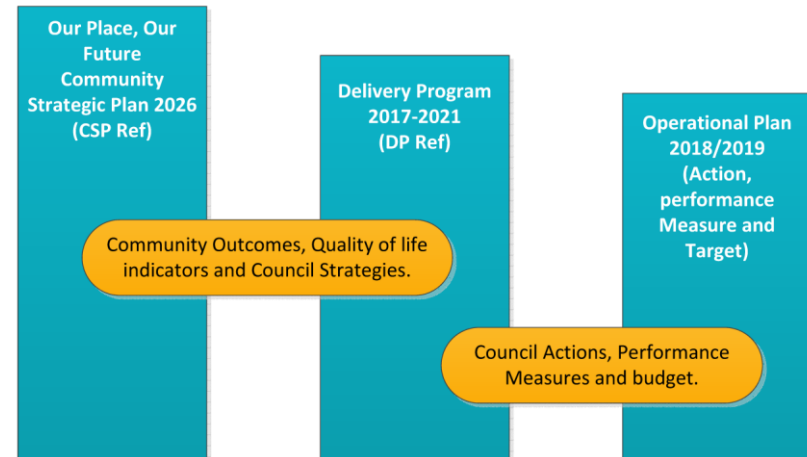
Six Monthly Progress Report
July - December 2019



Lithgow
CITY COUNCIL

Lithgow City Council is pleased to present its July – December Progress Report. This report has been developed for our community, to share our progress over the past 6 months against the combined 2017-2021 Delivery Program and 2019/20 Operational Plan. It provides a summary of the achievements we have made in working towards the Community Strategic Plan. This report summarises our activities under each of our key themes:

- Caring for our Community
- Strengthening our Economy
- Developing our Built Environment
- Enhancing our Natural Environment
- Responsible Governance and Civic Leadership.





Developing our Built Environment

BE1 Our built environment blends with the natural and cultural environment

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
BE1.1	We provide a respectful cemetery service.	BE1.1.1	Monitor and report on the number of complaints received.	Completed	100%	3 Customer requests were lodged during this period. 2 requesting maintenance repairs to our rural cemeteries and 1 to book an interment in the new year. Council were also in receipt of a complaint (via letter) in relation to an interment of ashes into the Lithgow Cemetery and how the service was conducted.
		BE1.1.2	Construct a new lawn beam at Lithgow Cemetery	Deferred to next financial year	0%	There is currently ample allocation and the construction of a new lawn beam can be deferred to the following financial year.
		BE1.1.2	Construct Kerb & guttering and seal interior roads at Lithgow Cemetery	Progressing	70%	All Kerb & Guttering has been completed, budget for sealing to be confirmed with sealing to commence mid to late February.
		BE1.1.2	Install a new memorial garden at Lithgow Cemetery	Completed	100%	Installation of the new memorial garden completed.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.1.2	Installation of irrigation at Portland Cemetery	Completed	100%	All components of the project have been installed.
		BE1.1.2	Undertake tree removal at Capertee Cemetery.	Not Due To Start	10%	<p>Currently awaiting a scheduled power outage by our Electricity supplier to undertake the work.</p> <p>If we have to enlist their services the cost will be greater, adding 35% to the cost</p> <p>Additional quotes have been sort after, a decision based on budget will be made towards the end of financial year</p>
BE1.2	We provide cultural and recreational infrastructure that meets the needs of the community.	BE1.2.1	<p>Implement the CBD Revitalisation Action Plan.</p> <p>- Seek funding for Stage 2 of the Lithgow CBD Revitalisation Program.</p>	Progressing	10%	A substantial application submitted under Round 4 of the Building Better Regions Fund. Alternative, cheaper options have been developed in case of a negative response to the submission. Awaiting response.
		BE1.2.2	Develop and maintain gardens, parks, reserves,	Progressing	60%	All works progressing

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
			street trees and other public spaces.			
		BE1.2.2	<p>Develop and maintain gardens, parks, reserves, street trees and other public spaces.</p> <p>Implement the Drought Communities Funding Program</p> <p>- Upgrade and improve the Children's Playgrounds at Marrangaroo and Strathlone.</p>	Progressing	50%	Marrangaroo playground completed. Strathlone playground modified to Wallerawang playground. Wallerawang playground has been completed. Maintenance of parks and gardens progressing.
		BE1.2.2	<p>Develop and maintain gardens, parks, reserves, street trees and other public spaces.</p> <p>Install an accessible fishing platform at Lake Wallace.</p>	Progressing	20%	A grant submission has been submitted. works will commence if the grant submission is successful.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.2.2	<p>Develop and maintain gardens, parks, reserves, street trees and other public spaces.</p> <ul style="list-style-type: none"> - Queen Elizabeth Park - Endeavour Park - Lidsdale Park. 	Progressing	10%	Queen Elizabeth Park shed at nursery requires urgent replacement. \$53,000 has been allocated to this and works will commence in new year.
		BE1.2.3	<p>Manage and prepare playing fields ensuring availability for use except in exceptional wet weather conditions.</p> <p>Implement the Drought Communities Funding Program</p> <ul style="list-style-type: none"> - Install Sporting Field Irrigation Systems at Lithgow, Wallerawang and Portland. - Install Storm Water Harvesting for use at Portland Golf Club 	Completed	100%	Project complete.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.2.3	<p>Manage and prepare playing fields ensuring availability for use except in exceptional wet weather conditions.</p> <p>Upgrade Lithgow Golf Course</p>	Not Due to Start	0%	\$75,000 allocated to reconstruction of the Golf Club Shed. To be completed by new Buildings Supervisor upon Commencement.
		BE1.2.3	<p>Manage and prepare playing fields ensuring availability for use except in exceptional wet weather conditions.</p> <p>Install new fencing at Marjorie Jackson Oval.</p>	Not due to Start	0%	\$45,000 has been allocated to new fencing at Marjorie Jackson Oval and works will commence in the new year.
		BE1.2.3	Complete the upgrade of the Wallerawang and Portland Skateparks.	Completed	100%	Works completed and an open day was held at both Wallerawang and Portland Skateparks on 23 November 2019
		BE1.2.4	Farmers Creek developed to encourage environmentally sustainable recreational and tourist use.	Completed	100%	Footpath has been constructed between Sandford Ave and Albert Street and Footbridge has been installed.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.2.5	Organise Sports Advisory Committee meetings in accordance with the committee terms of reference.	Completed	100%	The Sports Advisory Committee met every second month in second half of 2019 in accordance with the committee's terms of reference.
		BE1.2.6	<p>Provide support to recreational activities and organisations in accordance with Council's Financial Assistance Policy.</p> <p>- Support provided to applicants for financial assistance to attend or participate in special events.</p>	Progressing	50%	<p>Council awarded a total of \$600.00 worth of financial assistance during the second quarter.</p> <p>\$300.00 was award to Declan Unsworth for his selection in the Under 13's NSW state side to represent at the National Hockey Championships that were held in Hobart.</p> <p>\$300.00 was also awarded to Maggie Thompson for her selection in the Under 13's NSW state side to represent at the National Hockey Championships that were held in Hobart.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action	Status	Progress	Comments
		BE1.2.7 Improve the quality of life of rural village communities. Construct a shelter over the sand pit and/or swing set at Old Hartley School Hub.	Not Due to Start	0%	Council staff to meet with Hartley District Progress association in Feb/March 2020 to finalise planning
		BE1.2.7 Improve the quality of life of rural village communities. Install heritage signs on local heritage buildings in Rydal	Not Due to Start	0%	Council staff to consult in February 2020 with Rydal Village Association to finalise planning.
		BE1.2.7 Improve the quality of life of rural village communities. Refresh soft fall and update playground edging at Merv Crane Memorial Park, Cullen Bullen	Not Due to Start	0%	Scheduled to commence in third quarter.
		BE1.2.7 Improve the quality of life of rural village communities. Screening of the Waste Transfer Station and/or installation of a new Community Notice Board at Tarana	Not Due to Start	0%	Council staff to meet with Tarana Valley community Group in February 2020 to discuss and commence works.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.2.8	Develop and operate the JM Robson Aquatic Centre using Council resources and associated oncosts. - Installation of Solar Panels	Progressing	10%	Quotations sought for installation of panels - 2 received. Recently advised that Development Application is required in order to proceed.
		BE1.2.8	Develop and operate the JM Robson Aquatic Centre using Council resources and associated oncosts.	Progressing	50%	<p>The centre is operated in relation to industry standards and guidelines, as a centre we monitor changing policies and procedures to ensure we are constantly up to date with the industry</p> <p>Working with management we assess and work to the budget to ensure the safe but financially stable running of the centre</p> <p>New Staffing Structure recently put in place, operational improvements have begun, this will lead to more revenue opportunities moving forward</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
				JM Robson Aquatic Centre (July – December 2019)		Actual
				Number of patrons utilising the Aquatic Centre Facilities		30,660
				Number of bookings for the Kids Party Package		58
				Number of children using the Learn to Swim Program		2,066
				Number of patrons using the exercise programs		1,849
3	Provide an Environmental Health Inspections Program.	BE1.3.1	Undertake activities identified in the Trade Waste Policy.	Progressing	50%	Due to resourcing the Trade Waste Program has not been acted on. During the July – December period: <ul style="list-style-type: none"> • 3 applications were assessed and processed. • 1 property was assessed for non-compliance in July. • 3 inspections were undertaken.
		BE1.3.2	Conduct public health and food inspections.	Progressing	50%	33 Food Inspections were undertaken during the July – December 2019 period.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
BE1.4	Match infrastructure with development.	BE1.4.1	<p>Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability</p> <p>Implement the Drought Communities Funding Program</p> <p>Undertake upgrades to Community Halls.</p>	Completed	100%	<ul style="list-style-type: none"> • Capertee Hall – roof painting and installation of a false ceiling. • Wallerawang Netball Stadium – floor renewal • Lithgow Girl Guides Hall – exterior painting.
		BE1.4.1	<p>Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability</p> <p>Implement the Drought Communities Funding Program</p> <p>Upgrade the Wool Pavilion at Rydal Showground and construct an accessible toilet.</p>	Cancelled	0%	<p>Project cancelled as Council was unable to obtain agreement with the landowners to proceed within the allocated timeframe. Project funds were reallocated to the reconstruction and refurbishment of the footpath between High Street and Railway Street, Portland. This project is complete.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability - Lithgow Depot Store Rebuild Project	Progressing	20%	Calling for expressions of interest for a design and construct project with a reduced scope in the specification. To occur prior to the end of March 2020.
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability - Lithgow Library external painting	Cancelled	0%	Scheduled painting works were cancelled due to need for urgent demolition of awning and parapet which will be re-built in 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.1	<p>Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability</p> <p>-Lithgow Library Refurbishment</p> <p>- Installation of a glass balustrade and installation of air conditioning for the mezzanine level (local studies area), signage, furnishings and fittings.</p>	Cancelled	0%	Council was unsuccessful in obtaining funding therefore this project was cancelled.
		BE1.4.1	<p>Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability.</p> <p>- Construct dressing rooms at the Union Theatre</p>	Progressing	60%	Construction works are well underway with lockup stage expected to be achieved in quarter 2. Completion has been delayed due to unforeseen site conditions and damage of lift in transit. Completion now expected February 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Implement the General Asset Building Maintenance Program	Progressing	45%	Building maintenance and upgrades progressing.
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Install a new sound and lighting system at the Union Theatre	Deferred to next financial year	50%	Detailed specifications have been developed and a lighting console purchased. The Project will be completed in the January – June reporting period.
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Installation of solar panels at the JM Robson Aquatic Centre	Progressing	10%	Quotations sought for installation of panels - 2 received. A Development Application will be submitted in third quarter.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action	Status	Progress	Comments
		BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Lithgow Visitors Centre Gallery Refurbishment	Completed	100%	Gallery launched at industry forum in late November 2019.
		BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Maintain existing bus shelters as required by the community.	Progressing	25%	Bus shelters demolition and reconstruction occurring at Pipers Flat Road. Removal of old defunct brick and corrugated steel structure and replacement with new colorbond fixture.
		BE1.4.1 Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. - Replace the Pioneer Park Toilets.	Progressing	5%	Site location to be determined based on requirement of Sydney Trains

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. Upgrade toilet facilities at Rydal Showground	Cancelled	0%	Project cancelled as Council was unable to obtain agreement with the landowners to proceed within the allocated timeframe. Project funds were reallocated to the reconstruction and refurbishment of the footpath between High Street and Railway Street, Portland. This project is complete.
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability Installation of a new remote access gate to improve security at Lithgow Depot	Not Due to Start	10%	Quotes received. Commencement responsibility of new Building Works Coordinator who recently commenced. Project scheduled to commence in 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.1	Maintain and upgrade community buildings and structures to meet the needs of the community and ensure commercial viability. Undertake improvements to the Council Administration Centre	Progressing	10%	Quotations received for solar and power upgrade.
		BE1.4.2	Manage community halls and theatres.	Not Updated	50%	During the July – December reporting period: <ul style="list-style-type: none"> The Union Theatre has been closed for renovations There were 3 bookings for the Civic Ballroom
		BE1.4.3	Upgrade and maintain urban and rural roads to acceptable standard in accordance with their level of traffic use. - Hartley Vale Bridge Reconstruction	Progressing	40%	Permits received from Department of Fisheries. Bridge has been entirely constructed. Awaiting design of footings to allow this aspect of the project to proceed. Once footings are complete, bridge will be sat on top and the project then complete.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the Footpath construction and renewal program. - Portland Footpath Garden Beds 	Progressing	60%	<p>70% of the footpath renewal program is complete with large sections of concrete replaced at Church Street (partially complete), Bridge Street, Evelyn Street, Chifley Road, Rabaul Street, Tank Street and Roy Street.</p> <p>The Portland Garden Beds project is approximately 25% complete. The grids have been ordered and have been received. Some vegetation has been removed in preparation for their installation. Traffic control plan also completed. Expected completion to occur in March 2020.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the footpath construction and renewal program. - Lithgow Footpath Renewals 	Progressing	10%	Project has commenced however budget expenditure is not progressing as expected. Only 10% of total budget expended as at November 2019. Scrutiny to be placed on this project to ensure expenditure of the total budget. If required, Council may contract part of this project to ensure required asset renewals are achieved.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the Rural Unsealed Roads Renewal Program - Anarel Road, Sodwalls 	Not Due to Start	0%	Scheduled to commence in March / April 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the Rural Unsealed Roads Renewal Program - Jerrys Meadow Road, Sodwalls 	Not Due To Start	0%	Scheduled for completion in March / April 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the Slope Stability Improvements program - Wolgan Road embankment construction 	Progressing	15%	<p>Extensive review of Environmental Factors completed. Scope of project has been developed, with two alternative solutions to ensure the stability of the slope available for contractor quote. Application to work within the waterway (Fisheries Licence) has been submitted to the Department of Primary Industries. Awaiting feedback regarding the application prior to development of RFQ for public distribution through VendorPanel.</p>
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <ul style="list-style-type: none"> - Implement the Unsealed Roads Sealing Program - Glen Davis Road, Glen Davis 	Completed	100%	Project complete.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>- Implement the Unsealed Roads Sealing Program</p> <p>- Hazelgrove Road, Tarana</p>	Completed	100%	Project complete.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>- Installation of 4 new streetlights at the Lithgow Rail Interchange</p>	Not yet commenced.	0%	Staff resignation have caused some delay to this project. A replacement has commenced, and this project is expected to be completed by June 2020.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>- Repair and upgrade timber bridges in the Lithgow LGA as required.</p>	Progressing.	50%	Coco Creek Bridge and Airlie Creek Bridge works complete. Ongoing assessments continue to occur.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the rural Sealed Roads Renewals Program</p> <p>Cuthill Road, Sodwalls</p>	Completed	100%	Project complete.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Rural Sealed Roads Renewals Program</p> <p>Magpie Hollow Road, Rydal</p>	Progressing	65%	First half of this project has been completed with the pavement having been reconstructed and the seal laid. The second half has been prepared with the pavement reconstruction complete. Seal of this second section is scheduled to occur in the week commencing 16 December 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Special Rate Variation - Roads Renewal Program</p> <p>Red Hill Road, Upper Turon</p>	Not Due to Start	0%	Project scheduled for commencement and completion in March / April 2020.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Special Rate Variation - Roads Renewal Program</p> <p>View Street, Lidsdale</p>	Progressing	75%	Preparation works completed; pavement has been reconstructed. Awaiting application of bitumen seal which is scheduled to occur during the week commencing 16 December 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Special Rate Variation - Roads Renewal Program</p> <p>William Street, Portland</p>	Not Due to Start	0%	Project scheduled for commencement and completion in March / April 2020.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Urban Sealed Roads Renewal Program</p> <p>- Fourth Street, Lithgow</p>	Progressing	15%	Scope developed, RFQ issued for public comment and submission. Responses received; Fulton Hogan chosen as the successful contractor. Works to commence and be completed in February 2020.

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		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Urban Sealed Roads Renewal Program</p> <p>- Sofala Street, Portland</p>	Not Due to Start	0%	Scheduled for commencement in February / March 2020.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Urban Sealed Roads Renewal Program</p> <p>- Villiers Street, Portland</p>	Not Due to Start	0%	Scheduled for commencement in February / March 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Urban Sealed Roads Renewal Program</p> <p>Lidsdale Street, Wallerawang</p>	Not Due to Start	0%	Scheduled for commencement in February / March 2020.
		BE1.4.3	<p>Upgrade and maintain urban and rural roads to an acceptable standard in accordance with their level of traffic use.</p> <p>Implement the Special Rate Variation - Roads Renewal Program</p> <p>First Street, Lithgow</p>	Progressing	15%	Scope developed, RFQ issued for public comment and submission. Responses received; Fulton Hogan chosen as the successful contractor. Works to commence and be completed in February 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.4	<p>Continue to seek funding to upgrade and maintain state and regional roads within the LGA</p> <ul style="list-style-type: none"> - Implement the Roads to Recovery Program - Hughes Lane, Marrangaroo 	Progressing	90%	Original project scope completed. Project completed to a cost of \$130,000 (\$160,000 budget). Remaining \$30,000 to be spent sealing a remaining 200m section on the adjacent side of Hughes Lane which has been the subject of complaint with residents in the area. Project to be completed entirely by 24/12/19.
		BE1.4.4	<p>Continue to seek funding to upgrade and maintain state and regional roads within the LGA</p> <ul style="list-style-type: none"> - Implement the Roads to Recovery Program - Tobruk Street, Lithgow 	Progressing	15%	Scope developed, RFQ issued for public comment and submission. Responses received; Fulton Hogan chosen as the successful contractor. Works to commence and be completed in February 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.4	Continue to seek funding to upgrade and maintain state and regional roads within the LGA. - Implement the Roads to Recovery Program - Hampton Road, Rydal	Progressing	55%	Resulting from the condition assessment of Hampton Road, sections of the asset (totaling 3km in length) have been renewed. Preparation works nearing completion in anticipation of the application of a two-coat seal commencing the week of 16 December 2019
		BE1.4.4	Continue to seek funding to upgrade and maintain state and regional roads within the LGA. - Implement the Roads to Recovery Program - Pine Grove Road, Wallerawang	Progressing	80%	Preparation and renewal of the pavement complete. Two-coat bitumen seal scheduled to be laid during the week commencing 16 December 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.4	<p>Continue to seek funding to upgrade and maintain state and regional roads within the LGA.</p> <ul style="list-style-type: none"> - Implement the Roads to Recovery Program - Sunray Avenue, Little Hartley 	Progressing	20%	RFQ developed and public submissions have been reviewed. As of the week commencing 09 December, contractors have commenced the bulk earthworks required to ensure the longevity of this asset once it has been renewed. Sealing expected to occur during the week commencing 16 December 2019.
		BE1.4.5	Provide a secure and reliable sewage reticulation system to residents of the Lithgow LGA.	Progressing	50%	Completion of the IWCM Strategy is progressing in consultation with Department of Planning, Industry and Environment - Water

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.5	<p>Provide a secure and reliable sewage reticulation system to residents of the Lithgow LGA.</p> <p>- Construct new inlet at Lithgow Sewerage Treatment Plant</p>	Progressing	10%	<p>The belt press will require slab and drainage design, pumping station to pump effluent to inlet works, water connections for belt press. Old belt press to be turned into a portable item so it can be used at Portland and Wang. Needs to be skid mounted so it can be loaded onto truck and dropped off at site. Inlet works may be salvaged with regard to concrete cancer. Screening still an issue with inlet works and sed tanks</p> <p>Sam and Mark to organise inspection on site ASAP next week to get underway and start Design and Construction of the belt press area</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.5	<p>Provide a secure and reliable sewerage reticulation system to residents of the Lithgow LGA</p> <p>- Undertake Sewer Mains Renewals</p>	Progressing	20%	<p>2 responses from Vendorpanel RFQ prices are above budgeted price. Options are to increase the amount of money in account by approx. \$200,000.00, Remove junction sealing which will bring the price down; cancel tenders and re-evaluate package from 2.2km of pipe to about 1km</p> <p>Preferred option is to proceed with the 2.2km of work and increase funding</p>
		BE1.4.5	<p>Provide a secure and reliable sewerage reticulation system to residents of the Lithgow LGA.</p> <p>- Design and construct Lake Lyell Onsite Wastewater System upgrade.</p>	Progressing	10%	<p>Council has commenced gathering usage data to inform design.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.5	<p>Provide a secure and reliable sewerage reticulation system to residents of the Lithgow LGA.</p> <p>- Develop Plans and Strategies to service new development areas including the West Bowenfels Release area.</p>	Completed	100%	West Bowenfels Sewer Strategy has been completed and works are being undertaken in accordance with the strategy.
		BE1.4.5	<p>Provide a secure and reliable sewerage reticulation system to residents of the Lithgow LGA.</p> <p>- Undertake Sewer Vent Replacement.</p>	Completed	100%	Work completed in December 2019

		BE1.4.5	<p>Provide a secure and reliable sewerage reticulation system to residents of the Lithgow LGA.</p> <p>- Complete the design for the Cullen Bullen Sewerage Scheme</p>	Progressing	25%	<p>GHD to submit variation to cover the concept design of the pressure sewer scheme. Design to cover the main alignments, but not necessarily the pump station locations and lot connections. GHD to advise. GHD provided the concept design report for the STP to Council in early October. Council does not have any comments. GHD to provide dimensions of the land required for the pump station and STP to assist Council in acquiring the land. Following the review meeting early August and the agreement that discharge would be to the creek, an additional pump station and rising main is now required to pump the treated effluent to the discharge location. This was not covered in our original quote. GHD to provide fee variation. GHD to hold off finalising the REF and update to include the effluent pump station, rising main and</p>
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Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
						discharge. Geotech report to be finalised the sent through to Council. Liaising with CEH to complete a survey for subdivision. Following advice from INSW, we will begin the RFQ for electrical survey and the discharge/septic location.
		BE1.4.6	Provide a secure and reliable water reticulation system to residents of the Lithgow LGA - Undertake Dam Safety Works	Completed	100%	Rockfill of Dam works complete, O&M Manual being completed, DSEP updated to be sent to DSC
		BE1.4.6	Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.	Progressing	50%	IWCM Strategy being developed in consultation with DPIE-Water

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.6	<p>Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.</p> <p>- Implement Smart Metering across the LGA</p>	Progressing	65%	<p>755 of meters have been replaced. There are a large number that have been pushed through to "exception" for various reasons and this backlog will be cleared in 2020. There are also a high number that need significant work to replace the meter. A strategy to replace these meters is being determined.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		BE1.4.6	<p>Provide a secure and reliable water reticulation system to residents of the Lithgow LGA.</p> <p>- Implement the Water Mains Renewal Program.</p>	Progressing	10%	<p>Tobco back on site at bridge street opening road for connections.</p> <p>1st shutdown to be done on south side of Bridge on Wednesday 4th, Thursday 5th and Monday 9th December as nightwork.</p> <p>Media release to be prepared and sent out ASAP. 30m of 450mm to be installed but can't be done until 300mm and 250mm are cut in. Median and rollover curb to be designed and installed to protect the Railway parade installed valve as it sits out in the road above the road surface.</p>



Caring for our Community

CC1: We feel connected and supported.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
CC1.1	Local indigenous and CALD communities are supported.	CC1.1.1	Assistance provided to support the activities of local Aboriginal and Cultural and Linguistically Diverse organisations.	Progressing	75%	The annual NAIDOC event was held in October. Council staff maintain ongoing contact and collaboration with Mingaan and other first nations groups in the LGA. The Community Development Officer attends Multicultural meetings and events.
		CC1.1.2	conduct and celebrate Naturalisation Ceremonies as required.	Progressing	50%	2 Naturalisation Ceremonies were held in the July - December period. 8 new citizens were naturalised.
CC1.2	We are responsive to the needs of an ageing population.	CC1.2.1	Celebrate the contribution to the community by our senior residents.	Progressing	50%	Planning has commenced for local activities to coincide with the state-wide Seniors Festival in 2020. Application for grant money to NSW State Government was unsuccessful. Council will hold events within existing budget.
		CC1.2.2	Conduct the Mayors Appeal to provide residents in Local Nursing Homes with Christmas gifts.	Completed	100%	Gifts donated by the community were distributed to aged care facility residents by the Mayor on 18 December 2019.
CC1.3	We are a Family Friendly Community.	CC1.3.1	Develop the Family Friendly Strategy.	Not Due to Start	0%	To be undertaken in second half of 2019/20

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC1.3.2	Regular attendance by the Community Development Officer at meetings of the Lithgow Cares Partnership and participation in community events.	Progressing	50%	The Community Development Officer attended meetings during the year.
CC1.4	Assistance is provided to community groups and organisations.	CC1.4.1	Promote and administer the Financial Assistance Program to community organisations. - Portland Pool Financial Assistance	Completed	100%	Financial Assistance paid
		CC1.4.1	Promote and administer the Financial Assistance Program to community organisations. - Program advertised and submissions received in October and April each year.	Completed	100%	The Financial Assistance allocation was fully expended in Round 1 therefore no Round 2 will be held this year.
		CC1.4.2	Provide support for Men's Shed organisations in the promotion and development of activities.	Progressing	50%	Council staff maintain ongoing contact with the men's shed groups and have collaborated with men's sheds in the provision of community events for example the Wallerawang skate park opening.
CC1.5	Celebrate and grow volunteering.	CC1.5.1	Celebrate the contribution that volunteers make to our community.	Not Due to Start	0%	To be held in May 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC1.5.2	Enhance volunteering opportunities in the community.	Progressing	30%	Council staff are liaising with the new Dementia Alliance and Community Development Committee to increase volunteering opportunities.
CC1.6	Improved quality of life for our youth.	CC1.6.1	Meetings of the Youth Council conducted in accordance with the Committee Terms of Reference.	Progressing	40%	Youth Council has met monthly except for school holidays and severe weather events. A total of 3 meetings so far in 2019-2020.
		CC1.6.2	Implement priority actions from the Youth Strategy.	Progressing	60%	<p>Priority Area 2 was met with the completion of 2 skate parks and the opening events aimed at young people. These projects supported young people's recreation and leisure opportunities.</p> <p>In addition, this priority was met through the co-ordination of Lithgow Young people's participation in the Planet Youth Pilot - aimed at improving health and wellbeing.</p> <p>Priority area 5 was supported via the Lithgow Blast Concert providing a platform for local musicians to perform to a local audience. The concert was geared towards providing a leisure activity for young people.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC1.6.3	Studiosity home tutor service maintained and available on the website.	Not Progressing	0%	The subscription for this service was not renewed due to the continuing low usage of the service. An alternative service will be established in second half of 2019/20
		CC1.6.4	Provide Youth Scholarships to assist young people achieve their educational aspirations.	Progressing	10%	Planning has commenced for school engagement and delivery of scholarships in the second half of 2019/2020.
		CC1.6.5	<p>Implement the Drought Communities Funding Program</p> <p>Host a youth and family focused event.</p>	Completed	100%	<p>Lithgow Blast successfully held on November 16th.</p> <ul style="list-style-type: none"> • Over 2000 attendees. • Local mental health services in attendance. • Local Indigenous culture tent. • Local and Sydney/Melbourne bands. • Night Markets well attended and very popular.
CC1.7	We support and promote gender equality and the empowerment of women and girls.	CC1.7.1	Establish a Women's Advisory Committee.	Completed	100%	Women's Advisory Committee has been established and is working hard to promote and support the women of the LGA.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC1.7.2	Celebrate International Women's Day each year.	Progressing	30%	Planning has commenced for 2020 International Women's Day event to be held on March 7th at the Union Theatre.
		CC1.7.3	Provide support to the Lithgow Area Women's Shed, as required.	Progressing	80%	Responded to enquiries from the women's shed as required.

CC2: There are services and facilities that suit our needs.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
CC2.1	Increased awareness of local services and facilities.	CC2.1.1	Information placed on community noticeboards weekly.	Progressing	50%	Notices are distributed to all library branches and Council noticeboard.
CC2.2	We provide a range of health services which meet the needs of the community.	CC2.1.2	Participate in the Community Services Inter-Agency.	Progressing	50%	Council staff regularly attend Interagency meetings.
		CC2.1.3	Facilitate the Mayors Mental Health Taskforce.	Progressing	30%	The taskforce has met twice so far this year.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC2.2.3	<p>Implement the Drought Communities Funding Program</p> <p>Host Community Mental Health and Wellbeing events</p>	Completed	100%	<p>All community events have been held. Including:</p> <ul style="list-style-type: none"> • Tarana events-Train Day, Bunting Day and community working bee. • Capertee Events- Capertee Farmer's Long Lunch, Capertee Landcare social night. • Hartley Comedy Night, • Hampton Farmer's Long Arvo Dinner. • Colin Seis Farmers Workshop.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
CC2.3	We provide learning opportunities which meet the needs of the community.	CC2.3.1	Provide relevant and engaging Library services and resources that meet community need.	Progressing	50%	<p>Community take up of the Library's e-collections increased in the first half of this year compared to previous years.</p> <p>Due to bushfires in the area and extreme smoke conditions, Lithgow Library's 'December visitation figures showed a downturn of approximately 35% on previous year.</p> <p>Wallerawang Library remained open during the Christmas shut down to provide assistance to the community during the bushfire situation. This has resulted in a positive outcome for the branch and the community.</p> <p>Portland library also experienced an increase in visitors during December.</p> <p>Due to disruptions to services from building works in November, visitation was down by approximately 20% on the previous year. However, both Wallerawang and Portland experienced increased in visitation in comparison to the same time last year.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
			Library Services (July – December 2019)			Actual
			Children's vacation activity programs held 2 days per week during school holidays.			21
			Number of Library loans – Lithgow Library			30,493
			Number of Library loans - Wallerawang Library			2,856
			Number of Library loans - Portland Library			5,903
			Number of visitors – Lithgow Library			36, 208
			Number of visitors – Wallerawang Library			4,147
			Number of visitors – Portland Library			4,255
			Number of bookings of the Library computers at Lithgow Library			8,169
			Number of bookings of the Library computers at Wallerawang Library			864
			Number of bookings of the Library computers at Portland Library			1,006
			Number of bookings of the WIFI at Lithgow Library			250
			Number of bookings of the WIFI at Wallerawang Library			46
			Number of bookings of the WIFI at Portland Library			209
			Number of e-Book loans			2,373
		CC2.3.2	Enhance the physical space of the Library to meet changing need.	Completed	100%	Portable public address system has been highly beneficial to the library service.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC2.3.3	Maintain membership of the Australian Learning Community Network.	Completed	100%	Lithgow Library Learning Centre is a financial member of the Australian Learning Community Network and the library continues to delivery community learning activities.
		CC2.3.4	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.	Progressing	60%	Year to date of reporting period 2,584 items have been purchased, excluding periodicals and e-subscriptions.
		CC2.3.5	Share library resources with other communities.	Progressing	50%	Lithgow Library is active in sharing library resources with other libraries in the resource sharing network.
		CC2.3.6	Conduct exhibitions and displays.	Progressing	50%	The Library has regular displays and exhibitions including a current art exhibition that is drawing much community interest.
		CC2.3.7	Develop the Local History Collection.	Progressing	50%	A new feature in the Library Management System has meant that the previously, digitised photographs are now accessible and searchable in the library's online catalogue.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC2.3.8	Provide a community and education information service through events, displays, noticeboards and pamphlet holders.	Progressing	50%	The Library supports the community through making space available for regular displays of information, events & exhibitions.
		CC2.3.9	Community programs developed to promote the facilities and services offered by the Library.	Progressing	50%	Community programs at the Library continue to be well supported including a recently initiated Book club that is being delivered across all three branches. The aim of the Book Club is to support and promote the Library's digital platforms with recent results showing a significant improvement.
		CC2.3.10	Provide outreach programs for housebound and isolated residents within the LGA.	Progressing	50%	The Home Library Service Program, selects & delivers resources to isolated residents and provides them with updates on available resources, training support and other community information events.
		CC2.3.11	Implement the Drought Communities Funding Program Host Community Skills Development events for Farmers	Completed	100%	All on farm consultations were successfully held on Thursday 21st and Friday 22nd November. In addition, 20 farmers attended the full day workshop on Sustainable Farming Practices and regenerative land management on November 24th.

CC3: We feel safe

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
CC3.1	Community safety and compliance is monitored.	CC3.1.1	Responsible care of animal welfare and maintenance of the Lithgow Animal Shelter.	Progressing	40%	<p>The following improvements have been made to the Lithgow Animal Shelter:</p> <ul style="list-style-type: none"> • Signs have been purchased for the Shelter. • Concreting to stop animals digging under gates has been completed • New fencing mesh required to stop the animals tearing down existing fencing this mesh has been purchased • repairs to broken Laser Light in Shelter has been completed • Purchased more non slip treads for Ramp at the office • Hand washing Basin & Hot water system has been installed also, plumbing from the sinks was discharging to the ground it has now been connected to the sewer. • Trees for shade for the Shelter will be purchased in 2020. • A volunteer is also helping at the Shelter for 2 hours, 1 day a week.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
CC3.2	Crime prevention and safety strategies are actively promoted.	CC3.2.1	Remove graffiti from public places and liaise with Police.	Completed	100%	All reports of graffiti have been removed from Public places within 5 working days.
		CC3.2.2	CCTV System managed to ensure monitoring of the CBD.	Progressing	25%	CCTV systems for Wallerawang and Lithgow Sewerage Treatment Plants and Lithgow Water Treatment Plant have been ordered. Reinstatement of the CBD network will occur following the library awning removal.
		CC3.2.3	Impound abandoned articles from public places in accordance with the Impounding Act.	Not Progressing	50%	Council needs to investigate the changes to the requirements for Tow Trucks which came in, in December 2019
		CC3.2.4	Crime Prevention actions identified and implemented.	Progressing	50%	2 meetings of the Crime Prevention meeting were held during the reporting period
		CC3.2.5	Continue participation on Lithgow Cares and support initiatives that target domestic violence.	Progressing	50%	Council staff participate in Lithgow Cares meetings.
		CC3.2.7	Ensure available parking for residents and visitors.	Progressing	10%	Parking Patrols are down due to staffing issues.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		CC3.2.8	<p>Enforce Legislative requirements.</p> <p>Traffic Authority Local Committee meetings conducted in accordance with the terms of reference.</p>	Progressing	50%	Traffic Authority Local Committee meetings were conducted in accordance with the terms of reference.
		CC3.2.9	<p>Water is accessible during emergencies and bushfire events</p> <p>Implement the Drought Communities Funding Program</p> <p>Undertake improvements to standpipes and water storage tanks in the Capertee area.</p>	Progressing	50%	<p>A tank was purchased, and an electrician was engaged to install:</p> <ul style="list-style-type: none"> • Single phase electric pump purchased. • Single phase standby generator purchased.



Governance & Civic Leadership

GL1: Our council works with the community.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
GL1.1	Our community is involved in the planning and decisions making processes of Council	GL:1.1.1	Prepare, review and implement Asset Management Plans and Policies.	Progressing	25%	Implementing a new program - Worx Online which will assist in managing Council's assets. Progress is slow due to limited resources and current gaps in asset management system data.
		GL1.1.2	Identify and develop new plans and strategies in line with the community's needs.	Progressing	50%	A preliminary Draft Development Control Plan has been prepared and is now in the internal review stage.
		GL1.1.2	Identify and develop new plans and strategies in line with the community's needs. Prepare a Floodplain Risk Management Plan	Progressing	10%	In November and December 2019 Council received and accepted a grant offer under the NSW Department of Planning, Industry and Environment Floodplain Management Program 2019/2020 to enable work to commence on the preparation of the Floodplain Risk Management Study and Plan for the Farmers/Marrangaroo Creek and tributaries. Council officers have commenced the scoping of the project and development of the project brief in readiness for a competitive fee proposal process.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL1.1.2	Identify and develop new plans and strategies in line with the community's needs. Prepare a Local Strategic Planning Statement.	Progressing	50%	Work commenced on the preparation of the Local Strategic Planning Statement. A Community Survey was undertaken in August 2019 to gather community views on community values and future planning priorities. A Councillor Briefing Session was also held in December 2019 to further inform the development of planning priorities and actions.
		GL1.1.3	Prepare, review and implement Council's Policies in accordance with the Policies Register.	Progressing	50%	Council officers have put in considerable effort to catch-up on overdue policy reviews. This is still an ongoing process. New policies have been developed as appropriate and reported to council for public exhibition and comment and final adoption. The review of Standard Working Procedure's is still an ongoing process.
		GL1.1.4	Prepare the Operational Plan 2019/20 in accordance with the requirements of the Local Government Act and regulations.	Progressing	5%	Internal stakeholder consultation commenced.
		GL1.1.5	Conduct the business of Council in an open and democratic manner.	Progressing	50%	All Business Paper and minutes for Council meetings were produced in accordance with the Code of Meeting Practice. There were 5 meetings held

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
						during the July - December period and 100% attendance of Councillors were present at the July, September, October and November meetings. Clr Goodsell and Clr McAndrew were both absent from the August meeting. In total there were 5 decisions made at meetings closed to the public.

GL2: Moving towards a sustainable council.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
GL2.1	Revenue opportunities, costs savings and/or efficiencies are achieved.	GL2.1.1	Service level reviews will be undertaken in accordance with the Fit for the Future Implementation Plan.	Not Progressing	20%	<p>Council has commenced service reviews for four areas:</p> <ul style="list-style-type: none"> • Ranger Services which includes Compliance, Law Enforcement, Animal Shelter and Animal Control. • JM Robson Aquatic Centre • Library Services • Cemetery Services

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL2.1.2	<p>Manage and monitor Council's finances</p> <p>Develop and implement processes to streamline tendering and identify Aggregated Purchasing.</p>	Completed	100%	Ongoing continuous improvement. Tendering SWP and Policy most recently updated following changes to Local Government Act increasing tendering threshold to \$250,000. Staff are encouraged to purchase via Local Government Procurement contracts as these offer lower pricing as a result of aggregated purchasing. Council had Aisha Rahmann from LGP attend Council to undertake an information session in early November 2019.
		GL2.1.2	Manage and monitor Council's finances.	Progressing	50%	Revenue opportunities, costs savings and/or efficiencies are being taken up at quarterly budget reviews as identified.
		GL2.1.2	Manage and monitor Council's finances.	Progressing	50%	All items are progressing, the financial statements were submitted on the 31 October 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL2.1.2	<p>Manage and monitor Council's finances.</p> <p>Review Council's Fees & Charges to ensure commercial competitiveness and best practice management.</p>	Not Updated	50%	Council's Fees & Charges Register is being transitioned to a better practice software solution in readiness for the 2020/21 year.
		GL2.1.3	<p>Report the outcome of a quarterly performance review of the Delivery Program, Operational Plan and provide a budget review statement to Council prior to 30 November, 28 February and 31 May.</p>	Progressing	35%	First quarterly budget review completed and presented at the 25 November Council meeting.
		GL2.1.4	<p>Report on the outcome of Council's performance against the Delivery Program.</p>	Completed	100%	2018/19 Annual Report was reported to Council in November and submitted to the Office of Local Government as per legislative requirements.
		GL2.1.5	<p>Planning agreements are negotiated and administered according to the adopted policy.</p>	Progressing	50%	Ongoing.
		GL2.1.6	<p>Ensure legal compliance and transparency of the administration of Council's Public Land Portfolio.</p>	Progressing	50%	Council's public land register was regularly reviewed and maintained during the reporting period.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL2.2.1	Investigate processes/applications/technologies to increase efficiencies and reduce costs.	Progressing	50%	Finance is progressing processes and procedures to attain efficiencies via implantation of electronic systems in rates, Accounts Payable, accounts receivable and accounting. Progress is slower than expected due to resource issues. The implementation of smart metering for water will also create efficiencies in the water billing process once implemented. Smart meter installation is progressing at reduced pace than expected due to Council infrastructure issues.
		GL2.2.2	Maintain Council's fleet of plant and equipment to the satisfaction of internal and external customers.	Progressing	50%	New plant and machinery is being purchased on a regular basis, in line with ongoing operational requirements.
		GL2.2.2	Maintain Council's fleet of plant and equipment to the satisfaction of internal and external customers. Install GPS Monitoring System	Progressing	30%	Policy developed, currently on public exhibition. Once this process is complete, installation will commence.
		GL2.2.3	Work together to interweave and optimise the sharing and	Progressing	50%	During the July - December period the General Manager attended 2

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
			coordination of resources and information.			<p>WSROC Board Meetings, he was unable to attend the General Managers meeting held in October.</p> <p>Lithgow City Council was represented at the Local Government NSW Conference by the General Manager, Director of People & Services, Councillors Thompson, Ring, Goodwin and Coleman.</p>
		GL2.2.4	Ensure high service levels of Council's information and communications network.	Progressing	50%	Progress is being made in most areas. However, the CCTV deployment and Performance appraisal module has been delayed
		GL2.2.4	<p>Ensure high service levels of Council's information and communications network.</p> <p>- PC's and servers replaced in accordance with priority program.</p>	Completed	100%	Server purchased 5 new pcs purchased.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
GL2.3	Provide effective risk and safety practices.	GL2.3.1	Develop and Implement risk management strategies in areas of corporate management to improve the annual score by 3% per annum.	Not Updated	30%	<p>Contractor Management development 2020 The top 5 risks have been determined as:</p> <ol style="list-style-type: none"> 1. Natural Disasters/ Catastrophic - Current priority with bushfires in LGA December 2019 2. Governance - Upskill staff; Train elected officials 3. Reputation 4. Cyber Incidents 5. Environmental Management

		GL2.3.2	Implement and assess the Business Continuity Plan that ensures Lithgow City Council operates in a fluid and dynamic environment, subject to changes in personnel, processes, market, risk, environment and geography and business strategy.	Not Updated	30%	<ul style="list-style-type: none"> • Pollution Incident Response Management Plans under review - Wallerawang and Portland • Pollution Incident Response Management Plan to be created - Lithgow • Pollution Incident Response Management Plan under review (Risk Assessment to refer to water treatment) - Lithgow • Drinking Water Quality Incident and Emergency Response Plan under review • ERM Minutes September 2019 - Item 5.2 BCP Update [Committee reviewed the Register of BCP's. Infrastructure Services will build their Business Continuity Plan within the Program Maintenance
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Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
						<p>Schedules/ Assets Management System.</p> <p>BUSHFIRE 2019.</p> <ul style="list-style-type: none"> Lithgow Council establishing a Natural Disaster Recovery unit following the 2019 Bushfires. <p>Lithgow Store 2018</p> <ul style="list-style-type: none"> Use of shipping containers Plans for new store - Business Recovery <p>Live Drill annual</p> <ul style="list-style-type: none"> No completed Business Continuity Plan drills
		GL2.3.3	Provide insurance coverage of Council's activities and assets.	Progressing	75%	Insurance has been obtained for 2019/20 year and insurance administration has transferred to the Risk area in October 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL2.3.4	Implement Internal Auditing programs.	Deferred to next financial year	0%	No action in 2019/20.
		GL2.3.5	Perform Council's legal responsibilities under applicable Acts and Regulations and ensure compliance.	Progressing	50%	Compliance actions are being completed on time.

GL3: We are all valued citizens

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
GL3.1	We provide prompt, knowledgeable, friendly and helpful advice.	GL3.1.1	Support Councilors in their role.	Not Updated	0%	Information was provided to Council regularly in the form of briefing sessions, memos, email and meetings. 5 briefing sessions were held during the July - December. Public Disclosure Training was held in House by the Ombudsman for Councillors in July, Code of Conduct Training was held for Councillors on the 19 August 2019, Councillors Smith & McAndrew were absent from the Training.
		GL3.1.2	Disseminate concise and effective information to the community about Council's	Progressing	50%	Council's communications are monitored and maintained as per the required time frames.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
			programs, policies and activities.			<p>The Council Column and media releases were produced weekly except for the Council shutdown period of two weeks over Christmas/New Year.</p> <p>All media releases are published on Council's website and social media platforms.</p>
		GL3.1.3	Celebrate Local Government Week by undertaking activities that focus on Council in the community.	Completed	100%	Council did not participate in Local Government Week.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action	Status	Progress	Comments
GL3.2	Responsive and efficient services.	GL3.2.1	Customer Service Standards – July - December 2019		Actual
			Number of Certificate Linen Releases requests registered within 2 days.	10	
			Number of On-site Sewer Management Applications registered within 2 days.	34	
			Number of Water Applications registered within 2 days.	3	
			Number of Complying Development applications registered within 2 days.	2	
			Number of Section 96 Modifications of Consent applications registered within 2 days.	29	
			Number of Section 68 Solid Fuel Heater applications registered within 2 days	15	
			Number of Community Hall Bookings processed within 14 days.	1	
			Number of Quotes for applications issued on request.	152	
			Number of Action Requests registered daily.	2,287	
			Number of certificates processed within 14 days.	866	
			Number of Development Applications registered within 2 Days.	128	
			Number of Construction Certificates registered within 2 days.	112	
Number of Sewer Applications registered within 2 days.	23				

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL3.2.2	Issue certificates including: <ul style="list-style-type: none"> • Section 149 Certificates • Building Certificates • Subdivision Certificates. 	Progressing	50%	Ongoing
GL3.3	Encourage a motivated and adaptive workforce.	GL3.3.1	Enhance employee engagement Purchase and implement a Performance Appraisal Module	Deferred to next financial year	5%	Project deferred.
		GL3.3.1	Enhance employee engagement.	Progressing	50%	In addition to progress outlined below, other engagement initiatives include: <ul style="list-style-type: none"> • Site visits by Executive Staff • Regular attendance at Toolbox meetings by Executive staff • Health & Well Being Leave • Emergency special Leave • Special Environmental Leave • Improvements to the annual appraisal process

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
						<ul style="list-style-type: none"> On-going reinforcement of the Dignity & Respect program established in 2017 Improvements to end of year functions with a significant increase in employee attendance.
		GL3.3.4	<p>Provide a safe and healthy workplace.</p> <p>Undertake noise monitoring and hearing tests for employees:</p> <ul style="list-style-type: none"> On commencement and retirement. <p>As part of a biennial program conducted during Safety Day.</p>	Not Updated	70%	<p>Hearing assessments undertaken on commencement of employment and biannually for positions identified that use PPE i.e. hearing protection.</p> <p>Hearing assessments not undertaken upon cessation of employment</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL3.3.4	Implement the WHS Action Plan.	Progressing	50%	<p>Safety Objectives 2020</p> <ul style="list-style-type: none"> Align procedures with Council Vault notification system Establish Emergency Planning Committee (EPC) and Emergency: Emergency Planning Committee; Establish and implement emergency plans and emergency procedures; Determine the number of emergency wardens etc. Adopt, implement and utilise traffic management plan software to develop custom traffic management plans for Council roads. Review, update and implement WHS Contractor Management resources (Vault)

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		GL3.3.4	Annual audit undertaken by State Cover of the Work Health & Safety and environment Management System.	Completed	100%	Self-Audit Score 61.8%. Statecover verification score 61.8%.
		GL3.3.4	Promote WHS activities within the workplace and committee initiatives: <ul style="list-style-type: none"> • Conduct WHS Committee meetings • 1 promotional activity per annum • Biennial Safety Day conducted 	Progressing	40%	Business Case submitted for 2020 – 2021 Safety Day Oct 2020 <ul style="list-style-type: none"> • HSC Minutes August 2019 • HSC Minutes September 2019 • HSC Minutes October 2019 • HSC Minutes November 2019 • HSC Minutes December 2019
		GL3.3.5	Enhance the skills and knowledge of the workforce.	Not Updated	50%	Training Plans implemented Training Needs Analysis regularly updated to reflect changes in compliance requirements



Enhancing our Natural
Environment

NE1: We use our resources wisely

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action	Status	Progress	Comments	
NE1.1	Reduce, reuse and recycle our resources.	NE1.1.1	Tonnes of waste landfills July – December 2019			Actual
			Tonnes of waste recorded at Portland			1,080
			Tonnes of waste recorded at Capertee			226
			Tonnes of waste recorded at Cullen Bullen			306
			Tonnes of waste recorded at Glen Davis			90
			Tonnes of waste recorded at Wallerawang			1,054
			Tonnes of waste recorded at Lithgow			22,757
		NE1.1.1	Recycling material collected	Progressing	50%	561.04 tonne collected
		NE1.1.1	Provide garbage disposal facilities within the LGA - Assist in the provision of the Chemical Collection Service provided by Netwaste.	Completed	100%	The annual household collection event was completed on 24 November 2019.
		NE1.1.1	Provide garbage disposal facilities within the LGA - Attend meetings and participate in NetWaste Programs considered beneficial for the Lithgow LGA.	Progressing	50%	Lithgow Council continue to attend meetings and participate in NetWaste Programs. Council are part of a number of NetWaste regional contracts that deliver value to the community.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE1.1.1	Provide garbage disposal facilities within the LGA Implement the Cullen Bullen Landfill Closure Plan	Progressing	5%	Cullen Bullen Landfill is scheduled to close on 2nd February 2020. Council now working through closure requirements and site rehabilitation. The closure project is supported by the Environmental Trust as part of the NSW Department of Planning, Industry and Environment Waste Less, Recycle More initiative funded from the waste levy.
		NE1.1.1	Provide garbage disposal facilities within the LGA. Number of kerbside bins reported as missed from collections	Progressing	50%	Missed services less than 10 per month.
		NE1.1.1	Provide garbage disposal facilities within the LGA. Provide a clean-up collection service to residents.	Progressing	50%	1 bulky waste and 2 green waste kerbside collection services provided in first half of 2019/20.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE1.1.1	<p>Provide garbage disposal facilities within the LGA.</p> <p>Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.</p>	Progressing	50%	
		NE1.1.1	<p>Provide garbage disposal facilities within the LGA.</p> <p>Construct the Lithgow Resource Recovery Centre</p>	Progressing	10%	Development Consent issued, progressing with detailed design.
		NE1.1.1	<p>Provide garbage disposal facilities within the LGA.</p> <p>Implement the requirements of the Lithgow Solid Waste Facility Environmental Protection Licence with the EPA. Undertake Leachate Management, Landfill Development and rehabilitation at Lithgow Solid Waste Facility.</p>	Progressing	50%	Requirements of Lithgow Solid Waste Facility EPA licence being implemented.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE1.1.1	<p>Provide garbage disposal facilities within the LGA.</p> <p>Improve the access for residents turning into and out of the Portland Landfill from Cullen Bullen direction.</p>	Completed	100%	New access has to Portland Landfill has been completed.
		NE1.1.1	<p>Provide garbage disposal facilities within the LGA.</p> <p>Maintain waste trenches at rural landfills</p>	Progressing	50%	Rural landfills being developed and maintained as required including construction of new trenches/cells.
		NE1.1.1	<p>Undertake an Environmental Education Program targeting school aged children.</p>	Progressing	50%	Environmental education targeting school age children continues.
		NE1.2.2	<p>Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.</p> <p>Implement the Special Rate Variation Stormwater Drainage Program</p> <p>Alison Close, Wallerawang Drainage Improvements</p>	Progressing	15%	Scope developed and distributed to local contractors for quotation. Responses received and successful contractor nominated. Project scheduled to commence in February 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE1.2.2	<p>Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.</p> <p>Implement the Urban Drainage Improvements Program</p> <p>- Kerb and gutter improvements</p>	Progressing	20%	As with the Lithgow Footpath Renewals project, this project has commenced however budget expenditure is not progressing as expected. Only 20% of total budget expended as at November 2019. Scrutiny to be placed on this project to ensure expenditure of the total budget. If required, Council may contract part of this project to ensure required asset renewals are achieved.
		NE1.2.2	<p>Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.</p> <p>Implement the Urban Drainage Improvements Program</p> <p>- Main Street, Lithgow</p>	Deferred to next financial year	0%	Project scope defined and solution to alleviate flooding has been designed. Quantity Surveying estimates this project at a value of \$1.2M. Existing budget has been allocated to reserve for this project, with a standing Council resolution in place to allocation \$350K yearly to this project to reach the required funding in 2022/23.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE1.2.2	<p>Provide stormwater infrastructure to allow for sustainable growth and development of the area and alleviate flooding.</p> <p>Implement the Urban Drainage Improvements Program</p> <p>- West Ridge Road, Wallerawang</p>	Completed	100%	<p>Approached affected resident and found that they were willing to install the stormwater pipes across their property using their own time and resources. Hence, Council purchased the pipes and provided them to the resident. Project was monitored to ensure they were sufficiently installed. Project now complete with significant savings.</p>
		NE1.2.3	Protect the catchment around Farmers Creek Dam.	Progressing	50%	Council continues to provide water in accordance with the Australian Drinking Water Guidelines and Councils Drinking Water Management System
		NE1.2.4	Conduct routine monitoring of Council's reticulated drinking water supplies.	Progressing	50%	Environment completed all water sampling up until end of October, Water & Wastewater are now completing the sampling.
		NE1.2.5	Undertake routine monitoring of Farmers Creek, Lake Lyell, Pipers Flat Creek and Lake Wallace for blue green algae.	Completed	100%	<p>The water sampling of lakes has now been taken on by Energy Australia.</p> <p>Council, now, only arranges the media release and signs to be displayed when alerts are received.</p>

NE2: We understand the Environment.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
E2.1	Our natural environment is improved and protected.	NE2.1.1	Implement an inspection regime of systems and take appropriate action where systems are failing.	Progressing	50%	Inspections are completed monthly
		NE2.1.3	Provide a forum for Environmental Groups to discuss matters relating to the environment and advise Council.	Progressing	30%	November Environmental Advisory Committee Meeting arranged but due to not having a quorum the meeting was cancelled.
		NE2.1.4	Improve the community's knowledge of environmental issues.	Not Progressing	0%	Due to lack of resourcing, no campaigns were undertaken during the July – December period.
		NE2.1.5	Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternative to Lithgow, Wallerawang, Portland and villages.	Progressing	0%	No rebates have been received for this financial year
		NE2.1.6	Plan or assist in coordinating activities that raise awareness and positively engage the community in managing their natural environment.	Not Due to Start	0%	Due to resourcing this has not started, Landcare Coordinator commenced in December 2019.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE2.1.7	Promote Lithgow city council's involvement in Landcare activities through media, social media, website, Landcare Newsletter and activity Calendar.	Progressing	15%	Due to resourcing this has not progressed, Landcare Coordinator commenced in December 2019.
		NE2.1.8	Link funding opportunities to groups, projects and activities in the area. Distribute information and assist where applicable in helping groups to acquire funding.	Not Due to Start	0%	Due to resourcing this has not started, Landcare Coordinator commenced in December 2019.
NE2.2	Minimise negative impacts on the environment.	NE2.2.1	Control environmental and/or noxious weeds on public land through Council and/or services provided by the Upper Macquarie Country Council.	Progressing	50%	Works Progressing - Blue Tongue has begun initial works and will continue the vegetation management program
		NE2.2.2	Undertake energy audits of Council buildings/facilities and consider recommendations in the Operational Plan.	Progressing	10%	Commencing with solar installation to the Administration Building in second half of 2019/20.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE2.2.4	<p>Comply with the Environment Protection Licences for Lithgow Solid Waste Facility and Portland Garbage Depot.</p> <p>Number of incidences of non-compliance identified in relation to waste management facilities.</p>	Progressing	50%	All incidents are reported and made available on Council's website.
		NE2.2.5	To fulfil Council's appropriate regulatory authority responsibilities under the Protection of the Environment Operations Act.	Progressing	50%	Incidences of non-compliance identified by external authorities, Council Officers or members of the community in relation Protection of the Environment Operations (POEO) Act 1997, are actioned in a timely manner. During the reporting period there were no actions in relation to the POEO Act, however Council Officers continue to monitor activities to ensure the safety of the community and the environment.
		NE2.2.6	<p>Implement the Drought Communities Funding Program</p> <p>Undertake noxious weed management on road reserves and public land including Farmers Creek</p>	Completed	100%	Weed management undertaken along Farmers & State Mine Creeks. African Lovegrass sprayed and mature native plants planted in vacant block along Coalbrook Street and Sandford Avenue.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		NE2.2.6	Implement the Farmers Creek Precinct Masterplan.	Progressing	30%	The Bush Dr commenced regeneration works along Farmers Creek at Sandford Ave.

LITHGOW BLAST

A FREE CONCERT FOR DROUGHT-AFFECTED COMMUNITIES

BLAST FURNACE PARK, LITHGOW
SATURDAY 16 NOV | 2-9 PM

ODETTE

THE DELTA RIGGS

YOURS TRULY CITIZEN KAY CLAUDE HAY
HOLLOW POINT PHAT BRASS AND MORE



Strengthening our Economy

SE1: We attract new business and investment.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
SE1.1	Our area is an attractive place to invest and visit.	SE1.1.1	Continue to add new location marketing collateral.	Progressing	50%	Lithgow 'Adventure Trail' tourist signposting locations, art and sign-type has been developed as part of the Drought Communities Program and will be installed in Q1 2020.
		SE1.1.2	Implement tourism digital/social media promotional plan.	Progressing	50%	The '360 Degrees' of Lithgow digital campaign commenced in April and ran until December 2019. There were over 50,000 movie views and strong growth in all areas of digital engagement such as hits and new traffic on the Lithgow Tourism Website, traffic to campaign participant sites and growth in likers and followers of the Lithgow Tourism social media pages.
		SE1.1.3	Take a lead role in business and investment attraction.	Progressing	50%	'Invest Lithgow' website completed and launched November 2019. To be updated monthly.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE1.2.2	<p>Ensure the long-term sustainability of infrastructure and land that underpins and supports the growth of the Local Government Area.</p> <ul style="list-style-type: none"> • Audit/map Lithgow employment land. • Explore re-purposing unused land and properties. • Investigate Council employment lands to enable economic development. 	Progressing	50%	Audit completed with available properties and employment lands placed on the 'Invest Lithgow' Website.
		SE1.2.3	Support the Bells Line and M2 Extension.	Progressing	50%	The Bells Line Expressway Group Committee did not meet in the July - December period.

SE2: We encourage economic growth and diversity.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
SE2.1	Promote, develop and utilise the creative talents of the Lithgow LGA.	SE2.1.1	Participate in local and regional cultural networking groups.	Progressing	50%	Cultural Development Officer participated in relevant networks including; Local Government Museum Managers, Blue Mountains Association of Cultural Heritage, National Trust (Lithgow Branch), Lithgow Museums, and liaised with Arts OutWest
		SE2.1.2	Maintain and improve the Lithgow Creative's website.	Progressing	50%	Lithgow Creative's website updated as needed.
		SE2.1.3	Support local creative.	Progressing	50%	Local creatives and cultural opportunities promoted through the Lithgow Creatives website. Meeting with Arts OutWest on planning for development opportunities has been scheduled.
SE2.2	A strong tourism industry that maximises benefits from visitors to the Lithgow LGA.		Provide professional support and advice to notable LGA festivals and events. - Support Provided to local tourism events	Completed	100%	Assistance to Wallerawang's Lake Wallace NYE event, unfortunately this was cancelled due to the fire situation.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.2.1	Manage the Visitor Information Centre and use online tools to enable in-location visitor dispersal, experiences and spend.	Progressing	50%	Online engagement continues to grow with constant monthly increases in the number of likers and followers on social media platforms. The `360 Degrees` campaign has been instrumental in the growth, leading to greater visitor numbers to the VIC.
		SE2.2.2	Deliver LithGlow Event delivered, and sponsorship secured	Progressing	70%	Developing event plan for LithGlow in May 2020 (theme, laser and lighting shows scoping and event footprint and entertainment enhancements).
		SE2.2.3	Deliver Lithgow Halloween Event delivered, and sponsorship secured	Completed	100%	The all new film competition went very well for a first-time event. Almost 400 worldwide entries. The event mix of the films, rides, stalls, music stages along with the street parade and best dressed competition generated great research results: <ul style="list-style-type: none"> I. 49% rated event 10 out of 10. 87% 7 to 10 out of 10. II. Will you be back next year? 89% said yes. III. Recommend the event: 89% said yes.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.2.3	<p>Provide professional support and advice to notable LGA festivals and events</p> <p>Participate in Railfest 2019, the festival celebrating 150 years since the opening of the Bowenfels Line.</p>	Completed	100%	The event was held by Lithgow Tourism in-collaboration with Sydney Trains, Rail Heritage NSW and other local tourism operators and was well received.
		SE2.2.3	<p>Provide professional support and advice to notable LGA festivals and events</p> <p>Deliver Christmas in the Plaza and install Christmas decorations</p>	Completed	100%	Funding was provided for Christmas activities in Portland (Portland Business Association) and Wallerawang (Wallerawang Lidsdale Progress Association). Lithgow's Christmas activity included; decorations in Cook Street Plaza, a late-night shop-local theme, dressed up xmas characters roving the streets and an official mayoral turning on of the Christmas lights in Cook Street Plaza.
		SE2.2.3	<p>Provide professional support and advice to notable LGA festivals and events</p> <p>Deliver temporary programs and events within the Cultural Precinct including Blast Furnace Park.</p>	Progressing	50%	A small collection display on horses and racing was held at Eskbank House Museum and a youth targeted music concert was held Blast Furnace Park as part of the Drought Relief Funding Program.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.2.3	Provide professional support and advice to notable LGA festivals and events. Marketing and promotional support of local events via online platforms.	Completed	100%	Promotion through Lithgow Tourism website for notable events has been provided when event organisers supply information and promotional material.
		SE2.2.3	Provide professional support and advice to notable LGA festivals and events. Australia Day festivities held.	Progressing	70%	Australia Day Award nominations were considered by Community Development. Ambassador, event location and service providers were confirmed. Communication materials relating to the Australia Day program are in development.
		SE2.2.4	Research, identify and secure larger-scale events that deliver profile, visitation and economic benefit.	Progressing	50%	Approach to NSW Football on requirements for hosting tournaments. Approach to, and on shortlist, for Australian Caravan and Camping 2021 muster. Site visit in February 2020 scheduled.
		SE2.2.5	Refresh gateway and tourism signage in LGA. Implement the Drought Communities Funding Program	Progressing	90%	Lithgow 'Adventure Trail' tourist signposting (23 sites) at final stages of artwork. Sign manufacture and installation in Q1 2020.
		SE2.2.6		Progressing	55%	Joint Lithgow Tourism and local tourism member businesses '360

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
			Enhance and create strong partnerships with local tourism businesses.			<p>Degrees of Lithgow Digital Campaign in market July 2019-December 2019.</p> <p>Destination Photography Project completed November 2019. Image bank available to all Tourism Members.</p> <p>Terms of Reference developed and dispatched to Lithgow Tourism members asking for EOIs to form the inaugural Lithgow Regional Marketing Committee. Applications closed 24 December 2019.</p>
		SE2.3.3	Upgrade display and exhibition equipment at Eskbank House Museum.	Progressing	50%	<p>Collection Review Plan developed, and implementation commenced. Project Officer has been recruited to assist with the delivery of the plan.</p> <p>Revised Museum Brochure in development, along with review of Pottery Museum digital text.</p> <p>Upgrades to equipment/display will not be delivered within the current financial year as there is no budget allocation. However, research and planning for future development is in progress.</p>

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.3.4	Undertake a program of capital improvements to Eskbank House Museum based on the 10-year program as identified through the Conservation Management Plan.	Progressing	50%	The Conservation Management Plan recommendations have been reviewed in order to consolidate a works schedule for funding and approvals submissions following State Heritage Listing. A new Heritage Architect will be sourced to quote for relevant works to be scoped.
		SE2.3.5	Develop marketing/communications for Eskbank House Museum.	Progressing	50%	Chifley College attended and participated in a tailored 'fact finders' trail
		SE2.3.5	Develop marketing/communications for Eskbank House Museum.	Progressing	50%	Updated Eskbank House Museum Brochure at final design stage. A joint Museums and Heritage Sites map has been scoped; researched and copy development is in progress.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.3.5	Provide support for cultural organisations in the development and promotion of cultural activities. <ul style="list-style-type: none"> Implement the Museums Advisor Program 	Progressing	50%	Approval from the Funder to focus the program on a specialist area was granted. Tegan Anthes appointed as Museums Advisor for 2019/20. Tegan is an experienced Conservator and will be work with museums on collection care. Initial introduction meetings and site visits have taken place enabling Tegan to produce a work plan for the contract period.
		SE2.3.6	Provide heritage advice to residents on development matters.	Progressing	50%	Ongoing
		SE2.3.7	Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage. Completion of works including construction of additional gates & handrails	Deferred to next financial year	0%	Insufficient remaining funds to undertake this work. Consideration will be given to a Business Case for 2020/21.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.3.7	Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage. Completion of works including construction of pedestrian pathway	Completed	100%	A new shared pathway has been constructed from Inch street to Blast furnace to provide a safer and more enjoyable path for pedestrians and cyclists. Overgrown vegetation on the historic railway embankment next to shared pathway was removed to expose the embankment structure.
		SE2.3.7	Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage. Completion of works including installation of lighting.	Completed	100%	Damaged carpark lights and bollard lights were replaced.
		SE2.3.8	Develop and implement strategic plans for the management of the Blast Furnace Precinct.	Completed	100%	Scheduled safety improvements completed including replacement of damaged lights and construction of shared pathway from ruins to Inch Street.
		SE2.3.8	Install new heritage and interpretive signage across the Local Government Area.	Not Due to Start	0%	Planning underway for installing signage in second half of 2019/20.
SE2.4	Work with local business and industry to generate growth opportunities	SE2.4.1	Support local business and workforce capacity building across all locations in the LGA.	Progressing	55%	Lithgow Business Accelerator marketing conducted for 2nd Program - running February to June 2020.

Delivery Program Action (4 Years)		2019/2020 Operational Plan Action		Status	Progress	Comments
		SE2.4.2	Ensure sound communications across the community and with Council to assist with encouraging growth.	Progressing	50%	<p>E-Newsletter – Economic Development & Tourism Matters - delivered monthly to business and tourism operators (database 1,450).</p> <p>September Economic Development Committee meeting conducted.</p> <p>Meeting attendance Wallerawang Lidsdale Progress Association.</p>