

# Lithgow

*Delivery Program 2013-2017  
Operational Plan 2014-2015*



*Annual Report 2014-2015*



Annual Report  
2014-2015

*Our Place ... Our Future*

The Lithgow City council Annual Report was tabled at the Ordinary Meeting of council on the 16 November 2015.

## Message from the Mayor

**As Mayor of Lithgow City Council, I am extremely proud of the achievements made in 2014-2015 to help ensure the long-term sustainability of the Lithgow local government area.**

Council has continued to invest in infrastructure with a number of exciting projects underway including the Wallerawang Black Bridge, Portland Sewerage Treatment Plant, and the installation of Exeloos in the CBD as part of the Revitalisation of Main Street. The opening of the Indoor Pool has been well received and with the completion of the upgrade to the outdoor pool late 2015, the Lithgow Aquatic Centre will be a modern, innovative and cost effective facility for the Lithgow community. These projects will allow the Lithgow region to grow and develop into the future.

RV Friendly Accreditation for Kremer Park, Portland and Lake Wallace, Wallerawang has enabled the Lithgow region to tap into the Grey Nomad Tourism Market. Lake Wallace, in particular, has become a popular spot with RV vehicles able to spend up to 72 hours onsite.

Exciting programs such as the Lithgow Creative's Laneway Gallery Project (a joint initiative with Tidy Towns), the Pop-up Gallery at A Reader's Heaven, Mother's Day Street of Flowers, and Lithglo have been developed as a celebration of who we are as a community. They promote our retail sector, bring tourists to our area and encourage everyone to shop local.

The Halloween 14 Block Party far exceeded the imagination of the community and Council. Crowd participation increased from 5,000 people in 2013 to 15,000 in 2014. Over 60 Main Street businesses participated in the event with reports of "biggest trade in 16 years", "over 1,000% increase in takings" and "amazing night, can't wait for next year now". This exciting event is a boost to our local economy and community spirit.

Council has continued to work closely with the community to interpret the history and heritage of our area with regular joint exhibitions, history talks and workshops at Eskbank House & Museum and the Lithgow Library Learning Centre.

I hope that as you read through this document you are as inspired as I am by the diverse range of projects and programs that have been achieved. Many of these projects are undertaken in partnership with members of the community whose commitment to our area is commendable. I would like to extend my sincere thanks and gratitude to all of these community groups, it is through your help and support that our community continues to develop and grow.

*Maree Statham*

*Mayor*

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# *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.

### 1.1.01 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 Review and monitor current plans and strategies.

**Action 1.1** Completed 100%

#### Implement the Disability Action Plan

##### Annual Comment

During the year, Council implemented a number of accessibility improvements including:

- An accessible viewing platform at Pearsons Lookout, Capertee.
- An accessible pathway from Blast Furnace Park to Lake Pillans.
- New footpath laybacks on Bent Street, Lithgow adjacent to Lithgow Valley Plaza.
- Accessible facilities were included on the Lithgow Visitor App.
- An accessible toilet was installed at Eskbank House and Museum
- Accessible public toilets were installed in Cook Street Plaza, Lithgow and Clarence Pirie Park, Capertee.

**Action 1.2** Completed 100%

#### Implement the Ageing Strategy

##### Annual Comment

During the year Council undertook a number of initiatives for older people including:

- Construction of an accessible pathway from Blast Furnace Park to Lake Pillans.
- Hosting a very successful Seniors Week program in March 2015 with events at Lithgow Library, Lithgow Men's Shed and Eskbank House.
- Installation of accessible toilets at Eskbank House and Museum, Cook Street Plaza and Clarence Pirie Park, Capertee.

**Action 1.3** Completed 100%

#### Implement the Crime Prevention Plan

##### Annual Comment

The Crime Prevention Committee which includes representatives of Council, the Police and other local government and non-government organisations met three times during the year. The committee considered local crime data and issues in relation to street lighting, CCTV cameras and safety in the Lithgow CBD and Queen Elizabeth Park.



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<b>Action 1.4</b>	Completed	100%
<b>Implement the Cultural Plan</b>		

**Annual Comment**

The following activities were undertaken at Eskbank House & Museum to implement the Cultural Plan:

- Nine community exhibitions, one commercial exhibition, one travelling exhibition and four museum storeroom exhibitions. Three musical events and a play were held in the Courtyard Gallery.
- Cataloguing of items in the Bracey Collection, Book Collection, Art Collection and Garden House Collection was completed.
- Participated in the Museums Standards Program hosted by Museums and Galleries NSW.

Council staff participated in the Lithgow Museums Network and Blue Mountains Association of Cultural Heritage Organisations and assisted with planning NAIDOC Celebrations to promote indigenous culture and history.

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<b>Action 1.5</b>	Completed	100%
<b>Implement the Eskbank House Museum Conservation Management Plan</b>		

**Annual Comment**

The rear of Eskbank House underwent restoration to improve accessibility to the building for visitors and events. Works included a new porch, redesigned rear entrance and an accessible interior toilet. During the works, archaeology remains were found including sandstone footings and the remains of a drainage culvert.

An Archaeology Management Plan was developed.

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<b>Action 1.6</b>	Completed	100%
<b>Implement the Cultural Precinct Study</b>		

**Annual Comment**

During 2014-2015 the following activities were undertaken to implement the Cultural Precinct Study:

- Lithgow Creative's Pop-up Gallery at A Readers Heaven hosted five exhibitions by local creative artists.
- Eskbank House & Museum hosted nine community exhibitions, one commercial exhibition, one travelling exhibition and four museum storeroom exhibitions during the year. Three musical events and a play were held in the Courtyard Gallery.
- The following Theatre and Musical Performances were conducted:
  - "1915" a musical performed by the Lithgow City Band at the Union Theatre
  - "Evita" a musical performed by the Lithgow Musical Society at the Union theatre.
  - "A Farmers Daughter" a play performed by the Lithgow Theatre Group at Salud.
  - A Classical Music Concert performed by the Mitchell Conservatorium of Music at Eskbank House & Museum.
- Mother's Day Street of Flowers – Shop Local Promotion in Main Street included a display of flowers created from recycled materials in Pioneer Park and local businesses decorated with floral displays.
- Two major events were held at Eskbank House - A Zombie Fashion Parade and a Roaring Twenties Garden Party. Eskbank House hosted Waste2Art workshops for school children.
- The Halloween Block Party was a major event for the Cultural Precinct. Not only did the event showcase local creative artist's installations, but workshops at Eskbank House of Scarecrow Making and Zombie Special Effects were held to create installations and build creative skills amongst Lithgow's youth. The inaugural Lithgow Skulls Exhibition and auction was also held in the precinct during this time.
- LithGlo 2014 was held over three nights at Hoskins Church in December to promote Christmas.

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<b>Action 1.7</b>	Completed	100%
<b>Implement the Capertee Village Improvements Plan</b>		

**Annual Comment**

Council completed construction of a new accessible public toilet in Clarence Pirie Park.

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

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<b>Action 2.1</b>	Progressing	90%
<b>Village Improvements Plans developed and adopted by the Executive Management Team.</b>		

**Annual Comment**

Council completed the Capertee Village Improvement Plan and developed the draft Rydal Village Improvement Plan during the year. Work was substantially completed on the Hartley Village Improvement Plan.

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<b>Action 2.2</b>	Completed	100%
<b>Develop a Cultural Precinct Public Art Strategy.</b>		

**Annual Comment**

The Cultural Development Officer worked with Lithgow Tidy Towns to create a permanent Laneways Public Art Strategy.

- A sound installation was installed in Whispering Lane with a further design developed for more sound, visual and tactile installations.
- A concept for Bird Lane was created and artist engaged to create 3D art work from recycled materials.
- Artwork was collected from a range of local artists to be installed in Secret Lane.
- The Skulls Project was run as a Halloween exhibition and fund raiser for further Laneways installation.
- Three temporary exhibitions were held in Gallery Lane.

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<b>Action 2.3</b>	Progressing	90%
<b>Develop a Youth Strategy.</b>		

**Annual Comment**

Consultation was undertaken during 2014 and surveys were completed by 580 young people across the LGA in local high schools and online. This information was used to inform the Youth Issues Paper which was built into the Draft Youth Strategy and Action Plan. The Draft Youth Strategy and Action Plan was completed during the 4th quarter and will be placed on public exhibition for comment in the first quarter 2015/16.

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<b>Action 2.4</b>	Progressing	90%
<b>Develop a Family Friendly Community Strategy.</b>		

**Annual Comment**

Council completed the Draft Family Friendly Strategy during the year which aims to assist Council in supporting the development of a growing, dynamic, prosperous and inclusive future for Lithgow.

## 03 Provide input into State, Regional and Non-Government Organisations Plans and Strategies.

**Action 3.1** Completed 100%

**Input provided into relevant external plans and strategies as required.**

### Annual Comment

Council attended three meetings during the year of the Leaving Healthy Footprints Consultative group which aims to improve the delivery of health services for aboriginal people.

**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** Completed 100%

**Assistance provided to support the activities of local aboriginal organisations.**

### Annual Comment

KPI	Target	Achieved	Notes
NAIDOC Day held each year with participation of Council and other organisations.	30 September	100%	NAIDOC Celebrations were held on 10 October 2014 at Lake Wallace followed by a dinner at Black Gold Cabins.
Community Development Officer to attend meetings of Mingingan Aboriginal Corporation.	Number of Meetings attended.	100%	12 meetings were attended by the Community Development Officer.

NAIDOC celebrations were held on Friday 10th October 2014 at Lake Wallace, followed by a dining evening at Black Gold Cabins in Wallerawang. Council's assistance included:

- Attendance at monthly planning meetings,
- Administration support,
- Hosting NAIDOC Day at Lake Wallace,
- Promoting NAIDOC week,
- Organising art activities for children
- Assistance with set up and pack down of the event.
- Provision of \$3,000 financial assistance to Mingingan to assist with the 2014 NAIDOC event.
- Promoted and attended the National Closing the Gap Day at the Lithgow Information Neighbourhood Centre 19 March 2015.
- Regularly attended the Leaving Healthy Footprints Consultative Committee meetings on a monthly basis to address health and welfare related gaps in local service delivery.

## 02 Promote and support to 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.**

### Annual Comment

KPI	Target	Achieved	Notes
Harmony Day held each year with participation of Council and other organisations	30 June	3rd Quarter - 23 March 2015	Harmony Day celebrations were held on 23 March 2015 at the Lithgow Library Learning Centre. This very successful community event was organised in conjunction with the Lithgow Information and Neighbourhood Centre. The event featured singing, dancing, music and storytelling followed by a multicultural lunch for all to share.

Council's Community Development Officer regularly attended the Multicultural Fun Days at Lithgow Information and Neighbourhood Centre which aims to support and connect people from multicultural backgrounds.

**Action 2.2** Completed 100%

**Conduct and celebrate Naturalisation Ceremonies as required.**

### Annual Comment

KPI	Target	Achieved	Notes
Number of Naturalisation Ceremonies conducted	30 June	3	28 new citizens participated in Naturalisation Ceremonies during 2014/15.

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## 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

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**Action 1.2** Not Progressing 50%  
**Celebrate the contribution to the community by our senior residents.**

### Annual Comment

KPI	Target	Achieved	Notes
Coordinate activities to celebrate Grandparents Day.	30 December	Nil	Grandparents Day festivities were not held.
Coordinate activities to celebrate Seniors Week.	30 June	14-22 March 2015.	Seniors Week was celebrated in Lithgow and included a variety of free activities which provided seniors with opportunities to expand their social networks, increase their health and well being, learn new skills, and connect with relevant information and resources

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## 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.

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**Action 1.1** Completed 100%  
**Eskbank House and its connections with other heritage sites promoted.**

### Annual Comment

During 2014-2015 the following activities were undertaken to promote connections with other heritage sites:

- Staff attended 10 Lithgow Museums Network meetings and 8 Blue Mountains Association of Cultural Heritage Association meetings.
- Eskbank House and Museum was included in a ghost tour program that visited a range of heritage sites including the Blast Furnace and State Mine Heritage Park.
- Participated in the Lithgow's Lost Treasures event for International Museums Day, a combined museums event held at State Mine Heritage Park.
- Held a Roaring 20s Garden Party that featured local actors sharing stories of Eskbank House and its connection to nearby heritage sites.

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**Action 1.2** Completed 100%  
**Promote Lithgow History Avenue Project.**

**Annual Comment**

Lithgow History Avenue was promoted throughout the year through its own website and Lithgow Visitor Centre.

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**Action 1.3** Completed 100%  
**Continue to participate in the Lithgow Museums Network Group**

**Annual Comment**

KPI	Target	Achieved	Notes
Cultural Development Officer to attend meetings of the Lithgow Museums Network Group.	100% of meetings attended.	100%	10 Meetings were attended by the Cultural Development Officer.

During the 2014-2015 the Lithgow Museums Network undertook the following activities:

- Facilitated the design of banners for all the museums to be used for combined and individual promotions.
  - Participated in an International Museums Day event "Lost Treasures of Lithgow" and Metal Conservation workshop.
- 

**Action 1.4** Completed 100%  
**Develop and Establish School Excursion Programs to Eskbank House Museum and other Heritage Sites.**

KPI	Target	Achieved	Notes
Promotion and delivery of school excursion program.	Number of school visits to Eskbank House Museum.	1	During 2 <sup>nd</sup> quarter students from Zig Zag Public School visited Eskbank House Museum.

**Annual Comment**

During 2014-2015 the following activities were developed to encourage schools and children to interact with Eskbank House and Museum:

- A program was developed for schools with activities based on Victorian scientific methods. An "Explore Eskbank" day was held during the July holidays to encourage children to use the program. Schools visiting during the year were provided with the program.
- The Primary by Design program held in September 2014 exhibited photography by Coerwull Public School Students.
- Scarecrow making workshops and Zombie special effects workshops were held for primary and high school students.
- Lithgow High School students used Eskbank House as a base for a Zombie movie they produced.
- Waste2Art workshops were run in the January holidays for school children.
- School children from the Mitchell Conservatorium performed twice at Eskbank House events.
- Acting classes were held during the first quarter for school children.



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**Action 1.5** Completed 100%  
**Continuing to work with the Lithgow Branch of the National Trust to host the John Wellings Award.**

**Annual Comment**

The John Wellings award presentation was held on 12 September 2014 with a large number of entries of very high standard received.

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

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**Action 2.1** Completed 100%  
**Regular networking undertaken with cultural organisations.**

**Annual Comment**

The Cultural Development Officer attended regular Lithgow Museums Network Meetings and Lithgow Laneway Meetings (Lithgow Tidy Towns).

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**03 Provide guidance in the identification, preservation and promotion of local history collections through the Museums Advisors Program.**

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**Action 3.1** Completed 100%  
**Museums Advisor Program continuing to work with Eskbank house and other museums to preserve and promote local history collections.**

**Annual Comment**

The Museums Advisor visited Lithgow twenty times during 2014-2015 and undertook the following activities:

- Attended Lithgow Museums Network meetings.
- Assisted with the Eskbank House and Museum Oral History Project and the Oral History Collection at the Library.
- Visited the Charlie Pinch Museum
- Assisted local museums with collection policies.
- Facilitated a field trip for members of the Lithgow Museums Network to visit Sydney Museums and display centres to inform and improve museum practice.
- Assisted with Strategic Planning and Disaster Management Planning at Eskbank House & Museum.
- Accompanied Lithgow Museum's staff to a Museums Standards Meeting in Windsor.
- Provided advice on how to support Museum volunteers.

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**04 Subject to available resources develop the oral history program to capture the 'collective memories' of the area.**

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**Action 4.1** Completed 100%  
**Oral History Project underway**

**Annual Comment**

During 2014-2015, the Museums Adviser met with the Library Local Studies Officer and the Cultural Development Officer to discuss the Oral History Collection at the Library and create a central depository for completed Oral Histories in the LGA.

The Library continues to support community oral history projects through the loan of equipment and advice on the oral history process.

**05 Develop temporary programs and events within the Cultural Precinct.**

**Action 5.1** Completed 100%

**Program of temporary programs and events developed.**

**Annual Comment**

During 2014-2015 the following temporary programs and events were held in the Cultural Precinct:

- Lithgow Creative’s Pop-up Gallery at A Readers Heaven hosted five exhibitions by local creative artists.
- Eskbank House & Museum hosted nine community exhibitions, one commercial exhibition, one travelling exhibition and four museum storeroom exhibitions during the year. Three musical events and a play were held in the Courtyard Gallery.
- The following Theatre and Musical Performances were conducted:
  - “1915” a musical performed by the Lithgow City Band at the Union Theatre.
  - “Evita” a musical performed by the Lithgow Musical Society at the Union Theatre.
  - “A Farmers Daughter” a play performed by the Lithgow Theatre Group at Salud.
  - A Classical Music Concert performed by the Mitchell Conservatorium of Music at Eskbank House & Museum.
- Mother’s Day Street of Flowers – Shop Local Promotion in Main Street included a display of flowers created from recycled materials in Pioneer Park and local businesses decorated with floral displays.
- Two major events were held at Eskbank House - A Zombie Fashion Parade and a Roaring Twenties Garden Party. Eskbank House hosted Waste2Art workshops for school children.
- The Halloween Block Party was a major event for the Cultural Precinct. Not only did the event showcase local creative artists’ installations, but workshops at Eskbank House of Scarecrow Making and Zombie Special Effects were held to create installations and build creative skills amongst Lithgow’s youth. The inaugural Lithgow Skulls Exhibition and auction was also held in the precinct during this time.
- LithGlo 2014 was held over three nights at Hoskins Church in December to promote Christmas.

**06 Establish outdoor exhibitions at Blast Furnace Park.**

**Action 6.1** Not Progressing 0%

**Program of exhibitions developed.**

**Annual Comment**

A program of events will be implemented following completion of safety and remediation works at Blast Furnace Park in late 2015-2016.

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## 1.2.04 Children and Families

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

01 Continue to participate in the Child Protection Interagency to develop and promote activities for children and families.

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Action: 1.1 Completed 100%

Regular attendance by the Community Development Officer at meetings and participation in community events.

#### Annual Comment

KPI	Target	Achieved	Notes
Assistance provided to conduct Community Fun Days.	Number of Community Fun Days held	100%	A Children's Expo was held on 11 September by the Child Protection Interagency.
Community Development Officer to attend meetings of the Child Protection InterAgency.	100% of meetings attended.	100%	3 meetings were attended.

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## 1.2.05 Community Information

### 1.2.5.1 To increase community awareness of local services and facilities

01 Provide community information on the Marjorie Jackson Plaza noticeboard and in branch libraries.

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Action 1.1 Completed 100%

All noticeboards are updated weekly

#### Annual Comment

Council's noticeboards in Cook Street Plaza and at the Administration Centre are updated weekly with current information relevant to the community, promoting events, services and programs in the Lithgow LGA.

02 Maintain the online directory of Children's Services on Council's website.

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Action 2.1 Completed 100%

Directory maintained and updated regularly.

#### Annual Comment

Council's online Children's Services Directory was updated during the 4th quarter.

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## 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** Completed 100%

##### Promote and Administer the Financial Assistance Program to community organisations.

###### Annual Comment

Council allocated a total of \$164,824 Financial Assistance in 2014/15 including:

- \$80,324 for Recurrent projects,
- \$71,000 for Non-Recurrent projects,
- \$2,500 for Sporting related Financial Assistance; and
- \$11,000 for fee waivers.

The following funding has been approved and processed:

- 29 projects to the value of \$43,501 were approved for Round 1 Non-Recurrent Financial Assistance.
- 15 projects to the value of \$17,082 were approved for Round 2 Non-Recurrent Financial Assistance.

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

**Action 2.1** Completed 100%

##### Use census and other need data to advocate for equitable access by Lithgow residents to community infrastructure and essential services.

###### Annual Comment

Census information was used by Council throughout the year in developing:

- The Draft Hartley and Rydal Village Improvement Plans
- The Draft Family Friendly Strategy
- The Draft Youth Strategy and Action Plan
- Development of Council's Fit for the Future submission.

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

**Action 3.2** Completed 100%

##### Provide support for Men's Shed organisations in the promotion and development of activities.

###### Annual Comment

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Lithgow and Portland Men's Shed Groups	Number of meetings attended.	3	Meetings were attended on request.

During the year Council provided support to Lithgow and Portland Men's sheds as required. Both Men's Sheds operate in Council premises. Council also provided \$2,000 financial assistance to Portland Men's Shed for workshop facilities and as part of Seniors Week in March 2015, Council arranged for a men's health discussion to be delivered at Lithgow Men's Shed by local GP Dr Dearin.

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## 1.2.07 Health

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

01 Advocate for equitable access to health services to meet community need.

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**Action 1.1** Completed 100%

**Community consultation undertaken on health needs and needs advocated to the government.**

### Annual Comment

Council attended meetings throughout the year of the Leaving Healthy Footprints Consultative group which aims to improve the delivery of health services for aboriginal people.

As part of Seniors Week held in March 2015, a men's health discussion was delivered at Lithgow Men's Shed by local GP Dr Dearin.

02 Participate in the Community Services Interagency.

---

**Action 2.1** Completed 100%

**Regular attendance by the Community Development Officer at meetings and participation in events.**

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Community Services Interagency	100% of meetings attended.	100%	5 meetings were attended.

## 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** Completed 100%  
**Operate all branch libraries to provide quality membership services.**

#### Annual Comment

KPI	Target	Achieved	Notes
Membership	Number of new members	100%	1,040 new members
Children's Vacation Activity Programs	2 days per week during school holidays	100%	306 children participated in School holiday programs at Lithgow, Wallerawang and Portland Libraries.
Library Service	Number of people using the service.	100%	112,583 Members utilised the Library service.
Children's story time activates.	Number of children attending	100%	2,295 children attended Story time.
Library Loans	Number of loans.	100%	64,454 Library Loans
Meeting and Video Conferencing Room	Number of bookings	100%	185 bookings with 5,131 people attending meetings and events held in the library's Meeting Room. During 3 <sup>rd</sup> quarter 3,965 people attended pre-polling for the elections.
Technology Centre	Number of bookings	100%	31,986 bookings

This year has seen a steady increase in Library usage. Membership continues to rise and attendance at regular children's programmes such as Storytime and school holiday sessions, has also increased.

The Library has introduced a new weekly session - Baby Bounce & Rhyme Time - aimed at early literacy development and support for new parents through fun, interactive sessions featuring rhymes, songs and stories.

The Library hosted 8 school visits, welcoming 157 students, and participated in National Simultaneous Storytime, with 17 young people listening while the Mayor read the featured story.

The Portland Library Officer has worked hard to introduce a weekly Storytime session, held with the assistance of a community volunteer.

### 02 Maintain membership of the Australian Learning Community Network.

**Action 2.1** Completed 100%  
**Payment of membership.**

#### Annual Comment

The Library's membership of the Australian Learning Community Network was renewed.



### 03 Provide outreach programs for housebound and isolated residents within the LGA

**Action 3.1** Completed 100%

**Home Library Service provided to residents of Wallerawang and Portland.**

**Annual Comment**

The Home Library Service has proved to be an excellent addition to the library's outreach programming. Housebound residents are now being offered access to the full range of library resources - books, magazines, DVDs, talking books and large print books. Deliveries are made to Aged Care Facilities and to private homes.

### 04 Establish e-book reading service.

**Action 4.1** Completed 100%

**Service established.**

**Annual Comment**

The Library is now offering the community access to eBooks and e-Audiobooks for the first time, supplied through Axis360, with a quality customised web portal to Lithgow Library's collection, as well as an app for mobile devices.

### 05 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.

**Action 5.1** Completed 100%

**Purchase additional book and other reading resources.**

**Annual Comment**

During 2014-2015 the Library acquired the following items:

- 4,817 Adult Books
- 1,455 Children's Books
- 511 Teenage Books
- 575 Large Print Books
- 1,070 DVDs
- 360 Books for Babies.

### 06 Share library resources with other communities.

**Action 6.1** Completed 100%

**The number of inter-library loans and reciprocal borrowers**

**Annual Comment**

KPI	Target	Achieved	Notes
Inter Library Loans	Number of loans	942	These loans include boxes of assorted community language requests; talking books; and large print - to support our collections.
Reciprocal Borrowers	Number of borrowers	1,953	Borrowers who live outside of Lithgow LGA, but who might work, travel or visit here.

During 2014-2015 the Inter-library Loans were fully automated, resulting in the development of new procedures and work flows, training of staff and a more efficient system for both staff and borrowers.

## 07 Conduct exhibitions and displays.

**Action 7.1** Completed 100%

**4 exhibitions/displays per year.**

### Annual Comment

During 2014-2015 the Library conducted the following exhibitions and displays:

Art exhibitions:

- Blue Mountains Artist, Paul Robinson
- 'Sugarcestors and Fandoms' Exhibition
- Exhibition by Tim Francis
- 'Three Points of View' Art and Craft Exhibition

Local History Displays

- History week events included an exhibition and talks around the theme of World War 1.
- Library memorabilia for the 75<sup>th</sup> Anniversary
- National Trust Heritage Festival
- National Family History Month

Window Displays for Council coordinated events

- 'Street of Flowers' window display
- Halloween display.

Information Displays

- Know Your Standards – Understanding standard drink sizes.
- Men's Health Week
- Law Week

## 08 Develop the Local History Collection

**Action 8.1** Completed 100%

- **Photo digitising of the collection.**
- **Improved storage and access to Local Studies Collection.**
- **Map indexing.**
- **Mercury indexing of Lithgow Mercury holdings.**

### Annual Comment

During 2014-2015 the following activities were undertaken:

- The Births Deaths and Marriages Indexing of the Lithgow Mercury were bought up-to-date. Map indexing was completed.
- Improvements to the archival storage in the Stack commenced, to improve access to these items.

## 09 Provide a community and education information service through events, displays and the Learning Shop.

**Action 9.1** Completed 100%

- **Community and education information areas are updated weekly.**
- **Number of people attending events.**

### Annual Comment

KPI	Target	Achieved	Notes
Local Schools Network	Number of Meetings attended.	4	The Children's Library Officer hosted these valuable meetings.
Undertake joint programs with TAFE and local schools.	Number of school visits and displays.	54	Regular activities included <ul style="list-style-type: none"> <li>• Weekly visits from Scots School</li> <li>• Harmony Day</li> <li>• Visits to local pre-schools by the Children's Library Officer.</li> <li>• Children's Book Week</li> </ul>

Building strong connections with the local TAFE and schools was an important part of the Library's planning program. Hosting the Local Schools Network is seen as an important contribution to keeping this network viable and benefiting from the information exchange and partnership opportunities that arise. Through these connections have come the very successful Techno Dino program, and the start of preparations for schools to be involved in an annual NAIDOC Art Exhibition to be hosted by the Library.

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

**Action 10.1** Completed 100%

**Community programs developed to promote the facilities and services offered by the Library.**

### Annual Comment

KPI	Target	Achieved	Notes
Friends of the Lithgow Library Learning Centre (FROLLIC)	Number of Meetings attended.	Nil	FROLLIC is currently not meeting.
Lithgow Forum	Meet 4 times per year.	Nil	The Lithgow Forum is on hold at this time.
Youth Book Club	Monthly	Nil	The Youth Book Club is not currently meeting.
Craft lessons with Thursday Knitters Group	Weekly	Weekly	The Thursday Knitters Group continues to meet weekly in the library.

The Library has been evaluating and refreshing the range of learning opportunities offered to the community. This has seen:

- The establishment of weekly Young Writers and Author's writing groups.
- A weekly Storytime session introduced at Portland Library

- The very successful Tech Dino Program - a partnership with Lithgow High School, saw local students mentoring community residents with their technology challenges.
- 7 school holiday sessions were offered at Lithgow, Portland and Wallerawang libraries during the Easter Holidays.
- The 1st Wednesday Book Club met monthly
- The Refugee Support Group met monthly and the following events were hosted to support local refugees:
  - Refugee Week was celebrated with a community gathering of guest speakers and refreshments.
  - 2015 Harmony Day community event.
- The Nana's Touch A.S.D. Support Group met weekly

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**Action 10.2** Completed 100%

**Supervise external university exam students as required.**

**Annual Comment**

The Library provides access to the meeting room and supervision for students sitting external examinations with a large number of University of Queensland and Macquarie University students participating in this program.

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**Action 10.3** Completed 100%

**Undertake joint programs with TAFE and local schools including class visits, displays etc.**

**Annual Comment**

Building strong connections with TAFE and the local schools is an important aspect of the Library's planning 2014-2015 has seen:

- The joint presentation of programs such as Tech Dinosaurs and the involvement of Lithgow High School in the very successful Harmony Day event.
- Scots School's weekly visits during school term for study, borrowing and storytelling.
- All schools invited to tour the Library's ANZAC 100 display.
- A 12 week work placement for an Information Studies student from Mt Druitt TAFE.

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## 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.**

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**Action 1.1** Completed 100%

**Maintain the companion animals register.**

**Annual Comment**

KPI	Target	Notes
Animals destroyed	Total number	95 animals destroyed
Animals impounded	Total number	210 animals impounded
Animals sold	Total number	13 animals sold
Animals returned to owners	Total number	132 animals returned to owners

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.

## 02 Maintain the Lithgow Pound.

**Action 2.1** Completed 100%

**Daily feeding and exercise of animals and cleaning of the pound.**

### Annual Comment

Council maintains the Lithgow Animal Shelter to ensure community safety and compliance with the Companion animals Act. Significant work was completed on improvements to the animal shelter with the development of a cattery with 3 cat towers, play area for the cats and fully fenced exercise areas for lost and abandoned dogs.

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

**Action 3.1** Completed 100%

**Implement Community Education Strategy Action Plan.**

### Annual Comment

During 2014-2015, community awareness and education around individual's responsibilities for care of companion animals was achieved through notice and media releases.

## 04 Investigate non-compliance with the Protection of Environment Operations Act 1977

**Action 4.1** Completed 100%

**Number of Environmental Protection actions taken.**

### Annual Comment

KPI	Target	Achieved	Notes
Number of Environmental Protection Authority actions taken.	Total number	10	Clean up and prevention notices.
Number of non-compliance's investigated.	Total number	1	Illegal discharge into the sewerage system.

**Action 4.2** Completed 100%

**Number of Local Government Act actions taken.**

### Annual Comment

KPI	Target	Achieved	Notes
Number of Local Government Notices issued.	Total number	53	Orders issued over the reporting period

Council works to ensure community safety and compliance with the Local Government Act, through the issuing letters, notices and then Orders for the completion of work under the Act.

## 1.2.10 Safety

1.2.10.1 To facilitate a safe community.

## 01 Maintain Street Lighting

**Action 1.1** Completed 100%

**Complaints referred to Origin Energy on the day received if a working day.**

**Annual Comment**

All complaints were referred to Origin Energy on the day received.

**Action 1.2** Completed 100%

**Audit and enhance where necessary, street lighting in areas of high pedestrian activity.**

**Annual Comment**

Council meets six monthly with Endeavour Energy to discuss outstanding issues.

## 02 Remove graffiti from public places and liaise with Police.

**Action 2.1** Completed 100%

**All graffiti removed within 5 working days.**

**Annual Comment**

All graffiti is removed within 5 working days of being notified.

## 03 Participate in the Local Liquor Accord

**Action 3.1** Completed 100%

**Attend meetings regularly.**

**Annual Comment**

KPI	Target	Achieved	Notes
Manager Community & Culture to attend meetings of the Local Liquor Accord.	100% of meetings attended.	100%	4 meetings were attended.

## 04 Conduct regular meetings of the Crime Prevention Committee

**Action 4.1** Completed 100%

**Meetings of the Crime Prevention Committee to be conducted in accordance with the Terms of Reference.**

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings held 6 weekly	100% of meetings attended	100%	The Crime Prevention Committee met 3 times throughout the year to consider local crime statistics and crime prevention initiatives.

**Action 4.2** Completed 100%

**Priority crime prevention strategies in relation to assault and harassment implemented.**

**Annual Comment**

The Crime Prevention Committee met throughout the year to consider local crime statistics and crime prevention initiatives. Local crime statistics showed that rates of general assault fell, rates of domestic violence related assault were stable and rates of malicious damage to property were down.



## 05 Continue participation and support for the Domestic Violence Liaison Committee.

**Action 5.1** Completed 100%

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

### Annual Comment

KPI	Target	Achieved	Notes
Community Development Officer to attend meetings of the Lithgow Partnerships Against Domestic Violence and Family Abuse Committee (LPADVFA).	100% of meetings attended	100%	The Community development Officer attended 5 meetings of the Lithgow Partnerships Against Domestic Violence and family Abuse committee meetings during 2014-2015.
Assistance provided to conduct White Ribbon Day activities.	30 June	100%	The Community Development Officer provided assistance with planning, promotion and delivery of White Ribbon Trivia Night, held in November each year.

The Community Development Officer attends regular meetings of the Lithgow Partnerships against Domestic Violence and Family Abuse Committee (LPADVFA). The committee is working on promotion and education about domestic and family violence within the community.

## 06 Address violence against women in the community.

**Action 6.1** Completed 100%

**Conduct International Women's Day activities with the Domestic Violence Liaison Committee.**

### Annual Comment

KPI	Target	Achieved	Notes
Assistance provided to conduct International Women's Day Activities.	31 December	1	Lithgow City Council's Cultural Development Officer partnered with Lithgow Community Projects (auspicing body of the Lithgow Partnerships Against Domestic Violence and Family Abuse Committee - LPADVFA) to deliver an exhibition for International Women's Day at Eskbank House Museum on 8 March 2015. Included as part of the celebrations was an official opening and an afternoon tea.

## 07 Provide CCTV monitoring in the Lithgow Central Business District.

**Action 7.1** Completed 100%

**Maintain the CCTV System**

### Annual Comment

CCTV system has been monitored and operational for the year. Two cameras were upgraded to digital.

**Action 7.2** Completed 100%  
**Install security cameras in the Lithgow CBD area.**

**Annual Comment**

A new digital camera was installed at the rear of the Council building in the Main Street Lane.

**08** Participate in emergency services committees including the bushfire Advisory committee and Local Emergency Management committee in accordance with their terms of reference.

**Action 8.1** Completed 100%  
**Attend meetings regularly.**

**Annual Comment**

KPI	Target	Achieved	Notes
Group Manager Operations to attend meetings of the Bush Fire Advisory Committee	100% of meetings attended	100%	4 meetings attended.
Group Manager Operations to attend meetings of the Local Emergency Management Committee	100% of meetings attended	100%	4 meetings attended.

**09** Provide annual and discretionary contributions to the NSW Rural Fire Service and fulfil responsibilities under the Memorandum of Understanding.

**Action 9.1** Completed 100%  
**Contributions made and all responsibilities of the Memorandum of Understanding fulfilled.**

**Annual Comment**

Payments are made in accordance with the Memorandum of Understanding.

**10** Impound abandoned articles from public places.

**Action 10.1** Completed 100%  
**Number of articles impounded in accordance with the Impounding Act.**

**Annual Comment**

Council continues to facilitate a safe community in public places through the removal and impounding of abandoned articles including 13 vehicles in accordance with the Impounding Act.

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## 1.2.11 Volunteering

### 1.2.11.1 To celebrate and grow volunteering

01 Work with community and sporting organisations to develop a volunteer's network to promote and facilitate volunteering in the community.

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**Action 1.1** Progressing 75%  
**Volunteer's network established.**

#### Annual Comment

The Community Development Officer met with community groups including the Museum's Network, Lithgow Information & Neighbourhood Centre, and Central West Volunteering to discuss the best ways of developing a volunteering network and utilising an online platform to facilitate volunteering in the community.

02 Implement a recognition program for volunteering in association with International Volunteers Day.

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**Action 2.1** Completed 100%  
**Recognition program established.**

KPI	Target	Achieved	Notes
Conduct International Volunteers Day event/s.	Number of Volunteers recognised.	60	A total of 60 volunteers attended "Thank a Volunteer Day" held on 15 May 2015 as part of National Volunteers Day.

#### Annual Comment

A recognition program for volunteering was established and implemented in association with National Volunteers Day.

03 Encourage younger people to volunteer.

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**Action 3.1** Completed 100%  
**Increase in number of younger people volunteering.**

#### Annual Comment

The Community Development Officer provided information about volunteering to Youth Councillors and has also included strategies in the Draft Youth Strategy and Action Plan to connect young people with volunteering opportunities in the community.

## 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

Completed

100%

Meetings of the Youth Council to be conducted in accordance with the Committee Terms of Reference.

#### Annual Comment

KPI	Target	Achieved	Notes
Meetings held 8 times per year.	100% of meetings held.	10 Meetings held	The Youth Council meets monthly

Youth Council gives local young people the opportunity to advise Council on issues and programs relevant to them. During 2014-2015 they worked on the following projects:

- Youth Week 2015 events
  - A Skate Park event with BMX and scooter professionals providing demonstrations and coaching, and free BBQ on 11 April.
  - An online photography competition to celebrate Youth Week 2015 invited young people from the Lithgow LGA to submit photos of "What Youth Week in the local area means to them". The public then voted on the Youth Council Facebook page for their favourite.
- Youth Council PCYC Scholarship Program provides full financial support for young people nominated to access programs at the PCYC Lithgow for 1 year.

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

#### Action 2.1

Completed

100%

Annual program of youth events developed.

#### Annual Comment

KPI	Target	Achieved	Notes
Cinema Under the Stars	Number of attendees	0	This program was previously coordinated by CDAT. It is no longer running.
Rock - Up	Number of attendees	0	This project was previously coordinated by Lithgow Community Projects who involved the Youth Council. This did not go ahead in 2014.
Youth Week	Number of attendees	100	Youth Council organised an event at the Lithgow Skate Park and an online Photography Competition as part of Youth Week 2015 celebrations.

Youth Council organised an event at the Lithgow Skate Park as part of Youth Week 2015 celebrations. Newtons Nation provided BMX and scooter demonstrations and coaching and the Lion's Club provided a free BBQ throughout the day.

A photography competition was also held as part of Youth Week with young people invited to submit photos to Council's Facebook page of "What Youth Week means to them as a young person in the LGA" and the public voting for their favourite image.

**03 Work with young people to develop appropriate recreational facilities that meet their needs.**

**Action 3.1** Completed 100%

**Recommendations of young people in relation to recreational facilities considered in Strategic Asset Management Plan.**

**Annual Comment**

Youth Council met monthly and during this time were provided the opportunity to make recommendations with regards to planning for recreational facilities throughout the LGA.

**04 Advocate for appropriate services to meet the broad range of youth needs.**

**Action 4.1** Completed 100%

**Regular attendance at Youth Services Network Meetings and participation in its events by the Community Development Officer**

**Annual Comment**

The Youth Services Network ceased meeting in 2013 due to a loss of membership.

Regular contact between the Community Development Officer, Lithgow High School and LINC is being maintained regarding plans to re-establish a Youth Services Network. Council staff had discussions with other local youth services to re-establish a Youth Services Network.

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

**Action 5.1** Completed 100%

**Homework Zone to operate 4 days per week during school term.**

**Annual Comment**

KPI	Target	Achieved	Notes
Number of children attending the Homework Zone	Total number	732	Students are very keen on attending the Homework Zone, and enjoy their time there.
Number of sessions operated	Total number	143	Sessions continued throughout the Library's renovations.

The Homework Zone is a popular service provided by the Library which receives good feedback from participants and parents.

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

**Action 6.1** Completed 100%  
**Continue to provide the Youth Scholarship in conjunction with Lithgow PCYC.**

**Annual Comment**

KPI	Target	Achieved	Notes
Scholarships Offered	Total number	22	Regular contact is maintained between the Community Development Officer, PCYC management, local high schools and TAFE to encourage further nominations and ongoing use of the facilities and activities offered by the PCYC.

2014/15 Recommended Variations to Program of Works – Caring for our Community

There are 5 variations to the Program of Works for Our Community as detailed in the Operational Plan adopted by Council on 2 June 2014 (Min. No. 14-245).

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Planning Our Community	Village Improvements Plan developed and adopted by the Executive Team.	Work in progress	The Draft Rydal Village Improvements Plan was completed for adoption in 1 <sup>st</sup> quarter 2015/16. The Draft Hartley Village Improvement Plan will be completed and forwarded for adoption in 2 <sup>nd</sup> quarter 2015/16.
	Develop a Youth Strategy	Work in progress	Completed during the 4th quarter and will be placed on public exhibition for comment in the 2015/16.
	Develop a Family Friendly community Strategy.	Work in progress	Completed during the 4th quarter and will be placed on public exhibition for comment in 2015/16.
Ageing Population	Celebrate the contribution to the community by our senior residents.	Not completed	Grandparents Day festivities were not held due to the focus on the extended Senior's Week Program.
Arts and Culture	Establish outdoor exhibitions at Blast Furnace Park.	Deferred	A program of events will be implemented following completion of safety and remediation works at Blast Furnace Park in late 2015/16.

# *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.

## 2.1.01 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 Review and monitor current plans and strategies

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<b>Action 1.1</b>	Completed	100%
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#### Implement the Economic Development Strategy

##### Annual Comment

Key actions arising from the 2010-2014 Economic Development Strategy continued to be implemented.

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<b>Action 1.2</b>	Completed	100%
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#### Implement the Business and Retail Strategy

##### Annual Comment

The Economic Development Officers worked with CBD retailers to develop the Mother's Day Street of Flowers Shop Local Campaign.

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<b>Action 1.3</b>	Completed	100%
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#### Implement the Destination Management Plan/Tourism Strategy

##### Annual Comment

During 2014-2015, three actions from the Destination Management Plan were implemented, these included:

1. Further development of the regional and scenic drive product.
2. Continuing to encourage mountain-biking in the State Forest.
3. Continuing to recognise the importance of the event sector as a key driver for the local economy.

Additionally it was resolved to consult with the Capertee Valley Alliance on the development of the International Bird Trail in the Capertee Valley.

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<b>Action 1.4</b>	Completed	100%
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#### Implement the Cultural Precinct Study

##### Annual Comment

During 2014-2015 the following activities were undertaken to implement the Cultural Precinct Study:

- The Lithgow Creative's Pop-up Gallery at A Readers Heaven hosted five exhibitions by local creative artists.
- Eskbank House & Museum hosted nine community exhibitions, one commercial exhibition, one travelling exhibition and four museum storeroom exhibitions during the year. Three musical events and a play were held in the Courtyard Gallery.
- The following Theatre and Musical Performances were conducted:
  - "1915" a musical performed by the Lithgow City Band at the Union Theatre.
  - "Evita" a musical performed by the Lithgow Musical Society at the Union theatre.
  - "A Farmers Daughter" a play performed by the Lithgow Theatre Group at Salud.



- A Classical Music Concert performed by the Mitchell Conservatorium of Music at Eskbank House & Museum.
- Mother's Day Street of Flowers – Shop Local Promotion in Main Street included a display of flowers created from recycled materials in Pioneer Park and local businesses decorated with floral displays.
- Two major events were held at Eskbank House - A Zombie Fashion Parade and a Roaring Twenties Garden Party. Eskbank House hosted Waste2Art workshops for school children.
- The Halloween Block Party was a major event for the Cultural Precinct. Not only did the event showcase local creative artist's installations, but workshops at Eskbank House of Scarecrow Making and Zombie Special Effects were held to create installations and build creative skills amongst Lithgow's youth. The inaugural Lithgow Skulls Exhibition and auction was also held in the precinct during this time.
- LithGlo 2014 was held over three nights at Hoskins Church in December to promote Christmas.

**Action 1.5** Completed 100%

**Implement the Land Use Study**

**Annual Comment**

The Comprehensive Lithgow Local Environmental Plan, Lithgow LEP 2014 was made and became effective on the 19 December 2014. This Plan implements the majority of actions of the Lithgow Land Use Strategy (LUS). Other actions from the LUS will be implemented in future planning projects either underway or planned for future years.

**Action 1.6** Completed 100%

**Implement the Wallerawang Industrial Park Feasibility Study**

**Annual Comment**

Council has had discussions with the property owners, Energy Australia, with regard to development opportunities for this site. However, Energy Australia has no plans to divest the property in the foreseeable future.

**Action 1.7** Completed 100%

**Implement the Cultural Plan**

**Annual Comment**

The following activities were undertaken at Eskbank House & Museum to implement the Cultural Plan:

- Nine community exhibitions, one commercial exhibition, one travelling exhibition and four museum storeroom exhibitions during the year. Three musical events and a play were held in the Courtyard Gallery.
- Cataloguing of the items in the Bracey Collection, Book Collection, Art Collection and Garden House Collection was completed.
- Participation in the Museums Standards Program hosted by Museums and Galleries NSW.

Council staff participated in the Lithgow Museums Network and Blue Mountains Association of Cultural Heritage Organisations and assisted with planning NAIDOC Celebrations to promote indigenous culture and history.

**02 Finalise the new Comprehensive Local Environmental Plan.**

**Action 2.1** Completed 100%

**Plan gazetted and implemented.**

**Annual Comment**

The new Comprehensive Lithgow Local Environmental Plan, Lithgow Local Environmental Plan 2014 was made and became effective on 19 December 2014.

### 03 Stormwater, water and sewerage infrastructure requirements.

**Action 3.1** Not due to start 0%

#### Development of a site specific Development Control Plan

##### Annual Comment

Site Specific Development Control Plans are actioned when new Greenfield growth areas are being planned and developed.

### 04 Continue to develop new Development Control Plans in line with the new Local Environmental Plan.

**Action 4.1** Progressing 40%

#### Plans prepared, consulted upon and adopted.

##### Annual Comment

Research and investigation work continued for the preparation of the Comprehensive Development Control Plan. This project will continue into the 2015-2016 year.

### 05 Review and update the Economic Development Strategy

**Action 5.1** Progressing 90%

#### Plan prepared, consulted upon and adopted for period 2014-2018.

##### Annual Comment

The Draft Economic Development Strategy and Investment Prospectus were presented to the Economic Development Advisory Committee.

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

#### 2.2.01 Arts and Culture

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

### 01 Promote networks and resource sharing locally and regionally.

**Action 1.1** Completed 100%

#### Support and respond to requests from local artists in response to Networking programs.

##### Annual Comment

During 2014-2015 the Cultural Development Officer:

- Updated the Lithgow Creative's Website with information on opportunities for artists and local artist bios.
  - Attended meetings of the Tidy Towns Laneways Project to support artists creating art installations in Main Street Laneways.
- Organised exhibitions by local artists in the Lithgow Creative's Pop-up Gallery at A Readers Heaven.
- Worked with Arts Out West to organise a Winter Networking event in Lithgow.

- Coordinated the 2015 Lithgow Waste2Art competition providing opportunities for local artists to exhibit at Eskbank House & Museum.
- Worked with local artists and Tidy Towns to coordinate the Lithgow Skulls Project which created a combined pop-up exhibition of “Day of the Dead” Skulls for Halloween in a vacant shop.

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

**Action 2.1** Completed 100%  
**Maintain and improve Lithgow Creative’s website.**

**Annual Comment**

Throughout 2014-2015 the Lithgow Creative’s website was updated with events, news, profiles of new artists and featured artists.

**Action 2.2** Completed 100%  
**Establish Mentoring program for Cultural Industries**

**Annual Comment**

The following activities were undertaken during 2014-2015 to mentor Cultural Industries:

- The Lithgow Creative’s Website was updated with events, news, profiles of new artists and featured artists.
- A Multimedia Mentoring Program for Lithgow High School Students interested in pursuing a career within the events industry was developed. The program included an educational tour to the Sydney Vivid Festival with a behind the scenes look at a major public event and a presentation from leading lighting designers.

**Action 2.3** Completed 100%  
**Host exhibitions at Eskbank House for cultural industries**

**Annual Comment**

KPI	Target	Achieved	Notes
Number of exhibitions hosted at Eskbank House Museum.	2 per annum	2	The Waste2Art and The PCYC Lithgow Photographic Group exhibitions provided avenues for local artists and photographers to exhibit their works and offer them for sale.

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## 2.2.02 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.

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**Action 1.1** Completed 100%

**Marketing collateral developed and distributed as per available resources.**

### Annual Comment

KPI	Target	Achieved	Notes
Lithgow App	30 June	100%	The App was continually updated to ensure information is current and relevant. Additional information included: <ul style="list-style-type: none"><li>• Public Toilets</li><li>• Accessibility</li><li>• Film Permits</li><li>• Bicycle Hire</li></ul>
Brochures	30 June	100%	Brochures were monitored and updated with information changes to ensure currency and relevance.
Lithgow Tourism Guide	30 June	100%	Distribution continued throughout the year as per requests.
Banners	30 June	100%	Christmas and Welcome Banners were displayed in Lithgow, Wallerawang and Portland.
Displays	30 June	100%	Displays were monitored to ensure they were up to date. The LED Screen at the Visitors Centre was constantly updated with changing events and attractions throughout the LGA.

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**Action 1.2** Completed 100%

**Provide professional corporate and promotional and informational publications for the community Strategic Plan and associated documents.**

### Annual Comment

Council produced its first annual 'A Year in Review' in 2014/15. This 52 page booklet provided a progress report on Council activities for 2013/14 and was distributed to businesses throughout the local government area.

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**Action 1.3** Completed 100%

**Develop Christmas displays and activities throughout the LGA**

### Annual Comment

The 2014 Lithgow event delivered over December 11-13 2014 provided family friendly entertainment, light shows, and night markets at Hoskins Uniting Church. A decorative Christmas tree was also installed in Cook St Plaza.

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**Action 1.4** Completed 100%  
**Conduct the Mayors Appeal to provide residents in Local Nursing Homes with Christmas Gifts.**

**Annual Comment**

KPI	Target	Achieved	Notes
Promote the appeal and source gifts.	30 November	100%	Gifts were sourced and distributed to Nursing Home residents during December 2014.
Distribute gifts to Nursing Home residents at Christmas Functions	30 December	100%	

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**Action 1.5** Completed 100%  
**Welcome banners replaced annually as per resourcing and budget.**

**Annual Comment**

Welcome banners were maintained on the banner poles throughout the year at Lithgow, Wallerawang and Portland. During November/December they were replaced with Christmas banners.

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**Action 1.6** Progressing 90%  
**Install additional town entry signage throughout the LGA.**

**Annual Comment**

During 2014-2015, Council completed the installation of two new billboards; one of River Lett Hill and the other at Mt Lambe.

Concept designs were developed for town entry signage were completed during the 3<sup>rd</sup> quarter and displayed on social media for comment with an overwhelming response favouring Concept 1. The designs were endorsed by Council. Final installation costs were sought and an order will be placed with the successful tenderer in the coming financial year. It is anticipated that the signage will be installed during the first quarter of 2015-2016.

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**Action 1.7** Completed 100%  
**Upgrade and install brown and white tourism signs in accordance with the Interpretive Signage Program and within budget.**

**Annual Comment**

Throughout 2014-2015 no brown and white tourism signs were installed and 2 signs were taken down at Wallerawang that contained signposting to the no longer used Old Wallerawang Station.

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## 2.2.03 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** Completed 100%

### Develop and implement a Lithgow CBD Business Attractions and Retention Program

#### Annual Comment

The following activities were undertaken during 2014-2015 to attract and retain Lithgow CBD businesses:

- The Halloween 14 Block Party attracted 15,000 people to the CBD with over 60 businesses participating in the festivities.
- LithGlo 2014 was held over 11-13 December in the grounds of Hoskins Uniting Church and a giant Christmas Tree was installed in Cook Street Plaza attracting visitors to the CBD.
- The 2015 Mother's Day Street of Flowers Shop Local Program attracted locals and visitors to the Main Street to shop and see the street decorations. This program included late night trading with retailers reporting increased sales.
- Coordinated a course in Certificate III in Micro Business Operations for local businesses with the Central West Business Enterprise Centre and Western Sydney University Lithgow College Campus.
- Developed the Draft CBD Revitalisation Strategy and Action Plan for the revitalisation of the Lithgow CBD.
- Promoted the CBD and engaged with the community on concepts for the revitalisation of the Lithgow CBD through the Revitalising Lithgow Facebook Page.

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**Action 1.2** Completed 100%

### Implement the Main Street Façade Program

#### Performance Comment

Council continued to promote and administer the Main Street Façade Program.

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**Action 1.3** Completed 100%

### Promote sustainable production and consumption practices through a 'Made in Lithgow' promotion

#### Annual Comment

Ongoing liaison is undertaken with market providers as required.

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## 2.2.04 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** Completed 100%

**Regularly meet with and coordinate economic programs with the Economic Development Advisory Committee, Lithgow business Association and other stakeholders as required.**

### Annual Comment

KPI	Target	Achieved	Notes
Economic Development Advisory Committee meetings held 3 monthly	100% of meetings held.	100%	3 meetings of the Economic Development Advisory Committee were held. The final meeting was not held due to unavailability of Committee Members.
Economic Development Officer to attend meetings of the Lithgow Business Association.	Number of Meetings attended.	100%	During 2014-2015, the Lithgow Business Association folded and was replaced by the Lithgow Business Networking Group. The Economic Development Officer attended weekly meetings of the Lithgow Business Networking Group.

02 Encourage cooperation between business and industry sectors, and with the Council.

---

**Action: 2.1** Completed 100%

**Attend local and regional economic and tourism forums to promote and advocate for development and business opportunities within the Lithgow LGA.**

### Annual Comment

During 2014-2015 the following activities were undertaken:

- Council attended the Country Living Expo at Olympic Park.
- Council established the Business Taskforce to promote and advocate for development and business opportunities within the Lithgow LGA with high level government and local business representation.

03 Market and promote Lithgow as a place to do business, work, live and recreate.

---

**Action 3.1** Progressing 90%

**Develop promotional material to attract investors and residents and participate in relevant exhibitions.**

### Annual Comment

The Draft Economic Development Strategy and Investment Prospectus were presented to the Economic Development Advisory Committee.

The Economic Development website was reviewed and updated.

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<b>Action 3.2</b> <b>Business prospectus kept updated.</b>	Progressing	90%
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**Annual Comment**

The Draft Economic Development Strategy and Investment Prospectus were presented to the Economic Development Advisory Committee.

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<b>Action 3.3</b> <b>Continue to update the Creative/cultural Industry Cluster section of the Economic Development Website.</b>	Completed	100%
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**Annual Comment**

Throughout 2014-2015 the Lithgow Creative's website was updated with events, news, profiles of new artists and featured artists.

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<b>Action 3.4</b> <b>Continue to update the Economic Development Website.</b>	Completed	100%
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**Annual Comment**

A new Economic Development Website was launched in 3<sup>rd</sup> quarter.

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<b>Action 3.5</b> <b>Continue to update the New resident information on website.</b>	Completed	100%
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**Annual Comment**

New Resident Information is incorporated within the updated Economic Development Website which was completed during 3<sup>rd</sup> quarter.

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<b>04</b>	<b>Encourage expansion and attraction of businesses.</b>
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<b>Action 4.1</b> <b>Appropriate conferences attended to encourage investment.</b>	Completed	100%
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**Annual Comment**

Council attended the Country Living Expo at Olympic Park during the 1<sup>st</sup> quarter.

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<b>Action 4.2</b> <b>Regular assistance provided to potential investors.</b>	Completed	100%
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**Annual Comment**

Assistance to investors is provided on an ongoing basis in association with Council's Environment and Development function.



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## 2.2.05 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 Lobby for increased range of educational and training providers to support post secondary school and lifelong learning opportunities.

---

Action 1.1 Completed 100%

Assist in the establishment of the University of Western Sydney College Campus in Lithgow.

### Annual Comment

Ongoing liaison is undertaken with UWS representatives through Council's Economic Advisory Committee.

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

---

Action 2.1 Completed 100%

Liaison with local businesses, developers and employment agencies to identify skills gaps.

### Annual Comment

Council's Economic Development webpage was updated to promote links to educational facilities and course offers to address skill gaps. Ongoing liaison occurred with key stakeholders including government agencies such as NSW Trade and Investment as well as local educational providers and employment agencies.

Council coordinated a course in Certificate III in Micro Business Operations for local businesses with the Central West Business Enterprise Centre and Western Sydney University.

---

Action 2.2 Completed 100%

Liaison with local and external training providers to help develop programs to address gaps.

### Annual Comment

Ongoing liaison with Western Sydney University regarding expansion and promotion of course offers including links to Council updated Economic Development webpage was completed in 3<sup>rd</sup> quarter.

---

Action 2.3 Completed 100%

Encourage the presence of additional education providers.

### Annual Comment

Council continued to liaise with **Western Sydney University** regarding expansion and promotion of course offers and included links to the University website on the Updated Economic Development Webpage.

03 Encourage international students to participate in local educational courses.

---

Action 3.1 Completed 100%

Work with universities to promote Lithgow to overseas students.

### Annual Comment

Ongoing liaison is undertaken with Western Sydney University representatives through Council's Economic Advisory Committee and directly with the Marketing and Business Development Manager.

## 2.2.06 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 Assess all applications including Development Applications, Construction Certificates, Complying development Certificates and Section 68 Applications.

**Action 1.1** Completed 100%

**Finalise the full review and update the Automated Planning Certificate System and ensure it is ready to go live to coincide with gazettal of the Principal LEP.**

### Annual Comment

Following gazettal of the Principal LEP the system was updated.

**Action 1.2** Completed 100%

**Applications are processed within 21 working days of receipt calculated exclusive of the 'stop the clock' period.**

### Annual Comment

80% of applications were processed within 21 days of receipt throughout 2014-2015.

**Action 1.3** Completed 100%

**Development Inspections**

### Annual Comment

Development inspections were carried out as requested.

**Action 1.4** Completed 100%

**Process and issue Building and Planning Certificates in accordance with regulatory requirements.**

### Annual Comment

KPI	Target	Achieved	Notes
Number of Building Certificates received.	Processed within 7 working days.		21 Building Certificates were processed within 7 working days.
Median processing days for Building Certificates			
Number of Planning Certificates 149 (2) received.	Processed within 7 working days.		557 Planning Certificates were processed within 4 working days.
Median processing days for Building Certificates 149 (2)			
Number of Planning Certificates 149 (5) received.	Processed within 7 working days.		359 Planning Certifications were processed within 5 working days.
Median processing days for Planning Certificates 149 (5)			
Number of Subdivision Certificates received	Processed within 7 working days.		23 Subdivision Certificates were processed within 6 working days.
Median processing days for Subdivision Certificates			

**02 Implement conditions of development consent and enforce compliance.**

**Action 2.1** Completed 100%

**Number of actions taken.**

**Annual Comment**

KPI	Target	Achieved	Notes
Land and Environment Court	number of actions taken	Nil	No actions were taken in the Land & Environment Court during 2014-2015.

**03 Investigate non compliance with the Environmental Planning and Assessment Act and Local Government Act.**

**Action 3.1** Completed 100%

**Number of actions taken**

**Annual Comment**

KPI	Target	Achieved	Notes
Land and Environment Court	number of actions taken	Nil	No actions were taken in the Land & Environment Court during 2014-2015.

**04 To provide street and rural numbers to premises upon request and at subdivision stage.**

**Action 4.1** Completed 100%

**Street and rural numbers issued upon request.**

**Annual Comment**

KPI	Target	Achieved	Notes
Number of rural numbers issued.	80% processed within 21 days.	42	Numbers are issued on request.
Number of street numbers issued.	80% processed within 21 days.	17	

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## 2.2.07 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

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**Action 1.1** Completed 100%

**Ensure all tourism operators are working together to implement recommendations.**

### Annual Comment

Throughout 2014-2015, seven Tourism Advisory Committee meetings were held in accordance with the Terms of Reference.

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**Action 1.2** Completed 100%

**Seek opportunities to increase funding for tourism development with State Government**

### Annual Comment

Council commenced discussions with private business owners about applying for funding for local tourism opportunities.

Assistance was provided to Rocky Trail Entertainment for their successful application for funding from the NSW Sport and Recreation Events program to host a round of the NSW Downhill Mountain bike Championship in Lithgow in late 2015.

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

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**Action 2.1** Completed 100%

**Implement the Festivals and Events Strategy.**

### Annual Comment

The following activities were undertaken during 2014-2015 to implement the Festival and Events Strategy:

- Event Management Workshops were held for local community event organisers in July and August. The workshops were delivered by a qualified trainer and attended by event organisers from Rydal Show, Ironfest, Lithgow Regional Markets and other regional events.
  - The Events Coordinator attended the Local Government Event Network Workshop and Inspire EX Trade Exhibition.
  - Completed and presented the Regional Community Halls and Theatres Report. Following evaluation of the report, a review of Council's Hall Hire Fees was undertaken to simplify the fee structure in-line with similar venues in regional locations.
  - Assisted with a Multimedia Mentoring Program for Lithgow High School Students interested in pursuing a career within the events industry. The program included an educational tour to the Sydney Vivid Festival with a behind the scenes look at a major public event and a presentation from leading lighting designers.
  - Researched Council Event Calendar and Booking Systems to assist in the development of the Council Tourism Website.
  - Provided marketing support through Regional Tourism Magazines, Visit NSW website and Lithgow Tourism Calendar of Events website and Street Posters to local events.
  - Attended site inspection at Lithgow Workies Club and compiled information for submissions for future events in Lithgow.
  - Develop presentation for Lithgow Lions Club for a bid to host a Lions Club event in Lithgow for 2016.
  - Completed the *Manage Your Event Safety Guide* for Organisers
-

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**Action 2.2** Completed 100%

**Coordinate Events Management meetings with event organisers to ensure compliance.**

**Annual Comment**

The following activities were undertaken during 2014-2015 with the following event organisers:

- Ironfest debrief for Ironfest 2014.
- Mountain Cruizers Car Club.
- Rockytrail Entertainment – Mountain Bike Down Hill Championship.
- Liaised with the Lithgow Business Association and Village Market Organisers to ensure that their events complied with Council policies regarding Insurance, Food Handling and Risk Assessments.
- Liaised with Hartley Progress Association regarding a Historic Motorcycle Event to be held in late 2015.
- Assisted the Rock and Road Cycling and Australian Skateboard Racing Association with their event to be held in July 2015.
- Prepared lease agreements for the Lithgow Agricultural Show and Ironfest 2015 use of the Lithgow Showground.
- Convened meetings and site inspections with the Ironfest Safety Officer to ensure that appropriate Work Health and Safety and Council guidelines are followed.

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**Action: 2.3** Completed 100%

**Organise and stage the Lithgow Flash Gift to ensure a comparative increase from 2013/14 in:**

- **Sponsorship levels**
- **Participation**
- **Visitation**
- **Competition Events**
- **Supporting Events/Activities.**

**Annual Comment**

Due to insufficient competitor numbers from NSW Athletic League, the Lithgow Flash Gift Committee decided to cancel the event and return all the sponsorship money to the sponsors.

---

**Action: 2.4** Completed 100%

**Identify and support local tourism events including:**

- **Daffodils at Rydal**
- **Back to Hartley**
- **Celebrate Lithgow**
- **Portland Spring Fair**
- **Ironfest**
- **Glow Worm Tunnel Marathon**

**Annual Comment**

During 2014-2015 the following activities were undertaken:

- Coordinated TV & Radios Interviews for
  - The Rocky Trail Entertainment NSW/ACT Mountain Bike Down Hill Series
  - The Zombie Special Effects Make-up Workshops at Eskbank House & Museum with Lithgow High School Students.
- Information and images for Halloween were sent to Sydney Telegraph Body and Soul Magazine.

- Developed and managed the entertainment and technical production requirements for Halloween and LithGlo.
- Assisted with the marketing of the NSW Metro Go Kart Championships at Lithgow City Raceway.
- Information on the Lithgow showground was submitted in support of staging an X Factor Music Concert in Lithgow.
- Provided marketing support through Regional Tourism Magazines, Visit NSW website and Lithgow Tourism Calendar of Events website, Street Posters to local events and social media, including:
  - Daffodils at Rydal
  - Portland Spring Fair
  - Back to Hartley
  - Moment in time Exhibition and Co's Road Walks.
  - The National Ladies Go Kart Special Event
  - Rydal Show
  - Glamour & Gowns Ball
  - Eskbank House Garden Party
  - Portland Art Exhibition
  - International Women's Day Exhibition 2015
  - Lithgow Agricultural Show
  - The Big Ride 4 Parkinson's
  - Ironfest 2015 – "Gypsy Dreadnought"
  - "1915"
  - Historic Governor Macquarie Event Waste2Art 2015 Lithgow
  - Ironfest
  - Colin Buchanan Concert
  - Glenroy Bicentenary Commemoration
  - Rock & Road cycling race
  - The Delltones concert
  - Treeview Estates Arts & Craft Fair
  - Blue Mountains Taekwondo Championships
  - Glow Worm Tunnel Trail Marathon
  - Lithgowfoto2015 Aged
- Liaised with television media and event organiser for media coverage and reporting of events.

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**Action 2.5** Completed 100%

**Coordinate Australia Day activities within the LGA to ensure a comparative increase in participation and activities from 2013/14.**

**Annual Comment**

The official 2015 Australia Day Ceremony was held by Council at Queen Elizabeth Park with approximately 400 people attending. The ceremony included official speeches, Citizenship Awards and a Citizenship Ceremony. Following the ceremony the crowds enjoyed local entertainers, jumping castles, a circus workshop and a sausage sizzle.

Council also provided a giant slide and free entry to the Lithgow Aquatic Centre on the day with over 400 people attending.

**03 Development of Aboriginal Experiences throughout the LGA**

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**Action 3.1** Completed 100%

**Consultation with Mingaan**

**Annual Comment**

A representative of Mingaan is on the Tourism Advisory Committee and provides information to the committee on Indigenous matters.

## 04 Operate the Visitor Information Centre.

**Action 4.1** Completed 100%

**Provide quality visitor information services.**

KPI	Target	Achieved	Notes
Total value of Souvenir Sales.	100%	\$64,799.06	
Visitors to the Visitor Information Centre 2013/14	Increased visitation in comparison to 2013/14	38,922	39,305 visitors in 2013-2014 - a 1% decrease
Total number of members.	Increased membership in comparison 2013/14	57	71 in 2013-2014 - a 20% decrease
Total value of accommodation bookings	100%	\$3195.00	\$6439.00 in 2013-2014 - a 50% decrease
Total number of members 2013/14.	Increased membership in comparison 2013/14	57	71 in 2013-2014 - a 20% decrease
Visitors to the Visitor Information Centre.	Increased visitation in comparison to 2013/14	38,922	39,305 visitors in 2013-2014 - a 1% decrease
Total value of tour bookings	100%	\$121.60	
Commission on accommodation bookings.	100%	\$319.50	
Commission on tour bookings.	100%	\$18.24	

**Action 4.5** Not due to start 0%

**Develop a 4WD and Recreational Activity Guide to increase greater visitation of area's listed and address pressing need for more interpretive information on bush tracks from 4wd and trail bike riders.**

### Annual Comment

No progress was made on the 4wd and Recreational Activity Guide in 2014-2015 and full priority will be given to the task in 2015-2016 as it had been identified as a key area by the Tourism Advisory Committee.

05 Continue to develop tourism opportunities within the LGA and with neighbouring areas.

**Action 5.1** Completed 100%

**Provide input into community tourism development initiatives e.g.: Capertee Valley, Hartley Valley and other groups/activities.**

**Annual Comment**

During 2014-2015 Council:

- Attended monthly meetings with the Lithgow Museums Network Group.
- Maintained regular contact with the Lithgow Business Network Group.
- Liaised with Wallerawang -Lidsdale Progress Association regarding the installation of an information bay.
- Meetings were held with the Hartley & District Progress Association regarding the annual Back to Hartley event and a Historic Motorcycle event; both to be held in late 2015.

**Action 5.2** Completed 100%

**Promotion of the LGA through the development of combined marketing with Oberon and Bathurst.**

**Annual Comment**

During 2014-2015 Lithgow Tourism collaborated with Oberon and Bathurst Tourism to jointly produced collateral information such as:

- The Making Tracks Map
- The Regional Villages Booklet
- The Lithgow/Bathurst/Oberon Cartoscope Map

Lithgow and Bathurst Visitor Centre staff attended the Canberra Home, Leisure and 4WD Show and the South Coast Caravan, Camping and 4WD Show.

**Action 5.3** Completed 100%

**Organise the Tourism Advisory Committee meetings in accordance with the terms of reference.**

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings to be held bi-monthly.	100% of meetings held.	100%	6 meetings of the Tourism Advisory Committee were held during 2014-2015.



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**Action 5.4**

Completed

100%

**Participate in the activities of CENTROC's Screen Central****Annual Comment**

KPI	Target	Achieved	Notes
Filming enquiries	Number of enquiries	16	Filming enquiries were received from the Sydney International Film School, Flat Daddy and for a photo shoot by Vogue Magazine.
Filming activities	Number of activities	14	Of the 14 filming permits granted; <ul style="list-style-type: none"><li>• 6 were for a project undertaken by a Film School based in Sydney</li><li>• 1 short film</li><li>• 3 were documentaries</li><li>• 1 magazine Photo shoot</li></ul>

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**Action 5.5**

Completed

100%

**Celebrate the 2013 Bi-Centenary of the Blue Mountains Crossing.**

- **Finalise participation in Bi-Centenary of the Blue Mountains Crossing meetings and planning of events.**
- **Participate in subsequent regional Bi-Centenary events.**

**Annual Comment**

Five projects were completed in 2014-2015 to commemorate the 2013 Bi-Centenary of the Blue Mountains Crossing as follows:

- The exhibition "A Moment in Time" was held at Old Hartley Schoolhouse in October 2014.
- Guided walks along Cox's Road were run in October 2014.
- Events to commemorate Governor Macquarie's journey along Cox's Road were held in May 2015.
- A commemorative Cairn at Glenroy was conserved for the events.
- The Hartley Vale section of the Hartley Date Signing Project was completed.

**Action 6.1** Completed 100%

**Promotion and marketing of the LGA in a range of media and within budget**

**Annual Comment**

KPI	Target	Achieved	Notes
Blue Mountains Imag	Number of advertisements	12	Council advertises in each of these publications on a monthly or quarterly basis.
Blue Mountains Tourist Newspaper	Number of advertisements	4	
Blue Mountains Gazette	Number of press releases/advertisements	0	Press releases are sent to the Lithgow Mercury and regional and local media.
Lithgow Mercury	Number of press releases/advertisements	17	
Blue Mountains Wonderland Magazine	Number of advertisements	0	Blue Mountains Wonderland Magazine is no longer in publication.
Discover Blue Mountains	Number of advertisements	12	
Discover Central West	Number of advertisements	12	

In addition to the above listed publications throughout 2014-2015, Council regularly promoted tourism activities in:

- Central West Lifestyle Magazine.
- The Blue Mountains Experience Guide.
- Blue Mountains Life Magazine
- all seasonal publications.
- Liaised with 'The Word Australia' to distribute the brochure amongst high visited attractions in the Sydney Metro Market.
- The UBD Guide.

**Action 6.3** Completed 100%

**Continue to develop DVD and Photographic Library**

**Annual Comment**

During 2014-2015 images of the following events were added to the Photographic Library:

- Roaring 20's Ball
- Go Kart championships at Marrangaroo
- 2014 RedAss downhill championships
- Halloween 2014
- LithGlo 2014
- 2015 Glow Worm Tunnel Marathon,
- 2015 Ironfest

Images of Tourism Operators iSalud and the Hampton Halfway Hotel Motel were also added to the Photographic Library.

**07 Continue to establish tourism drives.**

**Action 7.1** Not due to start 0%  
**Implement collaborative partnership strategies across LGA's.**

**Annual Comment**

KPI	Target	Achieved	Notes
Tablelands Way	Number of Meetings attended.	0	The committee is currently not functioning.

**08 Operate Eskbank House Museum**

**Action 8.1** Completed 100%  
**An increase in visitation from 2013/14.**

**Annual Comment**

KPI	Target	Achieved	Notes
Visitors to Eskbank House Museum.	Increased visitation in comparison to 2013/14	1,857	There was an increase of 4 visitors to the Museum during 2014/15 in comparison to 2013/14.  During the 2 <sup>nd</sup> Quarter the Museum was closed for 1 week due to storm damage resulting in the cancellation of 1 wedding and 2 group bookings.

**Action 9.1** Completed 100%

**Events and activities developed to promote Eskbank House Museum and its collections.**

**Annual Comment**

During 2014-2015 the following events and activities were developed to promote the Museum and its collections:

- The following exhibitions from the Museum Collection were held in the Foyer Gallery:
  - A Music and Maths Exhibition
  - An Exhibition of Souvenir Porcelain
  - Bits & Bobs Exhibition
  - Textiles Exhibition.
  
- In the Courtyard Gallery the following activities were held:
  - "The MacKenzie Story" an exhibition from the Chifley Museum and Education Centre, Bathurst
  - A commercial exhibition by local artist, Peter Donovan.
  - 9 community art and museum exhibitions
  - A Zombie Fashion Show
  - Three musical concerts by the Mitchell Conservatorium
  - "Thank a Volunteer Afternoon Tea"
  - The play "Pioneers in Petticoats"
  
- Lithgow High School Students filmed a short zombie movie at the museum.
- Three Ghost Tours by Blue Mountains Mystery Tours were held at the Museum.
- The Roaring 20's Garden Party was held as part of the Blue Mountains Lithgow Oberon Tourism Roaring Twenties Festival.

**Action 9.2** Completed 100%

**Exhibitions/displays (including travelling exhibitions from major institutions).**

**Annual Comment**

During 2014-2015 eleven exhibitions were held in the Courtyard Gallery including "The Mackenzie Story" a travelling exhibition from the Ben Chifley Museum and Education Centre, Bathurst.

## 10 Undertake Capital Improvements to Eskbank House Museum from the Eskbank House Trust Reserves.

**Action 10.1** Completed 100%

**Program of capital improvements based on the Conservation Management Plan and Landscape Strategy progressively implemented.**

### Annual Comment

Restoration work to the rear of Eskbank House was completed during 2014-2015 including the provision of an accessible entrance and toilet. Significant roof repairs were also undertaken.

## 11 Upgrade display and exhibition equipment at Eskbank House Museum

**Action 11.1** Completed 100%

**Collection cataloguing and interpretation undertaken.**

### Annual Comment

The following collections were catalogued onto the eHive Collection Database during 2014-2015:

- The Bracey Collection
- The Book Collection
- The Garden House Collection
- The Shell Collection
- The Blacksmith Collection
- The Eskbank House Art Collection
- The Lithgow Pottery Collection and the Eskbank House Collection are currently being catalogued.

New interior interpretive signage was installed.

**Action 11.2** Completed 100%

**Display and exhibition equipment upgraded.**

### Annual Comment

During 2014-2015 interior signage was installed in Eskbank House. The Garden House and Stables Exhibits were upgraded and the Bracey Collection was returned to its original configuration.

## 12 Develop marketing for Eskbank House Museum

**Action 12.1** Completed 100%

**A program of public programs and events held.**

### Annual Comment

During 2014-2015, themed events, music concerts, workshops and exhibitions were organised to market the Museum and venue. This resulted in the venue being hired by a number of organisations for musical concerts, garden parties, a play and a commercial exhibition.

**Action 12.2** Completed 100%

**New brochure/s developed in accordance with council's Branding and Marketing Strategies.**

### Annual Comment

A new Eskbank House website was launched during 2014-2015 and professional photographers were engaged at events to take photos for future use in brochures and advertisements.

## 2014/15 Recommended Variations to Program of Works – Strengthening Our Economy

There are 8 variations to the Program of Works for Strengthening Our Economy as detailed in the Operational Plan adopted by Council on 2 June 2014 (Min. No. 14-245).

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Planning our Economy	Continue to develop new Development Control Plans in line with the new Local Environmental Plan.	Work in progress	Research and investigation work continued for the preparation of the Comprehensive Development Control Plan.  This project will continue into the 2015-2016 year.
	Stormwater, water and sewerage infrastructure requirements – Development of a Site Specific Development Control Plan.	Not due to start	Site Specific Development Control Plans are actioned when new Greenfield growth areas are being planned and developed.
	Review and update the Economic Development Strategy	Work in progress	Draft was Presented to the Economic Development Advisory Committee for comment.
Branding and Marketing	Install additional town entry signage throughout the LGA.	Work in progress	Tenders called with signage due for installation during the 3 <sup>rd</sup> quarter 2015-16.
Leadership and Communication	Develop promotional material to attract investors and residents and participate in relevant exhibitions.  Business Prospectus kept updated.	Work in progress	Draft Lithgow Investment Prospectus was presented to the Economic Development Advisory Committee for comment.
Tourism	Develop a 4WD and Recreational Activity Guide to increase greater visitation of area's listed and address pressing need for more interpretive information on bush tracks from 4wd and trail bike riders.	Not due to start	No progress was made on the 4WD and Recreational Activity Guide in 2014-2015 and full priority will be given to the task in 2015-2016 as it had been identified as a key area by the Tourism Advisory Committee.
	Continue to establish Tourism Drives	Not due to start	The Tablelands Way Committee did not meet during 2014-2015 as the committee is currently not functioning.

# *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.

### 3.1.01 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 Review and monitor current plans and strategies

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<b>Action 1.1</b>	Completed	100%
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**Implement the Open Space and Recreation Needs Study**

**Annual Comment**

All capital works for the Parks and Gardens program were completed.

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<b>Action 1.2</b>	Progressing	50%
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**Implement the Heritage Development Control Plan**

**Annual Comment**

Work continued on the preparation of the Comprehensive Development Control Plan that will incorporate and implement the recommendations of the Heritage Development Control Plan Study. This project will continue into the 2015/2016 year.

In addition the Heritage DCP Study has been used to inform assessment of development applications within the Heritage Conservation Areas.

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<b>Action 1.3</b>	Progressing	95%
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**Implement the Integrated Water Cycle Management Plan**

**Annual Comment**

The Draft Integrated Water Cycle Management Plan was completed and submitted to the NSW Office of Water for review. Council is currently awaiting feedback on the Plan.

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<b>Action 1.4</b>	Not due to start	0%
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**Implement the Water Demand Management Plan**

**Annual Comment**

The Water Demand Management Plan is only implemented during drought conditions.

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<b>Action 1.5</b>	Progressing	95%
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**Implement the Strategic Water and Sewerage Business Plan**

**Annual Comment**

The Draft Strategic Water and Sewerage Business Plan was completed and submitted to the NSW Office of Water for review. Council is currently awaiting feedback on the Plan.



<b>Action 1.6</b>	Progressing	40%
<b>Implement the Portland Sewerage Treatment Plant Feasibility Study</b>		
<b>Annual Comment</b>		
The Concept Design for the Portland Sewerage Treatment Plant was developed with specifications and final construction plans to be completed during 1 <sup>st</sup> quarter.		
<b>Action 1.7</b>	Completed	100%
<b>Implement the Eskbank House Museum Conservation Management Plan</b>		
<b>Annual Comment</b>		
Restoration work to the rear of Eskbank House was completed during 2014-2015 including the provision of an accessible entrance and toilet. Significant roof repairs were also undertaken.		
<b>Action 1.8</b>	Completed	100%
<b>Implement the Strategic Asset Management Plan</b>		
<b>Annual Comment</b>		
Actions defined in the Strategic Asset Management Plan were included in the 2014-2015 Operational Plan and implemented.		
<b>Action 1.8</b>	Completed	100%
<b>Implement the 10 Year Strategic Building Plan.</b>		
<b>Annual Comment</b>		
Actions defined in the 10 Year Strategic Building Plan were included in the 2014-2015 Operational Plan and implemented.		
<b>Action 1.9</b>	Completed	100%
<b>Implement the 5 Year Building Maintenance Plan</b>		
<b>Annual Comment</b>		
Actions defined in the 5 Year Building Management Plan were included in the 2014-2015 Operational Plan and implemented.		
<b>Action: 1.10</b>	Completed	100%
<b>Implement the Pedestrian Access &amp; Mobility Plan for the Great Western Highway.</b>		
<b>Annual Comment</b>		
The Plan was referred to Roads & Maritime Services for inclusion in their formal plans for upgrade of the Great Western Highway.		
<b>Action: 1.11</b>	Completed	100%
<b>Implement the 10 year Roads Infrastructure Plan</b>		
<b>Annual Comment</b>		
Actions defined in the 10 Year Roads Infrastructure Plan were included in the 2014-2015 Operational Plan and implemented.		

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

**Action 2.1** Not Due to Start 0%

**Complete the Hassans Walls Management Plan.**

**Annual Comment**

This project has been deferred to the 2015/2016 year due to competing work priorities.

**Action 2.2** Progressing 75%

**Prepare a Master Plan for the development of the Lithgow CBD.**

**Annual Comment**

The draft Lithgow CBD Revitalisation Action Plan was completed and recommended for public exhibition by the Revitalisation Committee.

**Action 2.3** Completed 100%

**Continue to prepare Site specific Community/Crown Lands Plans of Management are prepared in accordance with all relevant legislation, result of community and stakeholder engagement and sustainability principles for**

- “Community” classified lands.
- “Operational” classified lands.
- Crown Lands and other recreational facilities (e.g. Lake Wallace).

**Annual Comment**

The Lithgow Golf Club Plan of Management review was completed.

**Action 2.4** Progressing 95%

**Prepare a Floodplain Risk Management Plan to accord with the 2005 Floodplain Development Manual.**

**Annual Comment**

The Draft Floodplain Risk Management Plan is being updated to include recent flood mitigation works.

**Action 2.5** Not due to start 0%

**Development Servicing Plans complete and adopted by Council.**

**Annual Comment**

Awaiting the State Government review of the guidelines with regard to best practice.

**Action 2.6** Progressing 35%

**Prepare a Rural Lands Study**

**Annual Comment**

KPI	Target	Achieved	Notes
Plan prepared and consulted upon.	30 June 2015		Rural Lands Project Steering Committee recognised that this timeframe was not achievable and resolved on 1 May 2015 that a new timeline for the project could not be finalised until a consultant was appointed to undertake the project.
Adopted by Council	30 June 2015		

The Rural Lands Project Steering Committee was established and Council adopted its Terms of Reference on 9 February 2015.

Two meetings of the Rural Lands Project Steering Committee have been held and expressions of interest from suitably qualified consultancies were requested to undertake the project in accordance with the adopted Professional Services Brief.

The project will extend into the 2015-2016 year and a revised timeline for completion of the project will be determined once a consultant has been appointed to undertake the project.

## 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 at Capertee, Cullen Bullen, Dark Corner, Glen Alice, Hartley, Lithgow (3 Cemeteries), Lowther, Meadow Flat, Palmers Oakey, Portland, Rydal and Wallerawang.

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<b>Action 1.1</b>	Completed	100%
<b>Monitor and report on number of complaints received</b>		

#### Annual Comment

During 2014-2015 the following complaints were received:

- Lithgow Cemetery
  - Broken footpath
  - Grass requires mowing
  - Damaged monument (2)
  - Damaged fence
  - Gravel road washed out.
- Portland Cemetery
  - Lawn sprinkler system identified as a trip hazard.
  - Weed problem
  - Rabbit infestation (2)
  - Overflowing storm water drain
- Lowther Cemetery
  - A grave required topping up.
- Wallerawang Cemetery
  - Grass required mowing and weed problem.

---

<b>Action 1.2</b>	Completed	100%
<b>Ensure cemetery grounds are maintained.</b>		

#### Annual Comment

Cemeteries were maintained and operated within budget.

**02 Implement 10-year Cemetery Improvements Program.**

**Action 2.1** Completed 100%

**Install a new footpath at Lithgow Cemetery**

**Annual Comment**

Trees were removed to allow for the installation of the footpath. A new boundary fence was constructed and the turf around the edge of the footpath was completed.

**Action 2.2** Completed 100%

**Install a Columbarium at Portland Cemetery.**

**Performance Comment**

This has been reviewed and will not be constructed at this stage as there is no demand for a columbarium.

**Action 2.3** Completed 100%

**Install a Columbarium at Capertee Cemetery.**

**Annual Comment**

There has been positive feedback on the installation of this columbarium from the community.

**Action 2.4** Completed 100%

**Install a new beam at Wallerawang Cemetery.**

**Annual Comment**

There has been positive feedback on the installation of this beam from the community.

**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** Completed 100%

**Identify opportunities for integrating the Western Sydney University College Campus into the Cultural Precinct.**

**Annual Comment**

Western Sydney University is represented on the Economic Development Advisory Committee and Council Officers regularly liaised with Western Sydney University staff regarding activities being undertaken in the Cultural Precinct including Halloween and LithGlo festivities.

### 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 Clean community buildings and structures.

**Action 1.1** Completed 100%

**Buildings and structures are cleaned to an acceptable standard and within budget.**

**Annual Comment**

Buildings were cleaned on a regular basis.

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

**Action 2.5** Not Progressing 15%

**Acquire land for a toilet block in Rydal.**

**Annual Comment**

Negotiations with the land owner of the preferred site failed resulting in Council resolving to investigate an alternative site. A site has been examined; survey has been completed and a site inspection undertaken with members of the Rydal Village Association. A representative of a company that constructs facilities has also inspected the site and raised some issues. Further meeting with members of the Village association will be organised to discuss the way forward.

**Action 2.1** Completed 100%

**General asset building maintenance (including Special Rate Variation Program).**

**Annual Comment**

Maintenance was undertaken as per the priority program.

**Action 2.2** Progressing 85%

**Upgrade toilet facilities in the Lithgow Local Government Area.**

**Annual Comment**

KPI	Target	Achieved	Notes
Construct new toilet facilities in the Lithgow CBD as part of the CBD Revitalisation Program	30 June 2015	Cook Street completed.	Taxi rank toilets will be completed in July 2015
Upgrade the Lake Lyell Amenities	30 June 2015	Completed	
Refit interior and upgrade security at Lake Wallace, Wallerawang amenities (Special Rate Variation Works Program)	30 June 2015	Completed	
Construct new toilet facilities in Clarence Pirie Park, Capertee	30 June 2015	Completed	

**Action 2.3** Completed 100%  
**Upgrade the Council Administration Centre:**

**Annual Comment**

KPI	Target	Achieved
Sound proof the Council Chambers.	30 June 2015	Completed
Upgrade the air conditioning system.	30 June 2015	Completed

**Action 2.4** Completed 100%  
**Upgrade the Lithgow Golf Club as part of the Special Rate Variation Program.**

**Annual Comment**

The electrical upgrade at the Lithgow Golf Club was completed during 3<sup>rd</sup> quarter.

**Action 2.5** Completed 100%  
**Reserve funds in the Building Reserve of miscellaneous asset renewal.**

**Annual Comment**

Funds were placed in reserve during the 1<sup>st</sup> quarter.

**03 Ensure Depots are secure and maintained.**

**Action 3.1** Completed 100%  
**Provide depot buildings for the housing of stores, plant and workshop.**

**Annual Comment**

Depots were maintained and secure.

**Action 3.2** Completed 100%  
**Construct a new building for the Jet Patcher.**

**Annual Comment**

The new building for the Jet Patcher was completed in 3<sup>rd</sup> quarter.

**Action 3.3** Progressing 85%  
**Construct a new perimeter fence at the Mort Street Depot.**

**Annual Comment**

Materials were purchased and awaiting construction by the contractor.

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

**Action 4.1** Completed 100%

**Hold meetings of hall and theatre advisory/management committees in accordance with the Terms of Reference**

**Annual Comment**

KPI	Target	Achieved	Notes
Crystal Theatre	4 meetings per annum.	100%	4 were held however there was not a quorum as per terms of reference for the final meeting.
Meadow Flat Hall	4 meetings per annum.	100%	4 meetings were held
Union Theatre	4 meetings per annum.	100%	4 meetings were held.

**Action 4.2** Progressing 100%

**Operate the Community Halls**

**Annual Comment**

KPI	Target	Achieved	Notes
Number of bookings for the Civic Ballroom	100% of bookings received and receipted.	100%	48 bookings were received and receipted.
Number of bookings for the Union Theatre.	100% of bookings received and receipted.	100%	32 bookings were received and receipted.
Number of bookings for the Wallerawang Memorial Hall.	100% of bookings received and receipted.	100%	No bookings were received and receipted.

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### 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.

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#### 01 Undertake footpath construction as per 10 year program.

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**Action 1.1** Completed 100%

**Extend the footpath in James O'Donnell Drive, Hill Crest Estate.**

**Annual Comment**

Construction of the extension was completed along with restoration works to the existing footpath during 2<sup>nd</sup> quarter.

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**Action 1.2** Completed 100%

**Extend the footpath from Pied Piper Pre-School to James Parade in Wallerawang.**

**Annual Comment**

Construction of the extension to the footpath from Pied Piper Pre-school to James Parade was completed during the 2<sup>nd</sup> quarter.

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**Action 1.3** Completed 100%

**Construct a footpath from Geordie Street to Highway linking VIC to McDonalds**

**Annual Comment**

Construction of the footpath linking Geordie Street to the McDonalds was completed during the 1<sup>st</sup> quarter.

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#### 02 Undertake CBD Enhancement Program of Lithgow CBD

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**Action 2.1** Not Progressing 0%

**Implement with a staged replacement of pavers and environmental enhancements (incl. street furnishings and plantings) following completion of the CBD Masterplan**

**Annual Comment**

The draft Lithgow CBD Revitalisation Action Plan was completed and recommended for public exhibition by the Revitalisation Committee. Upgrades to the CBD will be prioritised from the Action Plan.



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## 3.2.05 Environmental Health

### 3.2.5.1 To provide an Environmental Health Inspection Program

#### 01 Conduct inspections of food premises and provide ongoing education.

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**Action 1.1** Completed 100%  
**126 inspections per year including a minimum of 1 inspection of each high risk premises per year.**

**Annual Comment**

KPI	Target	Achieved	Notes
Minimum of 126 Food premises inspections per year.	100%	100%	126 Inspections completed
1 High Risk Food Premises per annum.	100%	100%	1 Inspection completed

Inspections were conducted on food premises within the Lithgow Local Government Area in accordance with the Food Regulation Partnership with the NSW Food Authority.

#### 02 Conduct inspections of skin penetration premises and provide ongoing educational material.

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**Action 2.1** Completed 100%  
**All premises inspected once per year.**

**Annual Comment**

KPI	Target	Achieved	Notes
1 inspection per Skin Penetration Premises per annum.	100%	100%	5 skin penetration premises inspected.

Skin penetration premises are inspected as required in accordance with the Public Health Act 2012.

#### 03 Conduct commercial swimming pool and spas inspections and provide ongoing education.

---

**Action 3.1** Completed 100%  
**1 inspection of each pool/spa per year.**

**Annual Comment**

KPI	Target	Achieved	Notes
1 inspection of each pool/spa per annum	100%	100%	7 inspections undertaken.

Inspection of swimming pools and spas open to the public are conducted to assess compliance with the public health requirements. This ensures the operations and surrounds are satisfactory and concurrent with the Public Health Act 2010 and the Public Health Regulations 2012.

## 04 Conduct inspections of cooling towers and associated systems and respond to complaints.

**Action 4.1** Completed 100%

- 1 inspection per year.
- All complaints investigated and actions resolved or determined within 24 hours of receipt.

### Annual Comment

KPI	Target	Achieved	Notes
1 inspection per cooling tower and associated systems annually.	100%	100%	20 Cooling Towers within the LGA
Complaints investigated, actions resolved or determined within 24 hours.	Number of complaints investigated.	0	No Complaints

In accordance with the Public Health (Microbial Control) Regulation 2010, Council conducts inspections of cooling towers to maintain an up to date register of all cooling towers within our Local Government Area.

## 05 Maintain a register of water cooling and warm water systems.

**Action 5.1** Completed 100%

**Compliance with Public Health (Microbial Control) Regulation at all times.**

### Annual Comment

In accordance with the Public Health (Microbial Control) Regulation 2010, Council conducts inspections of cooling towers to maintain an up to date register of all cooling towers within our Local Government Area.

## 06 Undertake inspections of Caravan Parks.

**Action 6.1** Completed 100%

**2 Inspections per year.**

### Annual Comment

KPI	Target	Achieved	Notes
2 inspections per Caravan Park annually.	100%	100%	2 Inspections complete

### 3.2.06 Heritage

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

## 01 Provide heritage advice to residents on development matters.

**Action 1.1** Completed 100%

**Number of residents utilising the service**

### Annual Comment

KPI	Target	Achieved	Notes
Number of residents utilising the Heritage Advice service.	100%	100%	36 residents utilised the services.

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**Action 2.2** Progressing 50%

**Finalise and implement the heritage provisions of the new comprehensive Development Control Plan**

**Annual Comment**

Work continued on the preparation of the Comprehensive Development Control Plan that will incorporate and implement the recommendations of the Heritage Development Control Plan Study. This project will continue into the 2015-2016 year.

In addition the Heritage DCP Study has been used to inform assessment of development applications within the Heritage Conservation Areas.

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**Action 2.1** Completed 100%

- **Finalise and implement the heritage provisions of the new Principal LEP.**
- **Continue to fill missing data gaps identified in the Heritage Audit Gap Analysis.**

**Annual Comment**

The Lithgow Local Environmental Plan 2014 was finalised and commenced operation on 19 December 2014. This Plan includes the standard LEP Heritage Clause and lists 384 individual local heritage items and 13 Heritage Conservation Areas in Schedule 5 of the Plan.

A further 115 individual local heritage items have been included on a deferred list to be further investigated for local listing as resources permit.

During 2014-2015 the Lithgow Local Heritage Advisory Committee was established and has met twice.

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**Action 2.3** Progressing 25%

**Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage.**

**Annual Comment**

During 2014-2015 Council finalised detailed planning and engineering assessments for major upgrade works at Blast Furnace Park to create a safer and improved visitation experience and to highlight the importance of the site in the history of Lithgow and the nation generally. Council was also successful in receiving \$300,000 funding from NSW Trade and Investment and \$150,000 funding from the NSW Heritage Office to undertake the works.

A Development Application was submitted to Council and NSW Heritage Office for the works. The Tender process commenced with works expected to be completed late 2015-2016.

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**Action 2.4** Completed 100%

**Undertake further improvements to visitor access at Blast furnace Park including the upgrade of railway bridge and railway bridge corridor (subject to Grant Funding).**

**Annual Comment**

Council was unsuccessful in obtaining funding for this project and will continue to focus on works at Blast Furnace Park.

<b>Action 2.5</b>	Completed	100%
<b>Install new heritage and interpretive signage across the Local Government Area.</b>		

**Annual Comment**

During 2014-2015 panoramic signage was installed at Pearsons Lookout, Capertee.

**03 Upgrade and maintain the Bowenfels Gun Emplacements.**

<b>Action 5.1</b>	Progressing	90%
<b>Create public access to the site.</b>		

**Annual Comment**

Due to inclement weather conditions delays were experienced with the completion of the sewerage works resulting in delaying the opening of the public access. Public access will be made available in the 1<sup>st</sup> quarter 2015-2016.

<b>Action 5.2</b>	Progressing	90%
<b>Install interpretive signage.</b>		

**Annual Comment**

Arrangements were finalised during the 4th quarter for providing public access to the site. Interpretive signage is to be installed on July 2015.

### 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 Ensure effective integration of new developments which do not adversely impact upon existing and/new residential/living environments.**

<b>Action 3.1</b>	Progressing	40%
<b>Communicate and implement the desired character and standards of residential areas through the new Comprehensive Development Control Plan.</b>		

**Annual Comment**

This action cannot be completed until the Comprehensive Development Control Plan is prepared. As reported previously the project will extend into the 2015-2016 year.

**02 Encourage adaptable and affordable housing in medium density development.**

<b>Action 4.1</b>	Not due to start	0%
<b>Communicate the educative material contained within the new comprehensive Development Control Plan.</b>		

**Annual Comment**

This action cannot be completed until the Comprehensive Development Control Plan is prepared. As reported previously the project will extend into the 2015-2016 year.

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### 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.

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**Action 1.1** Completed 100%

**Undertake an inspection regime of systems and take appropriate action where systems are failing.**

**Annual Comment**

KPI	Target	Achieved	Notes
Undertake inspections of septic systems.	15 per week	266	Inspections undertaken
Monitor service records for aerated waste water systems.	10 per quarter.	71	Systems monitored.

Annual inspections and approval of on-site sewerage systems is ongoing for all unsewered properties in the Local Government Area to ensure compliance with environmental and public health performance standards and the Local Government Act s68 Part C, Items 5 & 6.

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### 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.

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**Action 1.1** Completed 100%

**All parks and gardens maintained to an acceptable standard and within budget.**

**Annual Comment**

Maintained to an acceptable standard and within budget.

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**Action 1.5** Completed 100%

**Install shade structures**

**Annual Comment**

Shade structures were installed over the children's playground at Queen Elizabeth Park and Lake Wallace Recreation Area and have proven to be very popular with positive comments from users.

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**Action 1.6** Completed 100%  
**Undertake streetscape improvements to enhance public amenity.**

**Annual Comment**

Maintained to an acceptable standard and within budget.

**02 Identify new open space/recreational areas as part of any re-zoning or development application process for new release areas and major subdivisions.**

**Action 2.1** Completed 100%  
**New open space and recreational areas are capable of conforming to the desired standards of service outlined in the Open Space and Recreational Needs Study.**

**Annual Comment**

Undertaken as part of the development assessment process and management of assets.

**03 Upgrade playground equipment in local parks.**

**Action 3.1** Completed 100%  
**Install playground equipment and park furniture in QE Park and other major parks.**

**Annual Comment**

New playground equipment was installed in Queen Elizabeth and Bowen Vista Parks.

**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** Completed 100%  
**Aquatic Centre Advisory Committee meetings to be held in accordance with the Terms of Reference.**

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings to be held bi-monthly.	100% of meetings attended.	100%	6 meetings were held in accordance with the Terms of Reference.

**Action 1.2** Completed 100%  
**The Lithgow Swimming Pool/Aquatic Centre is open on all days during the swimming season.**

**Annual Comment**

The Lithgow Aquatic Centre was opened on all days during the summer swimming season closing on 31st March 2015. Following commissioning of the new indoor pool it was opened in May and remained open on all days until 30 June.

**Action 1.3** Completed 100%  
**Construction of Stages 2 and 3 of the Lithgow Aquatic Centre**

**Annual Comment**

Stages 2 and 3 were completed with the new Indoor Pool opening to the public in May.

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

**Action 2.1** Completed 100%  
**All sporting fields available for use except in exceptional wet weather conditions.**

**Annual Comment**

All playing fields were available for use except in exceptional wet weather conditions.

**03 Manage and prepare the Lithgow Golf Course using Council resources and associated oncosts.**

**Action 3.1** Completed 100%  
**Maintained to an acceptable standard and within budget.**

**Annual Comment**

The course was available for play in a presentable condition, except during exceptional wet weather conditions.

**04 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 4.1** Completed 100%  
**Organise the Sports Advisory Committee meetings in accordance with the Committee terms of reference.**

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings to be held monthly.	100% of meetings held.	10	Meetings were held in accordance with the Committee Terms of Reference.

**Action 4.2** Completed 100%  
**Provide support to recreational activities and organisations in accordance with Council's Financial Assistance Policy.**

**Annual Comment**

During 2015-2016, Council provided \$2,500 to local athletes for sporting representation in accordance with Council's Financial Assistance Policy.

## 05 Develop Pearsons Lookout

**Action 6.1** Completed 100%

**Install fencing, landscaping and interpretive signage.**

### Annual Comment

The upgrade of Pearsons Lookout was completed in the 1st Quarter with an official opening held at the beginning of the 2nd Quarter. A panoramic interpretive sign of the view was installed during the 3<sup>rd</sup> quarter.

## 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** Completed 100%

**Conduct on-street parking enforcement in the Central Business District of Lithgow and School Zones.**

### Annual Comment

KPI	Target	Notes
200 Parking Patrols per annum.	100%	114 parking patrols were undertaken.
24 School Zone Patrols per annum.	100%	36 school zone patrols were undertaken.

On street parking patrols were completed in a timely manner. School zone safety and educational patrols were conducted on a regular basis. Patrol targets were met with positive outcomes.

## 02 Develop and promote the road safety message to the community.

**Action 2.1** Completed 100%

**Community Road Safety Programs undertaken**

### Annual Comment

KPI	Target	Achieved	Notes
Driver Fatigue Project	30 June	September 2014	Driver fatigue information was distributed for the September school holiday period.
Bike Safety Sessions	30 June	N/A	Bike Safety Sessions were held when requested by the community and local schools.
School Parking Education	30 June	July/August 2014	Observational surveys were completed at various schools as part of this project.
Learner Driver Workshops	2 per annum	N/A	No workshops were conducted.

The Road Safety Program was completed on the resignation of the Road Safety Officer. No further funding was provided by the RMS to continue this program.



**Action 2.2** Completed 100%  
**Organise the Traffic Authority Local Committee in accordance with the Committee terms of reference.**

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings to be held 4 weekly.	100% of meetings held.	5	Meetings are held when resources are available from RMS and Police to attend.

**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** Completed 100%  
**Operations undertaken to an acceptable standard and within budget.**

**Annual Comment**

Operations continued to be undertaken to an acceptable standard during 2014-2015.

**Action 1.2** Progressing 25%  
**Renew sewer mains within the sewage reticulation system.**

**Annual Comment**

Council was working with CENTROC to finalise a contract for this work which will be undertaken in the 2015-2016 financial year.

**Action 1.3** Completed 100%  
**Construct upgrades to pumping stations, including access, electrical, pump replacement, safety requirements and telemetry.**

**Annual Comment**

The upgrade of Lithgow pump Station No. 1 was completed in February 2015.

**Action 1.4** Completed 100%  
**Replace sewer vents within the sewerage reticulation system.**

**Annual Comment**

Replacement of sewer vents was completed during 4<sup>th</sup> quarter.

**Action 1.5** Completed 100%  
**Desludging at Portland Sewerage Treatment Plant.**

**Annual Comment**

Desludging of the Sludge Digesters was completed during the 2<sup>nd</sup> quarter.

**Action 1.6** Completed 100%  
**Desludging at Wallerawang Sewerage Treatment Plant**

**Annual Comment**

Desludging was completed during the 4<sup>th</sup> quarter.

**Action 1.7** Progressing 40%  
**Upgrade the Portland Sewerage Treatment Plant**

**Annual Comment**

The Concept Design for the Portland Sewerage Treatment Plan was completed.

**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** Completed 100%  
**Drains maintenance and repair work undertaken to provide safe and acceptable standards and within budget.**

**Annual Comment**

Drains were maintained and repaired to an acceptable standard and within budget as required.

**Action 1.2** Completed 100%  
**Rural roads maintenance and repair work undertaken to provide safe and acceptable standards and within budget.**

**Annual Comment**

Grading and maintenance was undertaken to rural roads.

**Action 1.3** Completed 100%  
**Urban Roads maintenance and repair work undertaken to provide safe and acceptable standards and within budget.**

**Annual Comment**

Hot mixing and cold patching was carried out on streets in Lithgow, Wallerawang and Portland as required.

**Action 1.4** Completed 100%  
**Street and gutter cleaning undertaken to provide safe and acceptable standards and within budget.**

**Annual Comment**

Cleaning and maintenance was undertaken to provide safe and acceptable standards and within budget.

**Action 1.5** Completed 100%  
**Undertake timber bridge improvements on rural roads as per the 10-year program at selected locations.**

**Annual Comment**

KPI	Target	Notes
Glen Davis Road Bridges	30 June 2015	Repairs were undertaken to the timber bridges on Glen Davis Road during the 2 <sup>nd</sup> quarter.

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**Action 1.6** Not Progressing 25%  
**Undertake urban drainage projects in Lithgow, Portland and Wallerawang as per 10 year program.**

**Annual Comment**

Council was unsuccessful in obtaining funding to undertake drainage improvements in the Vale of Clwydd.

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**Action 1.7** Progressing 45%  
**Construction of the replacement of the Black Bridge at Wallerawang.**

**Annual Comment**

Prefabrication of the bridge components was completed and onsite construction commenced during 4<sup>th</sup> quarter.

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

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**Action 2.1** Completed 100%  
**Roads to Recover Program Upgrades:**

**Annual Comment**

During 2014-2015 work was completed on the following roads under the Roads to Recovery Program:

- Sunny Corner Road
  - Glen Davis Road
  - Glen Alice Road
  - Range Road
  - Hampton Road.
- 

**Action 2.2** Not Due to Start 0%  
**Rural Sealed Roads Rehabilitation Program.**

**Annual Comment**

Due to weather conditions, works on Hampton Road and Browns Gap Road were deferred until 2015-2016.

**03 Implement the Special Rate Variation - Four Year Works Program**

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**Action 3.1** Completed 100%  
**Lithgow and Portland Lanes**

**Annual Comment**

Work was completed on the following lanes during 2014-2015:

- The lane running from Rowsell Street to Railway Avenue, Portland.
  - Pied Piper Preschool, Wallerawang
  - Young Street Lane, Lithgow
  - Hill Street Lane, Lithgow
  - Dulhunty Street Lane, Portland.
- 

**Action 3.2** Completed 100%  
**Rydal/Hampton Road**

**Annual Comment**

Work was completed on Rydal/Hampton Road during 4<sup>th</sup> quarter.

<b>Action 3.3</b>	Completed	100%
<b>Urban Roads Reseals Program</b>		
<b>Annual Comment</b>		
Work was completed on the following streets:		
<ul style="list-style-type: none"> <li>• Ordinance Avenue, Lithgow</li> <li>• Brooke Street, Lithgow</li> <li>• Pillans Road, Lithgow</li> <li>• Hayley Street, Lithgow</li> <li>• Methven Street, Lithgow</li> <li>• Marjorie Jackson Reserve Access</li> </ul>		
<b>Action 3.4</b>	Not Due to Start	0%
<b>Brown's Gap Road</b>		
<b>Performance Comment</b>		
Due to weather conditions work on Browns Gap Road were deferred until 2015-2016.		
<b>04 Maintain traffic signs and other associated furnishings</b>		
<b>Action 4.1</b>	Completed	100%
<b>Maintained to an acceptable standard and within budget.</b>		
<b>Annual Comment</b>		
Traffic signs and other associated furnishing maintained to an acceptable standard and within budget.		
<b>05 Clean footpaths and streets in Lithgow, Wallerawang and Portland</b>		
<b>Action 5.1</b>	Completed	100%
<b>Cleaning undertaken to an acceptable standard and within budget.</b>		
<b>Annual Comment</b>		
Footpaths and streets cleaned to an acceptable standard and within budget.		
<b>06 Urban Roads Improvements</b>		
<b>Action 6.1</b>	Completed	100%
<b>Methven Street, Lithgow</b>		
<b>Annual Comment</b>		
Works were completed during the 1 <sup>st</sup> quarter.		
<b>3.2.13.2 To have improved transport linkages with Sydney</b>		
<b>01 Support the Bells Line and M2 Extension.</b>		
<b>Action 1.1</b>	Completed	100%
<b>Attend meetings of the Bells Line Expressway Group.</b>		
<b>Annual Comment</b>		
The Bells Line Expressway Group met in Bathurst in July and November. The General Manager attended the November meeting.		

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### 3.2.14 Trade Waste

#### 3.2.14.1 To provide a trade waste program

##### 01 Undertake activities identified in the Trade Waste Policy.

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**Action 1.1** Completed 100%

**Prepare and undertake an inspection regime of systems.**

##### Annual Comment

KPI	Target	Achieved	Notes
Assess Applications	Number of approvals	23	Applications approved
Assess Applications	Number of inspections	23	Inspections undertaken
Non-compliance	Number of actions taken	6	Actions undertaken for non-compliance.

The 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.

##### 02 Install Grease Arrestors in Council Kitchens to achieve compliance.

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**Action 2.1** Completed 100%

**Implement priority program in accordance with hall maintenance and refurbishment programs.**

##### Annual Comment

KPI	Target	Notes
Install a Grease Arrestor in the Civic Ballroom	30 June	Installation completed during the 2 <sup>nd</sup> quarter.

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### 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** Completed 100%

**Maintenance the Clarence water Transfer System and supply into the Oakey Park Water Treatment Plant.**

##### Annual Comment

The Clarence Water Transfer System was maintained throughout 2014-2015. There was no need to supplement the supply into the Oakey Park Water Treatment Plant.

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<b>Action 1.2</b>	Progressing	50%
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**Undertake water mains renewal in accordance with program; predominantly in Portland and Wallerawang**

**Annual Comment**

Water mains renewals were undertaken in Silcock Street, Purcell Street, Hillcrest Estate and Tobruk Street. Council went to tender for water main renewals in Henning Crescent and Fullagar Avenue in early 2015, however only one tender was received, and as a result these works were postponed.

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<b>Action 1.3</b>	Progressing	75%
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**Undertake safety works to Farmers Creek No. 2 Dam.**

**Annual Comment**

The geotechnical assessment of Farmers Creek Dam 2 was delayed in 2014-2015 due to contractual issues and postponed until 2015-2016. An annual safety inspection was completed by State Water, followed by an investigation report.

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<b>Action 1.4</b>	Completed	100%
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**Undertake a Water Loss Management Program and implementation of its actions to achieve a reduction in Unaccounted for Water to less than 25%**

**Annual Comment**

Flow meters were installed throughout the network to measure water loss.

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<b>Action 1.5</b>	Completed	100%
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**Upgrade pumping stations.**

**Annual Comment**

The upgrade to No. 1 Pump Station was completed.

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## 02 Undertake a Community Education programs

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<b>Action 2.1</b>	Completed	100%
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**Reduced water demands across the LGA.**  
**Participate in the SaveWater Alliance Programs.**

**Annual Comment**

Council participates in the activities of the SaveWater Alliance and provides a link to the Alliance on Council's website.

### 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 at Capertee, Cullen Bullen, Glen Davis, Lithgow, Portland and Wallerawang.

**Action 1.1** Completed 100%

**A decrease in garbage disposed to landfill from 2013/14.**

#### Annual Comment

KPI	Target	Achieved	Notes
Lithgow	Tonnes per landfill	42,650	1st Quarter – 9,027 2nd Quarter – 15,850 3rd Quarter – 10,947 4th Quarter -6,826
Cullen Bullen	Tonnes per landfill	805	1st Quarter - 205 2nd Quarter - 240 3rd Quarter - 165 4th Quarter - 195
Glen Davis	Tonnes per landfill	460	1st Quarter - 65 2nd Quarter - 94 3rd Quarter - 133 4th Quarter - 162
Wallerawang	Tonnes per landfill	6271	1st Quarter - 2835 2nd Quarter - 914 3rd Quarter - 1227 4th Quarter - 1297
Capertee	Tonnes per landfill	778	1st Quarter - 115 2nd Quarter - 172 3rd Quarter - 218 4th Quarter - 273
Portland	Tonnes per landfill	4212	1st Quarter - 598 2nd Quarter - 777 3rd Quarter - 1457 4th Quarter - 1380

02 Close and rehabilitate the landfills

**Action 2.1** Completed 100%

**Completion of works at Portland.**

#### Annual Comment

A new closure plan has been prepared. This work has also confirmed that closure of Portland landfill will not occur in the near future. Therefore, all the work for this item has been completed for the current year.

### 03 Continue to maintain existing landfills

**Action 3.1** Completed 100%

#### New trenches

#### Annual Comment

Landfills were maintained with new trenches completed at, Wallerawang, Cullen Bullen, Glen Davis and Capertee.

### 04 Undertake preparations for the Blackmans Flat Waste Management Facility.

**Action 5.1** Completed 100%

#### Servicing loan and paying the interest.

#### Annual Comment

The development application has been activated and loan repayments were made as a matter of course.

### 05 Upgrade the Lithgow Solid Waste Facility.

**Action 5.1** Progressing 20%

#### Rehabilitate the Stage 1 area.

#### Annual Comment

KPI	Target	Achieved	Notes
Implementation of rehabilitation plan.	30 June 2015	0%	Not commenced
Rehabilitation planning and design.	30 June 2015	90%	Rehabilitation plan is nearing completion

**Action 5.2** Completed 100%

#### Provide additional weighbridge facilities.

#### Annual Comment

KPI	Target	Achieved	Notes
Extension of sewer and construction of toilet facilities.	30 June 2015	100%	Complete
Upgrade computer and printer.	30 June 2015	100%	Complete
Construction of fencing and installation of security.	30 June 2015	100%	Complete

The installation of new services and facilities at the weighbridge were completed.

**Action 5.3** Completed 100%

#### Implement actions from the Environmental Audit of Lithgow and Portland Landfills.

#### Annual Comment

The EPA provided a new Licence containing improvements identified in the Water Management Plan.

**Action 5.4** Completed 100%

#### Road Maintenance/reseals at Lithgow Landfill.

#### Annual Comment

Road maintenance and the installation of new speed humps at the Lithgow Solid Waste Facility were completed.



### 3.2.17 Waste and Recycling

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

#### 01 Collect street litter bins in Lithgow, Portland and Wallerawang.

**Action 1.1** Completed 100%

**Collection service provided to an acceptable standard and within budget.**

##### Annual Comment

The scheduled street litter bin collection service was provided to Lithgow, Portland and Wallerawang.

#### 02 Collect litter bins from parks, lookouts and recreation areas.

**Action 2.1** Completed 100%

**Collection service provided to an acceptable standard and within budget.**

##### Annual Comment

The collection service was provided within budget and to an acceptable standard.

#### 03 Provide kerbside garbage and recycling collection service to all residents within the collection service area.

**Action 3.1** Completed 100%

- **Achieve a reduction in garbage material collected from 2013/14.**
- **Achieve an increase in recycling material collected from 2013/14,**

##### Annual Comment

Kerbside recycling in continuing with additional community waste education being implement throughout Lithgow. Over 1,400 tonnes of recyclable s have been diverted from landfill over the reporting period, this makes up over 20% of waste.

#### 04 Provide a green waste collection service to residents in Lithgow, Lidsdale, Marrangaroo, Portland, Rydal and Wallerawang.

**Action 4.1** Completed 100%

**4 services per year and an increasing number of green waste bookings**

KPI	Target	Achieved	Notes
4 Greenwaste Collections per year.	Total number of bookings for 2013/14.	713	An additional 506 collections resulted from the snow event in October 2014
4 Greenwaste Collections per year.	Increase number of bookings in comparison to 2013/14	146	40% increase in green waste collections in the 2014-15

##### Annual Comment

There was over a 40% increase in green waste collections in the 2013-2014 reporting period with over 200 pickups. There were an additional 506 pickups of green waste collections resulting from the October snow event.

**05 Provide a clean-up collection service to residents.**

**Action 5.1** Completed 100%  
**2 services per year and an increasing number of clean-up bookings.**

**Annual Comment**

KPI	Target	Achieved	Notes
2 Clean Up Collection Services per year.	Number of bookings for 2013/14	445	September -164 March - 281
2 Clean Up Collection Services per year.	Increase number of bookings in comparison to 2013/14.	191	Over 130% increase in collections

Over the 12 month, reporting period there was an over 130% increase in the take-up of the bulky waste collection services.

**06 Assist in the provision of the chemical collection service.**

**Action 6.1** Completed 100%  
**Provide agreed assistance to NetWaste with in-kind contributions.**

**Annual Comment**

A chemical collection service was provided during the 1<sup>st</sup> quarter in conjunction with Toxfree and Netwaste.

**07 Attend meetings and participate in Netwaste activities.**

**Action 7.1** Completed 100%  
**Attend meetings as resources allow.**

**Annual Comment**

Council has been working closely with NetWaste in the development of waste projects in the Local Government Area and have submitted a number of successful grant applications in partnership.

**08 Undertake Waste Watchers Environmental Education Program targeting school aged children.**

**Action 8.1** Completed 100%  
**Waste Watchers program undertaken.**

**Annual Comment**

A Community Waste Education Program was conducted with educational materials provided on recycling and waste avoidance to students during school visits conducted in June. 18 Sessions were conducted over 5 days with approximately 450 students attending.

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### 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 To upgrade the Farmers Creek Stormwater Drainage System

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**Action 1.1** Completed 100%

**Extend the Flood Mitigation Works along Farmers Creek 370m from Watsford Oval to the Glanmire.**

**Annual Comment**

Stage 2 of the Flood Mitigation works was completed with 370m of significant channel widening to a narrow section of Farmers Creek between the previously completed works at Watsford Oval and the Albert Street Bridge.

## 2014/15 Recommended Variations to Program of Works – Developing our Built Environment

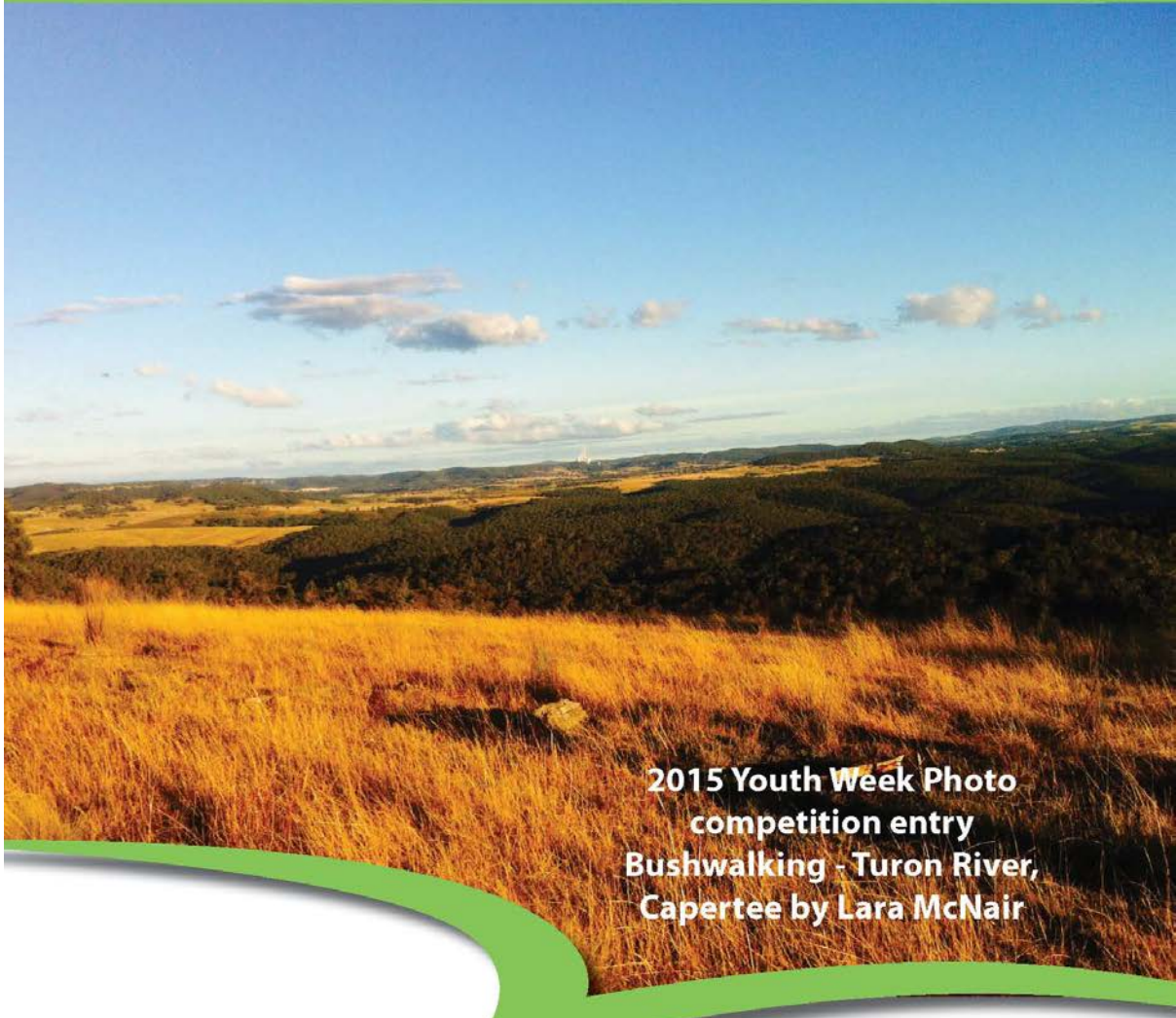
There are 28 variations to the Program of Works for Our Community as detailed in the Operational Plan adopted by Council on 2 June 2014 (Min. No. 14-245).

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Planning our Built Environment	Implement the Heritage Development Control Plan.	Work in progress	This project will continue into the 2015-2016 year.
	Implement the Integrated Water Cycle Management Plan	Work in progress	The Draft Plan has been submitted to the NSW Office of Water for review. Awaiting comments.
	Implement the Water Demand Management Plan.	Not required to be implemented.	The Water Demand Management Plan is only implemented during drought conditions.
	Implement the Strategic Water and Sewerage Business Plan.	Work in progress	The Draft Plan has been submitted to the NSW Office of Water for review. Awaiting comments.
	Implement the Portland Sewerage Treatment Plant Feasibility Study.	Work in progress	The Concept Design for the Sewerage Treatment Plant has been completed. - update
	Complete the Hassans Walls Management Plan.	Deferred	Due to competing work priorities this item has been deferred to 2015-2016.
	Prepare a Master Plan for the development of the Lithgow CBD.	Work in progress	The Draft action plan is completed and recommended for public exhibition.
	Prepare a Flood Plain Risk Management Plan to accord with the 2005 Floodplain Development Manual.	Work in progress	The Draft Plan is being updated to include recent Flood Mitigation Works.
	Development Servicing Plans complete and adopted by Council.	Not due to start	Awaiting the State Government review of the guidelines with regard to best practice.
	Prepare a Rural Lands Study	Work in progress	Rural Lands Project Steering Committee recognised that this timeframe was not achievable and resolved on 1 May 2015 that a new timeline for the project could not be finalised until a consultant was appointed to undertake the project.

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Community Commercial/Industrial Buildings	Acquire land for a toilet block in Rydal	Work in progress	Due to failed negotiations with the owner of the selected site. Council resolved to investigate an alternative site. This is currently progressing.
	Upgrade toilet facilities in the Lithgow Local Government Area.	Work in progress	Eskbank Street Toilet is due for completion in July 2014/15.
	Construct a new perimeter fence at the Mort Street Dept.	Work in progress	Materials were purchased and awaiting contractor to construct.
Cycleways and Walkways	Undertake CBD Enhancement Program in Lithgow CBD.	Not due to start	A prioritised program of upgrades will commence when the CBD Revitalisation Action Plan is adopted.
Heritage	Finalise and implement the heritage provision of the new comprehensive Development Control Plan.	Work in progress	This project will continue into the 2015/2016 year.
	Implement works at Blast Furnace Park and nearby precinct in relation to safety and interpretive signage.	Work in progress	This project will continue into the 2015/2016 year.
	Upgrade and maintain the Bowenfels Gun Emplacements.	Work in progress	Due to wet weather conditions the installation of interpretive signage and opening of the public access to the site has been delayed and will be completed during 2 <sup>nd</sup> quarter 2015-2016.
Housing and Development	Ensure effective integration of new developments which do not adversely impact upon existing and/new residential/living environments.	Work in progress	These actions cannot be completed until the Comprehensive Development Control Plan is prepared and are deferred until 2015-2016.
	Encourage adaptable and affordable housing in medium density development.	Not due to start	
Sewage Infrastructure	Renew sewer mains within the sewage reticulation system.	Work in progress	Awaiting finalisation of contract by CENTROC.

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
	Upgrade the Portland Sewerage Treatment Plant.	Work in progress	The Concept Design for the Sewerage Treatment Plant has been completed.
Transport	Undertake urban drainage projects in Lithgow, Portland and Wallerawang as per the 10 year program.	Not completed	Council was unsuccessful in obtaining funding to undertake works in the Vale of Clwydd.
	Construction of the Black Bridge at Wallerawang	Work in progress	Construction will be completed during 2015-2016.
	Rural sealed roads rehabilitation program: Hampton Road and Brown's Gap Road.	Deferred	Due to wet weather conditions works were deferred until 2015-2016.
	Implement the Special Rate Variation Program: Browns Gap Road		
Waste Infrastructure	Upgrade the Lithgow Solid Waste Facility.	Work in progress	Awaiting completion of the Rehabilitation Plan from the Consultant.
Water Infrastructure	Undertake water mains renewal in accordance with program; predominantly in Portland and Wallerawang.	Work in progress	Council went to tender for water main renewals in Henning Crescent and Fullagar Avenue in early 2015, however only one tender was received, and as a result these works were postponed.
	Undertake safety works to Farmers Creek No. 2 Dam.	Work in progress	The geotechnical assessment of Farmers Creek Dam 2 was delayed due to contractual issues and postponed until 2015-2016.

# *Enhancing Our Natural Environment*



**2015 Youth Week Photo  
competition entry  
Bushwalking - Turon River,  
Capertee by Lara McNair**

*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.

### 4.1.01 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

<b>Action 1.1</b>	Progressing	65%
<b>Implement the Integrated Water Cycle Management Plan.</b>		

##### Annual Comment

Council is liaising with the NSW Office of Water regarding the details of the Integrated Water Cycle Management Plan.

<b>Action 1.2</b>	Not due to start	0%
<b>Implement the Drought Management Plan</b>		

##### Annual Comment

The Water Demand Management Plan is only implemented during drought conditions.

<b>Action 1.3</b>	Completed	100%
<b>Implement the Demand and Water Conservation Plan</b>		

##### Annual Comment

Council has installed Flow Loss Water Meters in the reservoirs to measure losses.

<b>Action 1.4</b>	Progressing	95%
<b>Implement the Strategic Water and Sewer Business Plans</b>		

##### Annual Comment

The Draft Strategic Water and Sewerage Business Plan was completed and submitted to the NSW Office of Water for review. Council is currently awaiting feedback on the Plan.

<b>Action 1.6</b>	Completed	100%
<b>Implement the Port Macquarie Road Environmental Management Plan</b>		

##### Annual Comment

Implementation of the plan is undertaken in coordination within ongoing maintenance of Port Macquarie Road as required.



**Action 1.7** Progressing 70%  
**Implement the Land Use Strategy**

**Annual Comment**

The Comprehensive Lithgow Local Environmental Plan, Lithgow LEP 2014 was made and became effective on the 19 December 2014. This Plan implements the majority of actions of the Lithgow Land Use Strategy (LUS). Other actions from the LUS will be implemented in future planning projects either underway or planned for future years.

**02 Strategic Asset Management Plan**

**Action 2.1** Completed 100%  
**Actions included within Councils Delivery and Operations Plans.**

**Annual Comment**

Actions defined in the Strategic Asset Management Plan were included in the 2014-2015 Operational Plan and implemented.

**4.1.02 Air**

**4.1.2.1 To improve local air quality**

**01 Promote alternative heating sources to coal and wood heaters.**

**Action 1.1** Completed 100%  
**Provide the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternatives to Lithgow, Wallerawang, Portland and Villages.**

**Annual Comment**

KPI	Target	Achieved	Notes
Alternative Fuel Rebates	Number of rebates paid	11	Rebates paid

Council provides the Alternate Fuel Rebate for the replacement of coal heaters with cleaner heating alternatives to residents in Lithgow, Wallerawang, Portland and Villages.

**02 Provide education material on the correct operation of solid fuel heaters.**

**Action 2.1** Completed 100%  
**Promotion activities undertaken.**

**Annual Comment**

Educational materials are available from the Council Administration Centre and on Council's website advising of the Alternate Fuel Rebate Program, EPA Wood Smoke Reduction Program and the correct operation of solid fuel heaters.

---

### 4.1.03 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%

Contribution made to the Upper Macquarie County Council and program of works completed.

**Annual Comment**

KPI	Target	Achieved	Notes
Activities undertaken by Upper Macquarie County Council reported to Council monthly.	100%	100%	Regular reports are received from UMCC which are reported to Council.

---

Action 1.2 Completed 100%

Environmental improvement projects undertaken at priority locations.

**Annual Comment**

Grant funding has been expended on a number of Council Reserves to undertake environmental improvement and removal of noxious weeds.

---

Action 1.3 Completed 100%

Weed control of natural water courses – Farmers Creek

**Annual Comment**

Work was undertaken to reduce noxious weeds along Farmers Creek such as blackberries and basket willows.

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### 4.1.04 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 Completed 100%

Staff Sustainability Team continuing to meeting and identifying energy and water saving initiatives.  
Promote project activities to highlight the 'green credentials of Council

**Annual Comment**

KPI	Target	Achieved	Notes
Staff Sustainability Team to meet regularly.	Number of Meetings held	3	Meetings of the Staff Sustainability Team were held.

---

## 4.1.05 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** Completed 100%

**Compliance with licence conditions.**

### Annual Comment

All monitoring data is placed on Council's website and non-compliances are reported to the Environmental Protection Authority.

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

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**Action 1.1** Completed 100%

**Compliance with licence conditions.**

### Annual Comment

Compliance with EPA Environmental Protection Licence at the Lithgow Solid Waste Facility was achieved throughout this reporting period.

No incidences of non-compliance have been identified by external authorities in relation to waste management facilities. Details of non-compliances are made available to the public on Council's website.

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

---

**Action 3.1** Completed 100%

**Respond to pollution incidents within 24 hours.**

### Annual Comment

KPI	Target	Achieved	Notes
Pollution incidents responded to within 24 hours	Number of incidents	13	Pollution incidents were responded to.

Pollution incidents were responded to within the 24 hour timeframe.

**Action3.2** Completed 100%

To ensure compliance with Council’s Environmental Management System for:

- Sewage Management
- Water Treatment and Distribution.

**Annual Comment**

KPI	Target	Achieved	Notes
Pollution incidents responded to within 24 hours	Number of incidents	6	Incidents of non-compliance were responded to within 24 hours.

**04 Work together to share information.**

**Action 4.1** Completed 100%

Participate in the activities of the Water Directorate and SaveWater Alliance.

**Annual Comment**

Council participates in the activities of the SaveWater Alliance and provides a link to the Alliance on Council's website.

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

**Action 5.1** Completed 100%

Conduct the Environmental Advisory Committee meetings in accordance with the terms of reference.

**Annual Comment**

KPI	Target	Achieved	Notes
Meetings of the Environmental Advisory Committee to be held quarterly.	100% of meetings held.	100%	4 meetings were conducted in accordance with the terms of reference.

Meetings of the Environmental Advisory Committee (EAC) engaged a range of stakeholders for ideas and information to advise Council on environmental issues within the Local Government Area. EAC recommendations over the reporting period have achieved significant environmental outcomes. Such as:

- Recommended Council support the development of the Farmers Creek Master Plan.
- Requested a review of the consent conditions of the Down Hill Mountain Bike Track.
- Encouraged Council participation in the implementation of Clean Up Australia Day.
- Expressed concerns over Coal Seem Gas exploration within the LGA.
- Received presentations of EPA & Forestry to remain current on local issues.
- Continued to make recommendations to Council about issues within the LGA.

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**06 Improve the community's knowledge of environmental issues.**

---

**Action 6.1** Completed 100%

**1 water education campaign conducted.**

**Annual Comment**

The following activities were undertaken as part of the Save Water Education Campaign:

- Brochures were distributed in January 2015; and
- A TV campaign was aired during summer 2014/15.

---

**Action 6.2** Completed 100%

**1 waste education campaign conducted each year.**

**Annual Comment**

The following activities were undertaken to educate the community on waste and recycling:

- Public Place Displays
- Bulky Waste and Green Waste Collection Services Flyer
- 'Pop-up' Community Education Displays
- Promotion and information on Council's website.
- Educational materials were provided on recycling and waste avoidance to students.
- Council introduced a free 'App' to assist the community with recycling and improve their knowledge on recyclables. The WasteInfo App makes it easier for residents to reduce rubbish, sort waste properly and recycle more. It provides:
  - A personalised bin collection calendar with optional bin day reminders.
  - Quick guide to the bin system, and an A-Z list of materials and how to dispose of them.
  - Information on Council's services and waste facilities, including maps and directions.
  - Frequently asked questions, contact details and 'report a problem' form.
  - Optional notifications to find out the latest waste information from Council.

---

**Action 7.1** Completed 100%

**Grant applications prepared.**

**Annual Comment**

Council was successful in obtaining the following grants which will allow additional recourses and investment to ensure greater community outcomes for environmental initiatives:

- EPA Illegal Dumping Baseline Data grant achieved \$20,000.
- Environmental projects grant \$35,000 achieved through the Central Tablelands Local Land Service.
- Green Army application was successful providing a significant boost to environmental projects within the region and local employment.
- Crown Lands Public Reserve Management Fund for Control of Environmental Weeds provided \$20,000 for environmental improvement works in Hassans Walls Reserve.

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## 4.1.06 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** Completed 100%

- Provide drinking water to residents within the Farmers creek reticulated supply system.
- Comply with the Australian Drinking Water Guidelines.

#### Annual Comment

There were no health exceedances of the Australian Drinking Water Guidelines during the reporting period. However, there were some aesthetic variations for iron due to dam water turnover.

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

---

**Action 2.1** Completed 100%

#### Undertake water sampling

#### Annual Comment

KPI	Target	Achieved	Notes
177 Microbiological Bacterial Samples per annum.	100%	190	Microbial Bacterial Samples
16 Chemical Samples per annum.	100%	25	Chemical Samples
26 Disinfection By-Product Samples per annum	100%	24	Disinfection By-Product Samples
12 Fluoride Samples per annum.	100%	12	Fluoride Samples

Council has continued to supply drinking water to residents within the Farmers Creek Reticulated Supply System in Accordance with the Australian Drinking Water guidelines.

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

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**Action 3.1** Completed 100%

#### Samples taken in partnership with Delta Electricity.

#### Annual Comment

KPI	Target	Achieved	Notes
Blue Green Algae Samples	Number of Samples taken	34	Program complete

Routine monitoring of recreational waters continues in partnership with Energy Australia for outbreaks of Blue Green Algae.

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

**Action 4.1** Completed 100%

Maintenance of supply to residents and payments made.

**Annual Comment**

KPI	Target	Achieved
Water purchased from Fish River Water Supply	Total Kilolitres per annum.	693,171 kilolitres was purchased during 2015-2016.

2014/15 Recommended Variations to Program of Works – Enhancing our Natural Environment

There are 3 variations to the Program of Works for Our Community as detailed in the Operational Plan adopted by Council on 2 June 2014 (Min. No. 14-245).

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Planning our Natural Environment	Implement the Integrated Water Cycle Management Plan.	Work in progress	Still negotiating the details of the IWCMP with the NSW Office of Water.
	Implement the Water Demand Management Plan.	Not required to be implemented.	The Water Demand Management Plan is only implemented during drought conditions.
	Implement the Strategic Water and Sewerage Business Plan.	Work in progress	The Draft Plan has been submitted to the NSW Office of Water for review. Awaiting comments.

# *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.**

### 5.1.01 Planning for Our Council

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

**01 Implement the 10-year Community Strategic Plan for the LGA.**

**Action 1.1** Completed 100%

**Community Strategic Plan implemented through the Delivery Program 2013-2017 and Operations Plan 2014-2015.**

#### Annual Comment

The 2015-2016 Draft Operational Plan was adopted for exhibition on 20 April 2015. Community meetings were held in Glen Alice, Hartley, Wallerawang and Lithgow to gain input into the Draft Plan. The final plan was adopted at the Ordinary Meeting of Council held on 1 June 2015.

**02 Prepare the Delivery Program 2013-2017 and Operations Plan 2013-2014 in accordance with the requirements of the Local Government Act and Regulations.**

**Action 2.1** Completed 100%

**Delivery Program 2013-2017 and Operations Plan 2015-2016 adopted by 30 June.**

#### Annual Comment

The 2015-2016 Draft Operational Plan was adopted for exhibition on 20 April 2015. Community meetings were held in Glen Alice, Hartley, Wallerawang and Lithgow to gain input into the Draft Plan. The final plan was adopted at the Ordinary Meeting of Council held on 1 June 2015.

**03 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** Completed 100%

**Prepare, review and implement Asset Management Plans and Policies in accordance with the Asset Management Strategy for:**

- **Buildings and other assets.**
- **Roads, drainage, kerb and gutter and footpaths.**

#### Annual Comment

Strategic Asset Management Plan was reviewed. Asset data is being verified and finalised for road segments, road pavements, road surfaces, earthworks, kerb and gutter, footpaths, bridges, culverts, line marking, signage, drainage lines, drainage pits and drainage junctions for incorporation into Council's Asset Management Plans.

<b>Action 3.2</b>	Completed	100%
<b>Implement the Corporate Asset IT Program in accordance with the Asset Management Strategy.</b>		
<b>Annual Comment</b>		
Corporate assets managed in accordance with the Asset Management Strategy. PCs and mobile phones were disposed of via e-waste/mobile muster.		

## 04 Implement the Workforce Plan.

<b>Action 4.1</b>	Completed	100%
<b>Identify priority actions from Workforce plan outcomes.</b>		
<b>Annual Comment</b>		
During 2014-2015 the following priority actions were implemented from the Workforce Plan:		
<ul style="list-style-type: none"> <li>• Leadership Training to train younger less experienced staff in best practice management and leadership behaviours.</li> <li>• Raising the profile of Customer Service</li> <li>• Review of the Local Government Effectiveness Survey results to provide strategic direction in Workforce Planning.</li> <li>• Accredited training was provided for Water and Wastewater staff to enhance their skills base in this area.</li> </ul>		

## 05 Develop modern and legislatively compliant codes and policies.

<b>Action 5.1</b>	Completed	100%
<b>Develop, review and implement codes and policies as required.</b>		
<b>Annual Comment</b>		
Council finalised the recent review of the Policies Register in the 1st Quarter. Policies have been amended to reflect legislative changes. All Council Policies are available on Council's website.		

## 06 Develop a Communications Strategy

<b>Action 6.1</b>	Not Due To Start	0%
<b>Communications Strategy developed following completion of Marketing and Branding Strategies and adopted by Council.</b>		
<b>Annual Comment</b>		
Deferred to 2015-2016 due to resourcing, it will be commenced following completion of the Marketing Strategy.		

## 07 Develop and monitor Risk Management Plans.

<b>Action 7.1</b>	Progressing	60%
<b>Risk Management Plans developed to comply with legislative requirements.</b>		
<b>Annual Comment</b>		
Council commenced a major project in partnership with StateCover to construct a Safety Management System.		

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

**Action 8.1** Completed 100%  
**Financial Reports to Council prior to 31 August, 30 November, 29 February and 31 May.**

**Annual Comment**

KPI	Target	Achieved	Notes
April to June Quarterly Report	31 August	100%	Adopted by Council as part of the Annual Report on 17 November 2014.
October to December Quarterly Report	29 February	100%	Adopted by Council on 9 February 2015.
July to September Quarterly Report	30 November	100%	Adopted by Council on 17 November 2014.
January to March Quarterly Report	31 May	100%	Adopted by Council on 1 June 2015.

**09 Prepare the annual report for 2013-2014.**

**Action 9.1** Completed 100%  
**Report submitted to the Office of Local Government by 30 November.**

**Annual Comment**

Annual Report was adopted by Council on 17 November 2014 and submitted to the Office of Local Government in line with statutory requirements.

**5.1.02 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** Completed 100%  
**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.**

**Annual Comment**

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

## 03 Support Councillors in their role.

**Action 3.1** Completed 100%

**Provide information to Councillors regularly in the form of briefing sessions, memos, email and meetings.**

### Annual Comment

Information was provided to Councillors in the form of briefing sessions, memos, circulars, emails and meetings. There were 18 briefing sessions held during 2014-2015.

**Action 3.2** Completed 100%

**Provide Councillors with the payment of fees, expenses and the provision of facilities and support in relation to discharging the functions of civic office.**

### Annual Comment

Provided in accordance with Council's policy

**Action 3.3** Completed 100%

**Identify Councillor's training requirement in the Training Plan and complete training.**

### Annual Comment

KPI	Target	Achieved	Notes
Councillors Training	Number of training activities.	1	A Financial Training Course was held in Oberon on 11 August 2014. Two Councillors attended.

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

**Action 4.1** Completed 100%

**Contribute to CENTROC and participate in its activities.**

### Annual Comment

KPI	Target	Achieved	Notes
CENTROC Board Meetings	Number of Meetings attended.	4	CENTROC Board Meetings were attended by the General Manager, Mayor and Deputy Mayor.
GMAC Meetings	Number of Meetings attended.	4	GMAC meetings were attended by the General Manager.

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**Action 4.2** Completed 100%

**Participate in the activities of the Local Government NSW:**

- **Subscription paid**
- **Participation and attendance at annual conferences.**

**Annual Comment**

The Local Government NSW Conference was held in Coffs Harbour from 19th - 21st October 2014. Four Councillors attended including the Mayor and Deputy Mayor. The General Manager attended as an observer.

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**5.1.03 Communication**

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

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

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**Action 2.1** Completed 100%

**Produce and deliver to residents Council Connections Newsletter, quarterly in September, December, March and June.**

**Annual Comment**

Council produced the following newsletters for distribution to the Community during 2014-2015:

- A Year In Review – 2,500 copies of a 48 page glossy booklet was produced and distributed during the 2<sup>nd</sup> quarter to CBD Businesses in Lithgow, Wallerawang and Portland. The document was made available at the Council Administration Centre and Libraries. It was also used during the initial community consultation period for the 2015-2016 Operational Plan in November/December.
  - The summer and autumn Editions of Council Connections were distributed to the community in December and April via the Australia Post Unaddressed Delivery Service.
  - The Winter Edition of Council Connections was mailed out with Council Rate Notices in August 2015.
- 

**Action 2.2** Completed 100%

**Provide information through the Council Column weekly in the Lithgow Mercury.**

**Annual Comment**

KPI	Target	Achieved	Notes
Council Columns	Number produced	49	The Council Column was produced on a weekly basis.

---

**Action 2.3** Completed 100%

**Provide information through the Mayors Monthly Column in the Lithgow Mercury.**

**Annual Comment**

KPI	Target	Achieved	Notes
Mayors Column	Number produced	10	Mayor's columns were produced.

---

**Action 2.4** Completed 100%  
**Produce and distribute Media Releases.**  
**Annual Comment**

KPI	Target	Achieved	Notes
Media Releases	Number produced	237	Media releases were produced during 2014-2015 and were forwarded local media, placed on Council's website and social media.

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**Action 2.5** Completed 100%  
**Provide information through the Mayor's radio spot on local and regional radio.**  
**Annual Comment**

The Mayor continued to contribute to radio interviews frequently including:

- Local Radio
- Bathurst's B Rock FM
- ABC Radio

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**Action 2.6** Completed 100%  
**Maintain Council's website to accurately reflect Council's programs, policies and activities of the time.**  
**Annual Comment**

During 2014-2015 all of Council's websites were redeveloped:

- Council
- Economic Development
- Tourism
- Library
- Eskbank House
- Lithgow Creative's.

## 03 Celebrate Local Government Week

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**Action 3.1** Completed 100%  
**Undertake activities focusing on Council in the community.**  
**Annual Comment**

Local Government Week was held from 4th-10th August 2014. A Media release was produced detailing Council's achievements and providing an overview of Council's role in the community.

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## 5.1.04 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.**

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**Action 1.1** Completed 100%

**Manage and monitor council's Finances.**

**Annual Comment**

Financial statements completed and lodged with the Office of Local Government by due deadline.

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**Action 1.2** Completed 100%

**Model, levy, issue and recover rates, annual charges and sundry debtors according to fees:**

- Rate notices issued by 31 July and quarterly installment notices by 31 October, 31 January, 30 April.
- Pursue 100% of outstanding debts to achieve improvement on the previous year's percentage of outstanding rates.

**Annual Comment**

All rate notices and debt recovery letters were issued within the legislative timeframes.

---

**Action 1.3** Progressing 50%

**Finalise the revaluation and reporting of current assets at fair value as required by junction with the Office of Local Government.**

**Annual Comment**

Data was received to perform the revaluations by the 30/6/2015. Roads, Bridges, Footpaths, Drainage assets will have their book values recalculated as part of the 2014/15 financial statements. The estimated completion date for revaluations is 31/8/2015.

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**Action 1.4** Completed 100%

**Maximise and secure Councils Investment Portfolio through a variety of investment institutions, types and terms in accordance with legislation and Council's Policy.**

**Annual Comment**

Investment reports are tabled at Council meetings within one calendar month as per the Office of Local Governments requirements.

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**Action 1.5** Completed 100%

**Manage Council's loan portfolio to compliance with the Delivery Program and in accordance with Council resolutions.**

**Annual Comment**

Council continues to draw down loans as and when required. Proposed new loans have been included in the latest iteration of the Long Term Financial Plan and the Office of Local Government's schedule of proposed borrowings.

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<b>Action 1.6</b>	Completed	100%
<b>Assist with the external audit of Councils financial records to achieve an unqualified result:</b>		
<ul style="list-style-type: none"> <li>• Full audit during 1st and 2nd Quarters.</li> <li>• Interim audits during 3rd and 4th Quarters.</li> </ul>		
<b>Annual Comment</b>		
All audits were completed within legislative timeframes throughout 2014-2015.		

<b>Action 1.7</b>	Completed	100%
<b>Account for and ensure grants and approved applications are administered in accordance with grant conditions.</b>		
<b>Annual Comment</b>		
A monthly grant tracking sheet has been developed and is presented regularly to the Executive Management Team. The monthly claim of grants and contributions is lodged with RMS.		

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

<b>Action 2.1</b>	Completed	100%
<b>Secure adequate and cost effective insurance coverage which is current at all times.</b>		
<b>Annual Comment</b>		
All Insurance renewals were completed for policy renewal as at 30/6/2015.		

<b>Action 2.2</b>	Completed	100%
<b>Liase with the insurance company and process claims within 14 days of receipt.</b>		
<b>Annual Comment</b>		
Council officers are in regular contact with insurance agencies and all claims are logged in a timely manner		

## 03 Implement internal auditing programs.

<b>Action 3.1</b>	Completed	100%
<b>Undertake activities identified in the Internal Audit Plan and ensure completed by due date.</b>		
<b>Annual Comment</b>		
An Internal Audit was undertaken with requests from internal auditors to the Finance Department being addressed as required.		

## 04 Manage Council's statutory responsibilities.

<b>Action 4.1</b>	Completed	100%
<b>Monitor and pursue legislative changes and ensure staff are aware of changes.</b>		
<b>Annual Comment</b>		
Staff were kept informed of recent regulatory changes and discussions were held with staff regarding Fit for the Future.		



**Action 4.2** Completed 100%  
**Perform Council's legal responsibilities under applicable acts and regulations and ensure compliance.**

**Annual Comment**

All statutory requirements were completed during 2014-2015.

**05 Manage Council's risk.**

**Action 5.1** Completed 100%  
**Develop and implement risk management strategies in areas of corporate management to improve the annual score by 3% over 2013-2014.**

**Annual Comment**

The Annual Score has increased by 8.5% on the 2013-2014 Annual Score of 64.9% to 73.4%.

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

**Action 6.1** Completed 100%  
**Order and issue stock items as required with stock takes undertaken mid to end of December and June.**

**Annual Comment**

KPI	Target	Achieved
Value of Stock as at 30 September	Total amount \$	\$531,329.68
Value of Stock as at 31 December	Total amount \$	\$581,784.33
Value of Stock as at 31 March	Total amount \$	\$594,800.39
Value of Stock as at 30 June	Total amount \$	\$618,297.72

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

**Action 7.1** Completed 100%  
**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.**

**Annual Comment**

A 20% profit margin listed in the fees is being charged accordingly unless the work is for a charity or a not for profit organisation.

**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.**

**Annual Comment**

During the quarter 100% of incoming mail was tasked to officers within 6 hours of it being received.

**09 Provide access to Council's records.**

**Action 9.1** Completed 100%

**Asses determine and respond to requests for Council information in accordance with legislation, policies and procedures.**

**Annual Comment**

All requests for information were managed through the GIPPA process.

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

**Action 10.1** Completed 100%

**Provide regular training to staff at induction sessions.**

**Performance Comment**

Training is provided to staff as required.

**Action 10.2** Completed 100%

**Assess determine and respond to complaints in accordance with legislation, policies and procedures.**

**Annual Comment**

KPI	Target	Achieved	Notes
Number of GIPPA Requests received and answered.	100%	100%	6 GIPPA applications were received and processed.

## 5.1.05 Customer Service

### 5.1.5.1 To ensure efficient customer service standards

**01** Operate the one stop customer service counter including Works requests, Bookings for community facilities, Cashiering, Certificate production, Customer enquiries, Daily mail and accounts, Maintaining registers and Registering of development applications, construction certificates and complying development applications.

<b>Action 1.1</b>	Completed	100%
<ul style="list-style-type: none"> <li>• <b>Internal and external customer feedback.</b></li> <li>• <b>Completion of all certificates in 14 days.</b></li> <li>• <b>Register all applications in 2 days.</b></li> <li>• <b>Monthly reporting completed within 7 days.</b></li> </ul>		

#### Annual Comment

KPI	Target	Achieved	Notes
Number of Section 96 Modification of Consent registered.	100%	100%	57 registered
Number of Certificates Processed	100%	100%	2,668 certificates processed
Number of Water Applications registered.	100%	100%	38 registered
Number of Development Applications registered.	100%	100%	272 registered
Number of Construction Certificates registered.	100%	100%	232 registered
Number of Certificate Linen Release requests registered.	100%	100%	24 registered
Number of Complying Development Applications registered.	100%	100%	30 registered
Number of Community Hall Bookings received and receipted.	100%	100%	126 received and receipted
Number of Quotes for Applications issued.	100%	100%	304 issued
Number of On-site Sewer Management Applications registered.	100%	100%	72 registered
Number of Sewer Applications registered.	100%	100%	72 registered
Number of Section 68 Solid Fuel Heater Applications registered.	100%	100%	42 registered
Number of Action Requests registered.	100%	100%	4,787 registered

**02** Provide responses to correspondence.

<b>Action 2.1</b>	Completed	100%
<b>A response provided within 14 days for written correspondence.</b>		

#### Annual Comment

Correspondence was answered within a timely manner.

**03 Conduct Internal Service Committee to review the level of service provided to Council's internal and external customers.**

**Action 3.1** Progressing 90%

**Review and monitor Council's service levels and implement the Action Plan for improved service in the areas of:**

- **Compliance and Audit**
- **Finance**
- **Engineering (roads/water)**
- **Town Planning**
- **Promotion/Communication.**

**Annual Comment**

Internal Audit Committee conducted an Internal Audit in April. The Draft Internal Audit Plan has been developed and will be presented to the July Committee Meeting.

**5.1.06 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** Completed 100%

**Attract and recruit staff on merit in accordance with relevant legislation, procedures and the principles of equal employment and opportunity.**

**Annual Comment**

Recruitment is undertaken in accordance with the Equal Employment Opportunity Management Plan, recruitment practices and processes.

**Action 1.2** Completed 100%

**Provide salary, benefits and favourable working conditions in accordance with the relevant industrial legislation.**

**Annual Comment**

Council implemented an eRecruitment system to enhance transparency and ease of use for applicants and selection panel members.

**Action 1.3** Progressing 95%

**Conduct annual performance appraisals of staff by 31 October.**

**Annual Comment**

KPI	Target	Achieved	Notes
Performance Appraisals	Completed by 31 October	February 2015	Some appraisals require final sign offs.

---

**Action 1.4** Completed 100%  
**Recognise longer serving employees through the recognition of service procedure.**

**Annual Comment**

KPI	Target	Achieved	Notes
Annual Presentation Day	31 December	100%	The annual Presentation of Service Awards was held on 11 December 2014.

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**Action 1.5** Progressing 35%  
**Conduct an Employee Opinion Survey.**

**Annual Comment**

CENTROC is developing a regional proposal for an employee survey.

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**Action 1.6** Not due to start 0%  
**Design and implement a new Salary System:**

**Annual Comment**

CENTROC is developing a regional proposal for a Salary System.

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

---

**Action 2.1** Completed 100%  
**Implement the equal employment opportunity management plan through:**

- **Communication of policies and programs.**
- **Collection and recording of appropriate information.**
- **Review of personnel practices.**
- **Evaluate and review.**

**Annual Comment**

The following activities were undertaken during 2014-2015:

- Standard Working Procedures were reviewed, revised and endorsed.
- Improvements were made to communicating policies and procedures to all staff.
- Quotations were sought for Equal Employment Opportunity Refresher Training.

## 03 Provide a safe and healthy workplace.

**Action 3.1** Progressing 35%

**Implement, monitor and review the Work Health and Safety, Rehabilitation and Environment Management System:**

- **Internal audits undertaken for each quarter.**
- **Implement OHS Action Plan.**

**Annual Comment**

The following activities were undertaken during 2014-2015:

- A Gap analysis was completed and Phase 1 – Reconstruction of Council's WHSMS Commenced.
- The WHS Planning Standard Working Procedure (SWP) was adopted and all departments were requested to develop WHS Plans for 2016.
- WHS Responsibilities, Authority and Accountability SWP Version 1 was reviewed.
- WHS Working from Home SWP Version 2 was reviewed.

**Action 3.2** Completed 100%

**Provide access to external support and Counselling service through the Employee Assistance Program.**

**Annual Comment**

Council's contact with Optum was finalised on 30 June 2015 with a new contract with Converge International (a regional CENTROC contract) to commence on 1 July 2015. All staff was made aware of the change of service.

**Action 3.3** Progressing 80%

**Provide relevant immunisations to appropriate staff against:**

- **Hepatitis A and B**
- **The Flu**

**Annual Comment**

65 staff received Flu Vaccinations in April 2015.

**Action 3.4** Completed 100%

**Undertake 8 meetings of the Occupational Health and Safety Committee each year and implement activities identified.**

**Annual Comment**

9 Meetings of the Work Health and Safety Committee were conducted during 2014-2015.

**Action 3.5** Completed 100%

**Undertake noise monitoring and hearing tests for employees:**

- **Testing undertaken on commencement and retirement of employment.**
- **Imperilment the triennial program for relevant employees.**

**Annual Comment**

Testing is undertaken on commencement and retirement of employees. A Triennial program was introduced for relevant employees in March 2014.

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<b>Action 3.6</b>	Completed	100%
<b>Promote WHS within the workplace through Committee initiatives and staff newsletter.</b>		

**Annual Comment**

WHS news was included in the Council staff newsletter on a regular basis.

<b>Action 3.7</b>	Progressing	90%
<b>Priority actions identified and implemented from the WHS Management System and Work Practices External Audit.</b>		

**Annual Comment**

A Corrective Action Register (Workplace inspections, Hazard Reported and Incidents) was created and reported to the Executive Management Team for adoption. The Draft WHS Workplace Inspection and Audit Standard Working Procedure Version 1 was completed.

**04 Enhance the skills and knowledge of the workforce.**

<b>Action 4.1</b>	Completed	100%
<b>Implement the training plan with all identified training completed by 30 June.</b>		

**Annual Comment**

The following training was undertaken during 2014-2015 as per the training plan:

- Electrical Test and Tagging
- Chainsaw Training (2)
- Dead Water Training
- Concrete Saw (2)
- Confined Spaces New Course
- Confined Spaces Refresher
- Health & Safety Representative Training
- Taxation Seminar
- Playground Inspection Level 1
- Electronic Housing Codes
- General Construction for Induction (Whitecard)
- Chemical Dosing Systems
- Employment Law
- First Aid
- Contract Law Essentials
- Records Management
- Traffic Control (Apply Traffic Control Plans)
- Traffic Control (Stop/Slow)
- Advanced Wastewater Treatment Plant Training
- Traffic Control (Red Ticket)
- Fork lift Training
- Council Induction & WHS Induction
- Chemical Handling
- Customer Service (2)
- Executive Assistants conference
- HR Truck Licence
- Work Health & Safety System Training
- ECM Training
- 1<sup>st</sup> and 2<sup>nd</sup> part of Health Safety Representative Training
- Select/Modify Traffic control Plans
- Project Management Module Training
- Advance Building Regulations
- Continuing On-Line Training Modules (EMT/CMT)
- Graduate Diploma in Urban Planning
- HR Truck Licence Upgrades
- Certificate III in Aquatics
- Calibration & Odour Training
- Fire Safety (Building Officer Training)
- Customer Focus Training
- Risk Management
- Advanced GIPPA Certification
- White Card
- Fluoridation Training
- Playground Inspections Course – Operational Inspection Level 2
- StateCover conference
- Armed Hold Up
- First Aid

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<b>Action 4.2</b>	Completed	100%
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**Prepare the draft training plan for 2015-2016 from training objectives identified in the annual performance appraisals of staff by 30 November.**

**Annual Comment**

The Training Plan was developed as part of the 2015-2016 Operational Plan and Budget process.

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<b>Action 4.3</b>	Completed	100%
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**Programs and materials for training purchased and within budget.**

**Annual Comment**

Training and development materials and programs were purchased within budget.

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### **5.1.07 Information Systems Management**

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

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

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<b>Action 1.1</b>	Completed	100%
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**Manage and maintain the communications networks ensuring they are operational and accessible greater than 98% of the year.**

**Annual Comment**

Networks were operational and accessible for greater than 98% with no major outages to report.

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<b>Action 1.2</b>	Completed	100%
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**Replace PC/Servers as required.**

**Annual Comment**

PC's and Servers were replaced as required throughout 2015-2016.

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<b>Action 1.4</b>	Not Due To Start	0%
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**Undertake and Independent security audit.**

**Annual Comment**

Deferred to 2015-2016 to coincide with deployment of CI Anywhere for Employee Self Service

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<b>Action 1.5</b>	Completed	100%
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**Upgrade technology  
Corporate Planning & Reporting Software**

**Annual Comment**

No further development of Corporate Planning and Reporting Software scheduled.



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<b>Action 1.6</b>	Completed	100%
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**Manage the leases for copiers, general computers and printers ensuring they are operational and accessible greater than 98% of the time.**

**Annual Comment**

Council continued to manage the lease for the Rural Fire Service photocopier during 2015-2016.

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## 02 Comply with current Information Technology licensing requirements.

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<b>Action 2.1</b>	Completed	100%
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**Ensure all software licensing is current:**

- **Property System**
- **Finance/Payroll System**
- **Dataworks/ECM**
- **Microsoft**
- **Map Info/Exponaire**
- **Spydus Library System**
- **ID Profile/Atlas**
- **Confirm Asset Management System**

**Annual Comment**

All software licences were retained and current with an Adobe licence audit successfully undertaken.

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<b>Action 2.2</b>	Not Due To Start	0%
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**Upgrade the Electronic document Management System (Dataworks).**

**Annual Comment**

Commencement of the project has been deferred to 2015-2016 to allow for additional funding to ensure the project is fully resourced.

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## 03 Enhance Council's geographical information system (GIS).

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<b>Action 3.1</b>	Completed	100%
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**Maintain and continue development of the geographical information system to ensure integrity with Council's property system.**

**Annual Comment**

Council continued to work with Land and Property Information to update cadastral property boundaries.

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## 5.1.08 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

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Action 1.1	Completed	100%
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- Development contributions are collected and administered in accordance with adopted Contributions Plan.
- Planning agreements are negotiated and administered according to the adopted Policy.

#### Annual Comment

Development contributions continued to be collected as required by the plan.

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## 5.1.09 Plant and Equipment

5.1.9.1 To provide plant and equipment to undertaken works.

### 01 Maintain Council's fleet of plant and equipment.

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Action 1.1	Completed	100%
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Maintained in accordance with manufacturer's specifications to the satisfaction of internal and external customers.

#### Annual Comment

Council's fleet of plant and equipment was maintained in accordance with manufacturer's specifications.

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### 02 Provide an ongoing plant and vehicle replacement program suitable to Council's Operational needs.

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Action 2.2	Completed	100%
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Larger annual plant purchases to include:

- Plant
- Trucks
- Mowers/Tractors
- Utilities/4WD
- Light Vehicles
- Minor Plant

#### Annual Comment

New plant and equipment was purchased in accordance with Council's replacement program.

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## 2014/15 – Recommended Variations to Program of Works – Our Community

There are 9 variations to the Program of Works for Our Community as detailed in the Operational Plan adopted by Council on 2 June 2014 (Min. No. 14-245).

Project Name	Description of Works Program/Key Performance Indicator	Proposed Variation	Reason
Planning our Council	Develop a Communications Strategy	Not due to start	Deferred to 2015/16 following completion of the Marketing Strategy.
	Risk Management Plans Developed to comply with legislative requirements.	Work in progress	Completion of identified actions in the Safety Management System is ongoing in conjunction with StateCover.
Corporate Management	Finalise the revaluation and reporting of current assets at fair value as required by junction with the OLG.	Work in progress	This will be completed by 31 August.
	Conduct an Internal Service Committee to review the levels of service provided to Council's internal and external customers.	Work in progress	Draft Internal Audit Plan to be reported to the Committee in July 2015.
Employer of Choice	Conduct annual performance appraisals by 31 October.	Work in progress	Some appraisals still require final sign offs.
	Conduct an Employee Opinion Survey.	Work in progress	CENTROC is developing a regional proposal.
	Design and implement a new Salary System	Not due to start	CENTROC is developing a regional proposal.
Information Systems Management	Undertake an Independent Security Audit.	Not due to start	Deferred to 2015-2016 to coincide with the implementation of CI Anywhere – Employee Self Serve System.
	Upgrade the Electronic Document Management System (Dataworks)	Not due to start	Deferred to 2015-2016 to allow for additional funding to ensure project is fully resourced.

## 5 Responsible Governance and Civic Leadership

### Statements Against Reporting Requirements

#### Condition of Public Works

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

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

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

- The estimate of cost to bring public works up to a satisfactory standard is based on the condition of the asset and an adjustment for the Consumer Price Index.
- Council has adopted a strategic approach to the management of its varied and extensive assets. During 2014/15 Council continued to identify value and develop works programs for all its assets.

## Legal Proceedings

The following table provides a summary of legal proceedings in which Council was a party to in 2014-2015:

Matter	Amount	Progress or Outcome
Miller v Lithgow City Council & Anor	Nil	2010/11 - Supreme Court Action December 2014 – Supreme Court found no breach or negligence by Lithgow City Council.
Mr John Fuller v Lithgow City Council – Objection to Compensation for Easement	\$1,542.75	Application lodged in the Land and Environment Court on 3 June 2015. The matter was still ongoing at the end of 2014/15.
Thirlwall v Lithgow City Council	\$12,880	Local court judgment in Council's favour of outstanding rates debt. This being \$12,695 plus interest from date of filing original statement of claim and agreed costs of \$20,221.52 inclusive of GST.

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

Fee, Expense or Facility	Amount
Mayoral allowance	\$30,635
Councillor fees	\$78,600
Provision of a mobile phone for the Mayor	\$1,381
Provision of iPads for Councillors (including hardware).	\$3,836
Telephone calls	Nil
Mayoral Vehicle	Nil
NOTE: The Mayor paid nil lease fees for private use during the reporting period which is the amount applicable from the date Council adopted its policy on the payment of expenses and provision of facilities to Councillors.	
Attendance of councillors at conferences and seminars	\$4,269 (GST inc)
Training and skill development	\$859
Interstate visits	Nil
Overseas visits	Nil
Expenses of any spouse, partner or other person who accompanied a councillor	Nil
Provision of care for a child or an immediate family member	Nil

NOTE: Includes service award, board membership, parking and meals.

Council at its meeting of 16 April 2007 adopted a policy regarding the payment of expenses and provision of facilities to Councillors. A copy of the Policy is available on Council's website [www.council.lithgow.com](http://www.council.lithgow.com)

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## Overseas Visits

There were no overseas visits undertaken during 2014-2015.

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## Senior Staff

Council had 1 senior staff position throughout the year. The total remuneration packages of the senior staff are provided in the following table:

Item	General Manager
Total value of salary component of package	\$182,669.84
Total amount of any bonus payments, performance or other payments that do not form part of salary component	Nil
Employer compulsory superannuation or salary sacrifice	\$22,510.32
Total value of non-cash benefits	\$21,900
Total payable fringe benefits tax	\$2,839

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## Contracts Awarded over \$150,000

Council resolved to award the following contracts in 2014/15 which were over \$150,000:

Contract Description	Contractor	Amount*
Construction of Rail Overbridge at Wallerawang (Black Bridge Replacement).	Abergeldie Complex Infrastructure	\$3,374,397.40 (Incl. GST)
Replacement of No. 1 Hockey Turf at Glanmire Oval, Lithgow	Polytan STI	\$341,863.50 (Incl. GST)
Aquatic Centre Upgrade – Stage 4	Icon Building Group Pty Ltd	\$2,476,793.00 (Incl. GST)
Lithgow Rail Interchange Refurbishment	Community Assets & Infrastructure Pty Ltd	\$526,090.82 (incl. GST)
Exeloo Pty Limited	Jupiter Twin Automated Public Toilet installed in Cook Plaza, Main Street, Lithgow.	\$187,870
	Saturn Single Standard Public Toilet installed at the Eskbank Street, Taxi Rank.	\$103,175

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## **Bushfire Hazard Reduction Activities**

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

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

In 2014-2015 Council undertook the following activities in relation to people with diverse cultural and linguistic backgrounds:

- Organised Harmony Day Celebrations in conjunction with the Lithgow Information and Neighbourhood Centre at the Lithgow Library Learning Centre.
  - Held three Naturalisations Ceremonies for 28 new Australian citizens.
- 

## **Local Ethnic Affairs Priority Statement**

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

The Local Ethnic Affairs Priority Statement aims to:

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

## **List of Multicultural Services**

A link to the Bathurst Information & Neighbourhood Centre's Migrant Support Service is maintained on Council's Community and Lifestyle website [www.community.lithgow.com](http://www.community.lithgow.com)

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

The following activities were undertaken and supported by Council relating to the development and promotion of programs and services that provide for the needs of children during 2014-2015:

- Council participated in Lithgow Child Protection Interagency including planning of family fun days.
  - Council provided Financial Assistance to a number of children's programs.
  - An online Children's Service Directory on Council's website was updated.
  - A school excursion program was promoted for Eskbank House and Museum
  - The Library has introduced a new weekly session - Baby Bounce & Rhyme Time - aimed at early literacy development and support for new parents through fun, interactive sessions featuring rhymes, songs and stories.
- 

## **Children's Activities**

The following activities were held for children during the year:

- Homework Zone operated four afternoons per week during school term offering assistance with homework and school projects.
  - Children's story time sessions were held two times per week during school terms.
-

- The Library has introduced a new weekly session - Baby Bounce & Rhyme Time - aimed at early literacy development and support for new parents through fun, interactive sessions featuring rhymes, songs and stories.
- Children's craft sessions were held during school holidays at all Libraries and Eskbank House & Museum.
- A program was developed for schools with activities based on Victorian scientific methods. An "Explore Eskbank" day was held during July holidays to encourage children to use the program. Schools visiting during the year were provided with the program.
- The Primary by Design program held in September 2014 exhibited photography by Coerwull Public School Students.
- 
- Scarecrow making workshops and Zombie special effects workshops were held for primary and high school students.
- Lithgow High School students used Eskbank House as a base for a Zombie movie they produced.
- Waste2Art workshops were run in the January holidays for school children.
- School children from the Mitchell Conservatorium performed twice at Eskbank House events.
- Acting classes were held during the first quarter for school children.
- Two free Wizard of Oz Christmas concerts were held in Portland and Lithgow attended by several hundred families.
- Halloween 14 Block Party – Safe Trick or Treat
- LithGlo 2014.

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

Council's Financial Assistance Program in 2014/15 provided funding to the following organisations which provide programs and/or services for children:

- Mingaan for NAIDOC Day
- Council's Sports Advisory Committee for Sporting Representation
- School presentation awards
- Blinky Bill Child Care Centre, Portland
- Lithgow High School
- Mitchell Conservatorium
- Lithgow Information and Neighbourhood Centre
- Pied Piper Preschool
- Ginday Youth Centre
- Girl Guides, Lithgow
- Portland Central School
- Lithgow Child Protection Interagency
- Lithgow Community Projects
- Wallerawang Kids Club.

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### **Access and Equity Activities**

Activities undertaken or participated in by Council in relation to access and equity included the following during 2014-2015:

- Provision of financial assistance to community organisations a number of which were for particular target groups including the aged, youth, women and children.
- Council provides free online census information to the community to assist them in understanding the community's profile and needs.
- Council's Disability Access Committee (DAC) continued to meet.



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## **Social Plan 2006-2011**

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

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

At its Ordinary Meeting of Council held on 4 June 2012 (Resolution Number 12-182) Council adopted the Community Strategic Plan 2015 – Our Place...Our Future. All of the identified actions within the Social Plan have been incorporated into the Community Strategic Plan.

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## **Youth Council**

10 meetings of the Youth Council were held during 2014-2015.

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## **Financial Support for Youth Programs and Services**

Council Financial Assistance Program for 2014-2015 provided funding to the following organisations which provide programs and/or services for youth:

- 22 Youth Scholarships to the PCYC
- Council's Sports Advisory Committee for Sporting Representation
- Mitchell Conservatorium Student Scholarships
- Western region Academy of Sport
- School presentation Awards.

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

There were no resolutions passed during 2014-2015 in accordance with the provisions of section 67(2)(b) of the Local Government Act 1993 relating to Council subsidising the cost of any works carried out on private lands.

## Grants and Donations

During 2014-2015, Council provided Financial Assistance under section 356 of the Local Government Act 1993 to the value of \$164,824. The organisations who received Financial Assistance included the following:

Organisations Which Received Non-Recurrent Financial Assistance	
Blinky Bill Child Care Centre, Portland	Lithgow High School
City of Lithgow Mining Museum	Lithgow Information and Neighbourhood Centre
Combined District kart Club	Lithgow Partnerships against Domestic Violence
Combined Pensioners and Superannuants Association	Lithgow PCYC
Connect Lithgow	Lithgow Senior Citizen's Club
Cullen Bullen Progress Association	Mingaan Wiradjuri Aboriginal Corporation
First Australian Muzzle Loading Gun Rifle Pistol Club and Lithgow Valley Archery	Mitchell Conservatorium
Lithgow Information and Neighbourhood Centre	Mountain Cruizers Car Club
Friends of St Johns Church, Wallerawang	National Trust, Lithgow
Ginday Youth Centre	Pied Piper Preschool
Girl Guides, Lithgow	Portland Central School
Light the Night	Portland Developmetn Association
Lithgow Child Protection Interagency	Portland Men's Shed
Lithgow City Band	Portland Quilters
Lithgow Community Housing	Portland Tidy Towns
Capertee Valley Alliance	Lithgow Community Orchestra
Rydal A. H. & P Society	Lithgow Community Projects
Rydal Village Association	Lithgow Croquet Club
Salvation Army	Lithgow District Car Club
St John's Anglican Church, Hartley	Translinc
Tarana Tanker Trailers	Wallerawang Kids Club.

## Organisations which Received Recurrent Financial Assistance

Western Region Academy of Sport	Lithgow, Portland, Wallerawang and Cullen Bullen Tidy Towns
White Ribbon Day	Local School Presentations
Portland Golf Club	LINC Rental Assistance
Lithgow Golf Club	Lithgow Business Association
Portland Art Show	Lithgow Show
Arts Outwest	Ironfest

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### Human Resources Activities Undertaken by Council

Human resource activities for 2014-2015 have included:

- The appointment of 12 people to permanent positions
- 20 people left permanent employment with Council.
- The Work Health and Safety Committee meet every 4 weeks.
- 12,907.4543 hours of sick leave was taken by employees.
- There were 71 incidents reported with 12 of these resulting in a worker's compensation claim.
- The Consultative Committee met every month.
- Staff Recognition of Service Award Presentation was held in December.

The following training was undertaken during 2014-2015 as per the training plan:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Electrical Test and Tagging</li> <li>• Chainsaw Training (2)</li> <li>• Dead Water Training</li> <li>• Concrete Saw (2)</li> <li>• Confined Spaces New Course</li> <li>• Confined Spaces Refresher</li> <li>• Health &amp; Safety Representative Training</li> <li>• Taxation Seminar</li> <li>• Playground Inspection Level 1</li> <li>• Electronic Housing Codes</li> <li>• General Construction for Induction (Whitecard)</li> <li>• Chemical Dosing Systems</li> <li>• Employment Law</li> <li>• First Aid</li> <li>• Contract Law Essentials</li> <li>• Records Management</li> <li>• Traffic Control (Apply Traffic Control Plans)</li> </ul> | <ul style="list-style-type: none"> <li>• Traffic Control (Stop/Slow)</li> <li>• Advanced Wastewater Treatment Plant Training</li> <li>• Traffic Control (Red Ticket)</li> <li>• Fork lift Training</li> <li>• Council Induction &amp; WHS Induction</li> <li>• Chemical Handling</li> <li>• Customer Service (2)</li> <li>• Executive Assistants Conference</li> <li>• HR Truck Licence</li> <li>• Work Health &amp; Safety System Training</li> <li>• ECM Training</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> part of Health Safety Representative Training</li> <li>• Select/Modify Traffic Control Plans</li> <li>• Project Management Module Training</li> <li>• Advance Building Regulations</li> <li>• Continuing On-Line Training Modules (EMT/CMT)</li> </ul> |
|--|---|

- Graduate Diploma in Urban Planning
- HR Truck Licence Upgrades
- Certificate III in Aquatics
- Calibration & Odour Training
- Fire Safety (Building Officer Training)
- Customer Focus Training
- Risk Management
- Advanced GIPPA Certification
- White Card
- Fluoridation Training
- Playground Inspections Course – Operational Inspection Level 2
- StateCover conference
- Armed Hold Up
- First Aid

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

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

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

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## External Bodies Exercising Functions Delegated by Council

There were no functions delegated by Council to external bodies during 2014-2015.

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## Companies in which Council held a Controlling Interest

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

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

Council operates the following businesses:

### Category 1

- Wastewater
- Water

### Category 2

- Land Development

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

The Financial Statements for the Category 1 and 2 businesses are disclosed in the Financial Statements and Auditors Report 2014/15 and are available on Council's website [www.council.lithgow.com](http://www.council.lithgow.com).

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

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

Name	Purpose
Central West Regional Councils (CENTROC) Central West (Pilot) Joint Organisations of Councils	An organisation of councils for the sharing of knowledge, bulk purchasing, provision of human resource services such as training, promotion of the area for filming and driver for improvements to the region.
Energy Australia	Provision of the tutor for the Homework Centre at the Lithgow Library Learning Centre.
Lithgow Community Health and Centrelink	Books for Babies Program which provides literacy material for each newborn.
NetWaste	An organisation of councils for the purpose of sharing resources and knowledge, and co-ordinating the planning of waste issues at regional and sub-regional levels.
State Library of NSW	Provision of support service for the Lithgow Library Service.
Sydney Catchment Authority	Council entered into an agreement for the ongoing costs for the UV Disinfection Units at the Lithgow and Wallerawang Sewerage Treatment Plants.

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### **Stormwater Management Services**

The following table details the amount of income received from the stormwater charge and expenditure on stormwater management services in 2014-2015:

<b>Stormwater Management Services</b>	
Income from stormwater charge	\$238,000
Expenditure on stormwater management services	3,433,643

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

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### **Planning Agreements**

There was 1 planning agreement approved by Council in 2014-2015 with the Lithgow Workmen's Club for \$20,000 to be used for community facilities.

## Companion Animals

The following information is provided on Council's activities during 2014-2015 in relation to enforcing and ensuring compliance with the provisions of the Companion Animals Act 1998 and the Companion Animals Regulation 1999:

Activity	Achievement																
Lodgement of pound data collection returns with the Division of Local Government.	The pound data collection return for 2014-2015 has been provided to the Department of Local Government.																
Lodgement of data relating to dog attacks with the Department of Local Government.	All dog attacks were reported on the Companion animal Register website.																
The use of funding from the Companion Animals Fund and the amount spent on companion animal management and activities.	<p>The following table shows income received in relation to companion animals and the amount of money expended on companion animal management and activities during 2014-2015:</p> <table border="1"> <thead> <tr> <th>Budget Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;"><b>Income</b></td> </tr> <tr> <td>Department of Local Government</td> <td style="text-align: right;">\$7,028.25</td> </tr> <tr> <td>Impounding, sale, surrender and fines</td> <td style="text-align: right;">\$7,496.84</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Expenditure</b></td> </tr> <tr> <td>Employee Costs</td> <td style="text-align: right;">\$12,595.77</td> </tr> <tr> <td>Pound Expenses</td> <td style="text-align: right;">\$96,611.49</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">(94,682.17)</td> </tr> </tbody> </table> <p>Council collects income during the year from the Microchipping and registration of companion animals and forwards this to the Department of Local Government which in turn reimburses council a proportion of these fees. Council uses this income and income derived from the impounding, sale, surrender and fines to undertake companion animal management activities.</p>	Budget Item	Amount	<b>Income</b>		Department of Local Government	\$7,028.25	Impounding, sale, surrender and fines	\$7,496.84	<b>Expenditure</b>		Employee Costs	\$12,595.77	Pound Expenses	\$96,611.49	Total	(94,682.17)
Budget Item	Amount																
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<b>Expenditure</b>																	
Employee Costs	\$12,595.77																
Pound Expenses	\$96,611.49																
Total	(94,682.17)																
Companion animal community education programs	During 2014-15, community awareness and education around individual's responsibilities for care of companion animals was achieved through notice and media releases.																
Strategies to promote and assist the de-sexing of dogs and cats	Promotion of discounted costs for registering de-sexed animals																
Strategies to see alternatives to euthanasia for unclaimed animals	Council has rehoused and fostered unclaimed animals																
Off leash areas provided	A total of 4 off leash area are provided in the Local Government Area, being 2 in Lithgow and 1 in each of Portland and Wallerawang.																