



Hawkesbury City Council

attachment 1
to
item 103

2009/2010
Management Plan Review
- March 2010 Quarter

date of meeting: 25 May 2010
location: council chambers
time: 6:30 p.m.



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Part 1

Executive Summary



MARCH 2010 QUARTERLY BUDGET REVIEW

EXECUTIVE SUMMARY

FINANCIAL PERFORMANCE

Financial Position

The cumulative result for the year is a balanced budget. The March Quarterly Budget Review resulted in a final balanced position after allowing for a number of recommended variations.

Details of all variations processed in this Review have been included at the end of this document. Commentary on Council's financial performance for the third quarter of the 2009/2010 financial year, and details on the more significant issues in this Review are provided below.

Operating Revenue

As at the end of the third quarter, Council's operating revenue from general rates and utility rates and charges, user fees, charges and other income streams is in line with budget, at \$46.2M, or 95% of the full year budget. Interest income received on Council's investment portfolio is exceeding budget. As at the end of March 2010, interest earnings are \$1.4M, compared to a full year budget of \$1.4M. Operating grants and contributions are in line with the full year budget of \$5.6M, amounting to \$4.1M as at the end of the reporting period.

Operating Expenditure

Council incurs operating expenditure in delivering operational programs as outlined in the adopted Management Plan 2009/2010. Council's operating budgets are expended in maintaining the infrastructure in the Hawkesbury such as parks, recreational facilities, roads, bridges, community buildings and community facilities. These funds are also required to deliver essential services to the community, including waste, sewerage, and storm water services, community services and cultural services. Other services provided include city planning and support services. Apart from direct service delivery, Council also supports other bodies, including emergency services and recreational services by way of contributions and donations. Main expenditure items include employee costs, materials, contractors, consultants, legal expenses, contributions and insurance.

As at the end of March 2010, operating expenditure, excluding depreciation, amounts to \$35.2M, compared to a full year budget of \$50.5M. Based on these figures, overall, operating expenditure is tracking well against budget.

Operating income and expenditure reports are prepared and analysed on a monthly basis to ensure that problem areas are identified and acted upon in a timely manner.

Capital Expenditure

For the 2009/2010 financial year, Council has a total capital budget of \$25.5M. This total includes \$12M in funds carried over from the 2008/2009 financial year. As at the end of the third quarter, actual capital expenditure amounted to \$10.7M, or 42% of the total capital budget for 2009/2010. Capital expenditure in the first nine months of the financial year includes over \$4.1M spent on road works, footpaths and drainage, \$0.5M for bridge construction, \$0.4M for park improvement, \$1.9M on building works, \$0.9M in respect of the plant replacement program, \$0.2M for library resources and \$0.7M for sewer assets and rehabilitation. As at the end of the third quarter, Council also expended over \$0.5M on Infrastructure Renewal Program Projects.



Cash and Investments

Council's reserve balances as at the end of the third quarter amount to \$35.2M. This balance was made up of \$15.1M in internally restricted reserves and \$20.1M in externally restricted reserves.

Council's investments portfolio as at the end of March 2010 is \$39.3M and returned an average of 4.84 % for the first nine months of the financial year.

Analysis of the more significant adjustments included in the March Quarterly Review can be found within this document.

QUARTERLY BUDGET REVIEW

The March Quarterly Review of the 2009/2010 Management Plan is reported to Council in accordance with the requirements of the Local Government Act 1993. The review recommends budget adjustments that result in a balanced adjustment for the quarter.

In the third quarterly review of the financial year a conservative approach is taken, whereby under expended budgets are left unchanged, but monitored closely, and income budgets are only increased where income has already been received or is reasonably certain to be received.

Unfavourable adjustments required to meet existing commitments or to implement Council resolutions are included in the Review, as are certain unfavourable income budget adjustments.

The major adjustments processed in this Review are:

- **Interest Income – Favourable Variance \$250K**
(Adopted Management Plan –Part 2 – SS Pg 32)

The full year budget for interest earnings for 2009/2010 is \$1.4M. As at the end of March 2010, Council's earnings achieved the current full year budget of \$1.4M. This positive variance results from a combination of a variation in the capital invested and the interest rates movements. As at the end of the third quarter, Council has an investment portfolio of \$39.3M averaging earnings of 4.84%. A positive variance of \$250K is included in this review.

While this review was being prepared, the Reserve Bank raised the cash rate to 4.5% effective 7 May 2010.


Based on these forecasts, and the interest rates currently being applied to Council's investment portfolio, it is expected that this positive variance will continue until the end of this financial year.

- **Rates Revenue – Favourable Variance \$111K**
(Adopted Management Plan –Part 2 – SS Pg 30)

A favourable budget variation is included in this review in respect of rating income. When the budget estimates for rating revenue are prepared they are based on the rateable property base at the time, allowing for growth. As the financial year progresses the number of ratepayers may vary due to new properties being added to the rateable property base and properties becoming non-rateable. As at the end of March 2010, rating revenue arising from the Residential Category exceeded the full year budget by \$22K. Rating revenue arising from the Farmland Category exceeded the full year budget by \$89K. Rating income from the Business Category is in line with the full year budget.

- **Advertising – Favourable Variance \$30K**
(Adopted Management Plan –Part 2 – SS Pg 2)

A favourable budget variation is included in this review for advertising expenditure. Council incurs advertising expenditure in respect of job vacancies, documents on public exhibition, tenders and other relevant communication and community consultation requirements. The full year budget for



this expenditure item in 2009 /2010 is \$168K. As at the end of March 2010, \$82K was expended. Based on this trend and expected expenditure in the last quarter of the financial year, it is proposed to reduce this budget allocation by \$30K.

- **Computer Leases – Favourable Variance \$40K**
(Adopted Management Plan –Part 2 – SS Pg 39)

A favourable budget variation is included in this review in respect of computer leasing expenditure. Council leases the majority of computer equipment. This procurement approach results in Council always having up to date equipment, as well as avoiding large capital expenditures impacting a particular budget year. The lease payments commitments for the remaining months of the financial year have been assessed and it has been determined that the current budget allocation can be reduced by \$40K.

- **Parking Patrol – Net Favourable Variance \$43K**
(Adopted Management Plan –Part 2 – CP Pg 29)

During the first nine months of the financial year income generated from the Parking Patrol Program has been tracking positively against budget, with the trend expected to be sustained for the remaining months of the financial year. The additional income from fines is partially offset by additional fine processing costs incurred. Additional casual staff funding is also required to deliver additional programs. In this review it is proposed to increase the budgeted income by \$100K, with corresponding increases in expenditure of \$57K, resulting in a net favourable variance of \$43K.

- **Building Works Program – Favourable Variance \$13K**
(Adopted Management Plan –Part 2 – IS Various)

As part of Council's Building Maintenance Program a number of sites are identified each year to be painted. Painting of Council buildings is an outsourced activity. As a result of the tender prices being cheaper than estimated and budgeted, savings have been identified in this expenditure item. Partially offsetting these savings are some project costs for maintenance and capital works, estimated to exceed the budget allocation. The overall net result for building works is a favourable variation of \$13K.

- **Transfer to Election Reserve – Unfavourable Variance \$66K**
(Adopted Management Plan –Part 2 – GM Pg 13)


As Council is aware, following the passing of Councillor Dr Rex Stubbs OAM, a By-Election is required and will be held on 19 June 2010.

Council elections are funded by an internally restricted reserve, the Election Reserve. An amount is set aside in each annual budget with the aim of the Reserve achieving a sufficient level of funding in line with the election cycle. As at the end of March 2010, the Election Reserve amounted to \$200K. A further \$100K is included in the Draft 2010/2011 Budget Estimates, currently on exhibition. These funds, in addition to the amount budgeted for 2011/2012 would bring the Election Reserve to \$400K in the Election Year.

The funding of the By-Election will impact the election funding plan as funds will be required to be utilised from the Election Reserve in the current year. In order to minimise the pressure on future years, an amount of \$66K is proposed to be transferred to the Election Reserve in this Review.

- **Australiana Pioneer Village – Unfavourable Variance \$110K**
(Adopted Management Plan – Not Budgeted)

At the meeting of 2 February 2010, Council considered a report regarding the Hawkesbury Heritage Farm (Australiana Pioneer Village). At that meeting Council resolved that a lease be granted to the Friends of the Australiana Pioneer Village Society Inc. Council also resolved that upon finalisation of the lease, Council agrees to contribute a "one off" amount of up to \$100K to reimburse the Friends for works undertaken. An unfavourable variation of \$100K is included in this review in line with this resolution. When considering this matter, Council also resolved that an



annual amount of \$10K be contributed for the initial lease period of 5 years only to cover the cost of rates, charges, etc. As this amount is expected to be required in the current financial year, it has also been included as an unfavourable variation in this review.

- ***Parks Maintenance – Unfavourable Variance \$145K***
(Adopted Management Plan –Part 2 – IS Pg 4)

In the 2009/2010 Adopted Management Plan, Council allocated \$845K for parks maintenance. As part of the December Quarterly Review, an adjustment of \$85K was included to increase the adopted budget for parks maintenance. Despite this adjustment, as at the end of the third quarter, parks operating expenses are trending to exceed Budget. Included in this review there are a number of unfavourable adjustments relating to parks maintenance expenses, offset by reductions or favourable income variations within the parks and recreation budgets, resulting in a net unfavourable variance of \$145K.

Parks maintenance costs have been monitored closely over the recent months. Whilst every effort has been made to limit costs, in order to maintain the current levels of service it is necessary to increase the parks operating expenditure budget as detailed in this review.

- ***Family Day Care - Unfavourable Variance \$39K***
(Adopted Management Plan –Part 2 – CP Pg 2)

An unfavourable adjustment of \$39K is included in this review to fund the operating loss expected to result from the Family Day Care Program. A number of community services including aged care and child care services are provided by Council through Peppercorn Services Inc. When compared with the cost to Council to provide these services itself, the outsourcing to Peppercorn Services Inc is the most cost-effective alternative. Over the last two years, Peppercorn Services Inc. has been delivering quality community services to the Hawkesbury community with minimal impact on Council's resources. Peppercorn Services Inc is heavily reliant on grant funding and on the demand for services provided.

The Family Day Care Program has not been generating the desired level of income mainly due to the drop in service providers. The stringent requirements increasingly being imposed on family day care carers are making the family day care business a less attractive undertaking. While a financial contribution by Council is being proposed, it is to be noted that this contribution is far less than what it would cost Council should it take the delivery of the outsourced community services back under its management.

- ***Septic Tanks Inspection Fees – Unfavourable Variance \$40K***
(Adopted Management Plan –Part 2 – CP Pg 8)

An unfavourable adjustment is included in this review in respect of income generated through septic tanks inspections. As part of the December 2009 Quarterly Review, this income stream was reduced by \$30K. On reviewing the trend as at the end of the third quarter, it is expected that the adjusted budget income will not be achieved by the end of the financial year. The connection to the sewerage system in the Freemans Reach, Glossodia and Wilberforce areas will result in this income stream dropping further in the next financial year. This has been reflected in the 2010/2011 Draft Budget.

- ***Plant Running Costs and Internal Hire Income – Net Unfavourable Variance \$54K***
(Adopted Management Plan –Part 2 – IS Pg 3, 29)

In order to ensure that adequate funding is available to deliver the Plant Replacement Program, appropriate plant hire charges are allocated to activities involving the use of Council's plant. The setting of the rate is based on the costs of running plant, changeover costs and usage rate. These rates are reviewed regularly. As at the end of the reporting period, the income generated through internal plant hire is trending to slightly exceed Budget. Offsetting this favourable trend is running costs exceeding Budget. Running costs include annual registration, insurance, fuel and maintenance costs. The net unfavourable variation included in this review is \$54K.



- **Grants**

A number of adjustments relating to grant funding received and not budgeted are included in this review. These adjustments have a nil effect on the Budget position. The major adjustments relating to grant funding are outlined below:

- Arts Funding Program Grant - \$100K
- Regional & Local Community Infrastructure (Round 2) Funding - \$360K
- NSW Department of Community Services Area Assistance Scheme 2009 - funds received by YMCA to partially fund the gym expansion at the Hawkesbury Leisure Centre - \$110K
- NSW Community Building Partnership Program - funds received by YMCA to partially fund the gym expansion at the Hawkesbury Leisure Centre - \$110K

Various other grants adjustments are detailed in the attachment.

Details of all adjustments processed in this Review can be found at the end of this document.

Conclusion

The third quarter review has resulted in a balanced budget position.

Branch Managers monitor operational income and expenditure on a monthly basis and variations exceeding established thresholds need to be justified. Capital expenditure is reported to Directors on a quarterly basis.



Part 2

Financial Performance



HAWKESBURY CITY COUNCIL

Income Statement

For the period ended 31st March 2010 - prior to third Quarter Budget Review

2009		2010		2010		2010		2010		%
Actual		ORIGINAL BUDGET	AMENDED BUDGET	YTD BUDGET	Actual	Of YTD Budget				
\$		\$	\$	\$	\$					
OPERATIONAL ACTIVITIES										
Revenue from Ordinary Activities										
(22,597,421)	General Rates	(23,469,259)	(23,582,959)	(23,596,216)	(23,536,922)					100%
(11,822,183)	Utility Rates & Charges	(12,407,941)	(12,379,718)	(12,371,478)	(12,396,434)					100%
(34,419,604)		(35,877,200)	(35,962,677)	(35,967,694)	(35,933,356)					100%
(5,974,602)	Fees & Charges	(4,378,582)	(4,343,554)	(3,259,218)	(3,033,245)					93%
(8,768,771)	Grants & Contributions- Operating	(6,397,255)	(5,589,604)	(4,128,021)	(4,144,917)					100%
(2,695,197)	Interest	(930,222)	(1,535,179)	(1,249,905)	(1,570,316)					126%
(4,427,656)	Other Operating Revenue	(3,234,375)	(3,511,461)	(2,701,655)	(3,241,473)					120%
(9,177)	Share of Interest in Joint Ventures	-	-	-	-					
(525,923)	(Profit)/Loss on Sale Assets	-	(60,000)	(40,002)	(186,933)					467%
(56,820,930)	Total Operating Income	(50,817,634)	(51,002,475)	(47,346,494)	(48,110,240)					102%
Expenses from Ordinary Activities										
16,016,038	Employee Costs	14,678,856	14,879,772	11,159,166	11,079,569					99%
856,477	Other Employee Costs	570,800	570,347	425,033	384,188					90%
20,706,060	Materials & Services	17,724,750	20,085,750	14,045,783	12,530,089					89%
5,465	Borrowing Costs	4,000	-	-	-					
10,423,616	Depreciation	9,193,880	10,591,826	7,940,678	7,865,366					99%
9,132,741	Other Expenses	10,254,606	10,203,647	8,071,783	7,450,385					92%
40,053,301	Infrastructure Services	35,142,754	37,519,187	27,632,843	26,288,626					95%
6,677,845	Support Services	6,879,837	7,839,665	5,821,443	5,436,911					93%
8,641,562	City Planning	8,887,536	9,398,518	6,944,699	6,582,298					95%
1,767,688	General Manager	1,516,765	1,573,972	1,243,458	1,001,761					81%
57,140,395	Total Operating Expenses	52,426,892	56,331,342	41,642,443	39,309,596					94%
319,465	Operating (Surplus)/Deficit before capital items	1,609,258	5,328,867	(5,704,051)	(8,800,643)					154%
CAPITAL FUNDING AND EXPENDITURE										
Source of capital funding (excluding reserves)										
(1,110,318)	Proceeds from the sale of capital assets	(780,919)	(1,009,762)	(836,236)	(714,079)					
(10,423,616)	Depreciation	(9,193,880)	(10,591,826)	(7,940,678)	(7,865,366)					
(7,260,368)	Grants & Contributions - Capital	(2,720,798)	(5,631,279)	(2,656,181)	(3,083,312)					
(18,794,302)		(12,695,597)	(17,232,867)	(11,433,095)	(11,662,756)					102%
Application of Capital Funding										
Non current capital assets:										
1,001,883	Land & Land Improvements	-	-	-	394					
1,098,716	Buildings	670,960	3,728,353	976,517	1,556,719					
10,631,479	Infrastructure	7,201,403	15,381,657	8,077,492	6,281,724					
3,315,077	Plant & Equipment	2,540,537	5,615,145	2,625,508	2,380,114					
443,512	Other	733,800	780,300	660,120	484,980					
16,490,667		11,146,700	25,505,455	12,339,637	10,703,930					87%
Principal loan redemptions:										
6,077	Loan Redemptions	3,700	-	-	-					
(2,297,558)	Net Capital Expenditure	(1,545,197)	8,272,588	906,542	(958,826)					
NET RESERVE TRANSFERS & CAPITAL MOVEMENTS										
Retained (surplus)/deficit from prior years										
525,923	(Profit)/Loss on Sale Assets	-	60,000	40,002	186,933					
(29,233,346)	Transfer from Reserves	(22,506,064)	(36,766,765)	(18,803,785)	(23,239,429)					124%
31,277,169	Transfer (to) Reserves	22,441,996	23,105,310	20,305,522	20,040,150					99%
591,653	Retained (surplus)/deficit available for general funding purposes	-	0	(3,255,770)	(12,771,816)					392%



HAWKESBURY CITY COUNCIL

Balance Sheet

For the period ended 31st March 2010 - prior to third Quarter Budget Review

2009		2010	2010	2010	
Actual		ORIGINAL BUDGET	AMENDED BUDGET	YTD Actual	
\$		\$	\$	\$	
Current Assets					
41,588,471	Cash assets & Investments	41,524,403	27,927,016	39,215,816	
4,167,552	Receivables	4,167,552	4,167,552	11,174,104	
178,206	Inventories	178,206	178,206	196,581	
225,565	Other	225,565	225,565	50,255	
25,648,664	Investment Properties at Fair Value	25,648,664	25,648,664	25,648,664	
<u>71,808,459</u>		<u>71,744,391</u>	<u>58,147,004</u>	<u>76,285,420</u>	
Non-Current Assets					
559,947,787	Property, plant and equipment	570,313,568	584,503,480	569,014,432	
(133,444,675)	Accumulated Depreciation	(142,638,555)	(144,036,501)	(140,312,731)	
<u>426,503,111</u>		<u>427,675,012</u>	<u>440,466,978</u>	<u>428,701,700</u>	
498,311,570	TOTAL ASSETS	499,419,403	498,613,982	504,987,121	
Current Liabilities					
(5,014,860)	Payables	(5,014,860)	(5,014,860)	(1,725,611)	
(6,017,619)	Provisions	(6,017,619)	(6,017,619)	(5,685,791)	
(0)	Borrowings	3,700	(0)	-	
<u>(11,032,479)</u>		<u>(11,028,779)</u>	<u>(11,032,479)</u>	<u>(7,411,402)</u>	
Non-Current Liabilities					
	Interest bearing liabilities	-	-	-	
(4,644,633)	Provisions	(4,644,633)	(4,644,633)	(4,644,633)	
<u>(4,644,633)</u>		<u>(4,644,633)</u>	<u>(4,644,633)</u>	<u>(4,644,633)</u>	
(15,677,113)	TOTAL LIABILITIES	(15,673,413)	(15,677,113)	(12,056,035)	
482,634,457	NET COMMUNITY ASSETS	483,745,990	482,936,869	492,931,086	
Community Equity					
(440,065,785)	Capital and Capital Reserves	(440,129,853)	(454,667,364)	(445,874,213)	
(35,627,769)	Other reserves	(35,563,701)	(21,026,190)	(35,172,917)	
(6,940,903)	Operating Statement (surplus) /deficit	(8,052,436)	(7,243,315)	(11,883,955)	
<u>(482,634,457)</u>		<u>(483,745,990)</u>	<u>(482,936,869)</u>	<u>(492,931,086)</u>	
(482,634,457)	TOTAL COMMUNITY EQUITY	(483,745,990)	(482,936,869)	(492,931,086)	



HAWKESBURY CITY COUNCIL
STATEMENT OF RESERVE BALANCES
For the Period Ending 31st March 2010

	2010	2010	2010	2010
	Opening Balance	Budgeted Reserve Transfers	Full Year Budgeted Reserve Balances	YTD Actual Reserve Balance
Externally Restricted Reserve Balances				
Sewerage Capital	2,199,006	582,538	2,781,544	2,924,563
Sewerage Operating Reserve	1,259,130	(1,199,887)	59,243	1,719,224
S64 Contributions Reserve	331,627	61,396	393,023	420,922
Waste Management Reserve	1,116,345	(563,574)	552,771	2,730,942
S94 Contributions	5,120,554	(566,208)	4,554,346	4,691,561
S94A Contributions	737,601	(14,777)	722,824	1,046,527
Extractive Industries	1,142,601	(955,872)	186,729	239,549
South Windsor Effluent Reuse Scheme Reserve	85,322	803,283	888,605	661,464
Unspent Contributions Reserve	1,369,263	(1,369,156)	107	602,549
Unexpended Grants Reserve	1,901,026	(1,901,028)	(2)	2,744,428
Stormwater Management	2,346,456	(252,673)	2,093,783	2,281,367
	17,608,930	(5,375,958)	12,232,972	20,063,097
Internally Restricted Reserve Balances				
Council S94	-	-	-	-
Bligh Park Reserve	575,888	(107,719)	468,169	566,769
Drainage	517,229	(191,687)	325,542	517,174
Drainage	17,273	-	17,273	17,273
ELE	2,096,689	(297,180)	1,799,509	1,799,922
Election	100,000	100,000	200,000	200,000
Glossodia/Freemans	52,461	-	52,461	52,461
HLC Risk Management	106,563	-	106,563	106,563
Information Technology	451,241	(174,199)	277,042	342,482
Kerb & Gutter	361,433	(240,500)	120,933	302,771
Carryovers	7,936,880	(6,415,995)	1,520,885	4,825,412
Plant Replacement	383,051	(325,873)	57,178	234,811
Fleet Management	202,817	(199,820)	2,997	118,817
Property Development	(2,062,910)	(40,000)	(2,102,910)	(2,139,741)
Risk Management	294,754	(7,973)	286,781	294,754
Roadworks	1,423,991	(1,369,252)	54,739	54,739
Sullage	1,021,202	30,128	1,051,330	1,805,646
Trees	41,981	-	41,981	41,981
Misc Specific Purpose	25,744	-	25,744	25,744
Workers Compensation	1,046,587	-	1,046,587	1,046,587
Heritage	86,235	(12,500)	73,735	73,735
Parks & Gardens	48,203	-	48,203	48,203
Tip Remediation Reserve	2,555,700	862,333	3,418,033	3,933,150
Contingency Reserve	735,828	104,740	840,568	840,568
	18,018,839	(8,285,497)	9,733,342	15,109,820
	-	-	-	-
Total Reserve Balances	35,627,769	(13,661,455)	21,966,314	35,172,917

INVESTMENT REPORT

INVESTMENT PERFORMANCE

The investment portfolio increased by \$0.5m for the month. The increase was due to additional income over expenditure for March period. During March, various income was received totalling \$4.97m, including rate payments amounting to over \$3.19m, while payments to suppliers and staff costs amounted to \$4.94m.

The investment portfolio is diversified across a number of investment types. This includes term deposits, and on-call accounts.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio has been reviewed and rebalanced in favour of investments not subject to share market volatility. Comparisons are made between existing investments and available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

Official cash interest rate for March 2010 is at 4.0%.

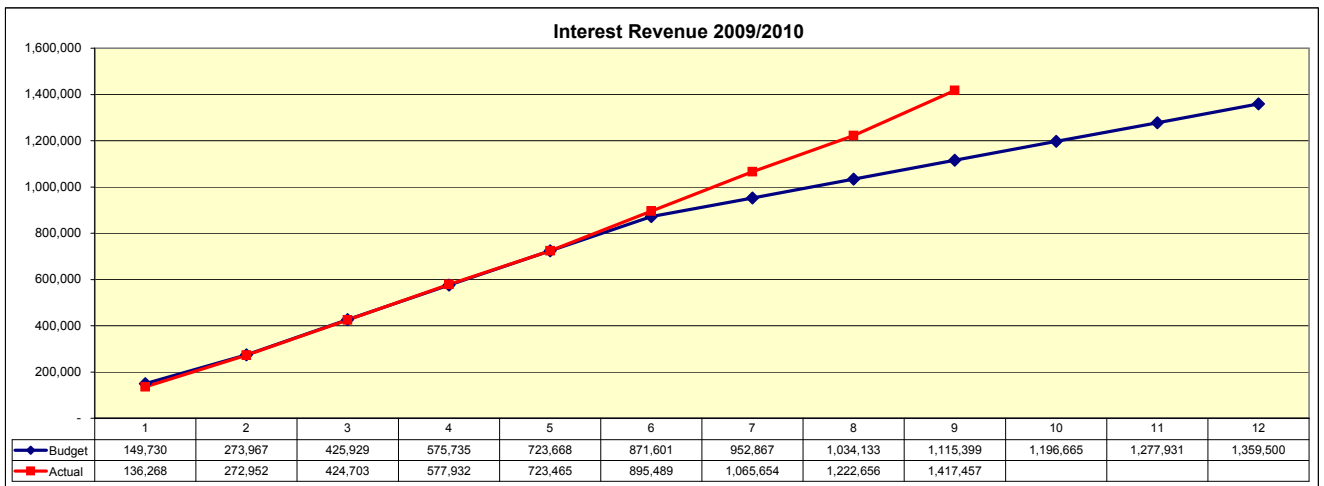
Council's Interest Earnings to date is \$1,417,457. Net interest income received to date has exceeded the YTD budget of \$1,115,399.

FACTS AND FIGURES

	YTD Budget	YTD Actual
Interest Earnings	\$ 1,115,399	\$ 1,417,457
Investment Portfolio		\$ 39,310,000
Investment Rate Return		4.84%
Official Cash Rate		4.00%

INVESTMENT PORTFOLIO

MARCH 2010	Balance	Return
On Call Funds	\$ 4,810,000	4.50%
Term Investments	\$ 34,500,000	5.80%
Total	\$ 39,310,000	5.64%



SEVEN YEAR TREND

	YTD 2010	2009	2008	2007	2006	2005	2004
Average Investment Portfolio	\$38.86	\$37.65m	\$36.04m	\$31.07m	\$25.43m	\$23.20m	\$30.56m
Interest Earnings	\$1.42	\$2.26m	\$1.52m	\$1.95m	\$1.32m	\$1.36m	\$1.68m
Avg.Return on Investments	4.84%	5.89%	4.24%	6.35%	5.80%	5.83%	5.50%



Hawkesbury City Council Investment Register - March 2010

Term Investments

Financial Institution	Rating S&P	Term Rating	Op Bal	Deposits	Withdrawals	Balance @ EOM	Percentage of Portfolio	Commence Date	Maturity Date	Term (Days)	Interest Rate
AMP	A1	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	20-Jan-10	21-Jan-11	365 days	6.86%
ANZ	A1+	Short	2,000,000.00	0.00	-2,000,000.00	0.00	0.00%	22-Sep-09	24-Mar-10	183 days	4.75%
ANZ	A1+	Short	500,000.00	0.00	0.00	500,000.00	1.27%	10-Feb-10	11-Aug-10	182 days	6.20%
ANZ	A1+	Short	2,000,000.00	0.00	0.00	2,000,000.00	5.09%	02-Sep-09	02-Sep-10	365 days	5.25%
ANZ	A1+	Short	0.00	1,000,000.00		1,000,000.00	2.54%	24-Mar-10	20-Oct-10	210 days	6.25%
ANZ	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	25-Nov-09	24-Nov-10	364 days	6.00%
ANZ	A1+	Short		2,000,000.00		2,000,000.00	5.09%	03-Mar-10	29-Nov-10	271 days	6.30%
Bank of Queensland	A-2	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	20-Jul-09	19-May-10	303 days	4.50%
Bank of Cyprus	Moody's P-1	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	02-Nov-09	27-Oct-10	359 days	5.70%
Bankwest	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	19-Aug-09	19-Aug-10	365 days	5.00%
Bendigo and Adelaide Bank	A-2	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	09-Oct-09	13-Oct-10	369 days	5.30%
Citibank	A-1	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	20-Jul-09	21-Apr-10	275 days	4.60%
Credit Union Australia	unrated		1,000,000.00	0.00	-1,000,000.00	0.00	0.00%	30-Jul-09	24-Mar-10	273 days	4.62%
Credit Union Australia	unrated		0.00	1,000,000.00		1,000,000.00	2.54%	24-Mar-10	22-Jul-10	120 days	5.99%
Elders Rural bank	A-2	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	15-Jun-09	15-Jun-10	365 days	4.64%
IMB	A-2	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	10-Feb-10	11-Aug-10	182 days	6.25%
Investec Bank	Moody's P-2	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	02-Sep-09	02-Sep-10	365 days	5.74%
Macquarie Bank	A-1	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	18-Jun-09	15-Jun-10	362 days	4.50%
Members Equity	A-2	Short	1,000,000.00	0.00	-1,000,000.00	0.00	0.00%	03-Aug-09	03-Mar-10	212 days	4.65%
Members Equity	A-2	Short	0.00	1,000,000.00	0.00	1,000,000.00	2.54%	03-Mar-10	02-Jun-10	91 days	5.75%
NAB	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	02-Sep-09	04-Aug-10	335 days	5.20%
NAB	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	25-Nov-09	26-May-10	182 days	5.50%
NAB	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	24-Feb-10	26-May-10	91 days	5.32%
NAB	A1+	Short	2,000,000.00	0.00	0.00	2,000,000.00	5.09%	03-Dec-09	03-Dec-10	365 days	6.80%
NAB	A1+	Short	3,000,000.00	0.00	0.00	3,000,000.00	7.63%	08-Dec-09	08-Dec-10	365 days	6.80%
Newcastle Permanent	A-2		1,000,000.00	0.00	0.00	1,000,000.00	2.54%	18-Jun-09	15-Jun-10	362 days	4.55%
Suncorp	A-1		1,000,000.00	0.00	0.00	1,000,000.00	2.54%	12-Jun-09	14-Jun-10	367 days	4.60%
Westpac	A1+	Short	2,000,000.00	0.00	0.00	2,000,000.00	5.09%	24-Feb-10	27-Apr-10	62 days	5.20%
Westpac	A1+	Short	1,000,000.00	0.00	0.00	1,000,000.00	2.54%	20-Jan-10	21-Jul-10	182 days	6.20%
Westpac	A1+	Short	3,000,000.00	0.00	0.00	3,000,000.00	7.63%	21-Dec-09	21-Dec-10	365 days	7.00%
Total Term Investments			33,500,000.00	5,000,000.00	-4,000,000.00	34,500,000.00	87.76%				5.80%

Financial Institution	Rating S&P	Term Rating	Op bal	Deposits	Withdrawals	Balance @ EOM	Percentage of Portfolio	Interest Rate		
CBA Online Saver	A1+	Short	5,300,000.00	4,040,000.00	-4,530,000.00	4,810,000.00	12.24%	4.50%		from 5/3/10
Total On Call Investments			5,300,000.00	4,040,000.00	-4,530,000.00	4,810,000.00	12.24%			

TOTAL INVESTMENTS	38,800,000.00	9,040,000.00	-8,530,000.00	39,310,000.00	100%		
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Bench Mark Rates	Bench Mark	Actual
UBSA 90 Day Bank Bill Index	4.42%	5.80%
11 am Cash Rate	4.00%	4.50%



Part 3

Budget Review



HAWKESBURY CITY COUNCIL
Budgeted Income Statement
 For the period ended 31 st March 2010

2009		2010	2010	2010	2010
Actual		ORIGINAL BUDGET	AMENDED BUDGET	3rd QTR ADJUST	AMENDED BUDGET After 3rd QTR
\$		\$	\$	\$	\$
OPERATIONAL ACTIVITIES					
Revenue from Ordinary Activities					
(22,597,421)	General Rates	(23,469,259)	(23,582,959)	(111,199)	(23,694,158)
(11,822,183)	Utility Rates & Charges	(12,407,941)	(12,379,718)	(36,368)	(12,416,086)
(34,419,604)		(35,877,200)	(35,962,677)	(147,567)	(36,110,244)
(5,974,602)	Fees & Charges	(4,378,582)	(4,343,554)	23,279	(4,320,275)
(8,768,771)	Grants & Contributions- Operating	(6,397,255)	(5,589,604)	(111,018)	(5,700,622)
(2,695,197)	Interest	(930,222)	(1,535,179)	(249,559)	(1,784,738)
(4,427,656)	Other Operating Revenue	(3,234,375)	(3,511,461)	(391,372)	(3,902,833)
(9,177)	Share of Interest in Joint Ventures	-	-	-	-
(525,923)	(Profit)/Loss on Sale Assets	-	(60,000)	-	(60,000)
(56,820,930)	Total Operating Income	(50,817,634)	(51,002,475)	(876,237)	(51,878,712)
Expenses from Ordinary Activities					
16,016,038	Employee Costs	14,678,856	14,879,772	68,356	14,948,128
856,477	Other Employee Costs	570,800	570,347	(1,650)	568,697
20,706,060	Materials & Services	17,724,750	20,085,750	458,930	20,544,680
5,465	Borrowing Costs	4,000	-	-	-
10,423,616	Depreciation	9,193,880	10,591,826	-	10,591,826
9,132,741	Other Expenses	10,254,606	10,203,647	377,945	10,581,592
					-
40,053,301	Infrastructure Services	35,142,754	37,519,187	413,863	37,933,050
6,677,845	Support Services	6,879,837	7,839,665	400,107	8,239,772
8,641,562	City Planning	8,887,536	9,398,518	104,563	9,503,081
1,767,688	General Manager	1,516,765	1,573,972	(14,952)	1,559,020
57,140,395	Total Operating Expenses	52,426,892	56,331,342	903,581	57,234,923
319,465	Operating (Surplus)/Deficit before capital items	1,609,258	5,328,867	27,344	5,356,211
CAPITAL FUNDING AND EXPENDITURE					
Source of capital funding (exclusing reserves)					
(1,110,318)	Proceeds from the sale of capital assets	(780,919)	(1,009,762)	(65,711)	(1,075,473)
(10,423,616)	Depreciation	(9,193,880)	(10,591,826)	-	(10,591,826)
(7,260,368)	Grants & Contributions - Capital	(2,720,798)	(5,631,279)	(634,149)	(6,265,428)
(18,794,302)		(12,695,597)	(17,232,867)	(699,860)	(17,932,727)
Application of Capital Funding					
Non current capital assets:					
1,001,883	Land & Land Improvements	-	-	-	-
1,098,716	Buildings	670,960	3,728,353	474,538	4,202,891
10,631,479	Infrastructure	7,201,403	15,381,657	125,316	15,506,973
3,315,077	Plant & Equipment	2,540,537	5,615,145	133,466	5,748,611
443,512	Other	733,800	780,300	2,860	783,160
16,490,667		11,146,700	25,505,455	736,180	26,241,635
Principal loan redemptions:					
6,077	Loan Redemptions	3,700	-	-	-
(2,297,558)	Net Capital Expenditure	(1,545,197)	8,272,588	36,320	8,308,908
NET RESERVE TRANSFERS & CAPITAL MOVEMENTS					
Retained (surplus)/deficit from prior years					
525,923	(Profit)/Loss on Sale Assets	-	60,000	-	60,000
(29,233,346)	Transfer from Reserves	(22,506,057)	(36,766,758)	(538,965)	(37,305,723)
31,277,169	Transfer (to) Reserves	22,441,996	23,105,310	475,301	23,580,611
591,653	Retained (surplus)/deficit available for general funding purposes	-	0	-	0



HAWKESBURY CITY COUNCIL

Budgeted Balance Sheet

For the period ended 31 st March 2010

2009		2010	2010	2010	2010
Actual		ORIGINAL BUDGET	AMENDED BUDGET	3RD QTR ADJUST	AMENDED BUDGET After 3rd QTR ADJ
\$		\$	\$		
Current Assets					
41,588,471	Cash assets & Investments	41,524,403	27,927,016	(63,664)	27,863,352
4,167,552	Receivables	4,167,552	4,167,552	-	4,167,552
178,206	Inventories	178,206	178,206	-	178,206
225,565	Other	225,565	225,565	-	225,565
25,648,664	Investment Properties at Fair Value	25,648,664	25,648,664	-	25,648,664
71,808,459		71,744,391	58,147,004	(63,664)	58,083,340
Non-Current Assets					
559,947,787	Property, plant and equipment	570,313,568	584,503,480	670,469	585,173,949
(133,444,675)	Accumulated Depreciation	(142,638,555)	(144,036,501)	-	(144,036,501)
426,503,111		427,675,012	440,466,978	670,469	441,137,447
498,311,570	TOTAL ASSETS	499,419,403	498,613,982	606,805	499,220,787
Current Liabilities					
(5,014,860)	Payables	(5,014,860)	(5,014,860)	-	(5,014,860)
(6,017,619)	Provisions	(6,017,619)	(6,017,619)	-	(6,017,619)
(0)	Borrowings	3,700	(0)	-	(0)
(11,032,479)		(11,028,779)	(11,032,479)	-	(11,032,479)
Non-Current Liabilities					
(4,644,633)	Interest bearing liabilities	-	-	-	-
(4,644,633)	Provisions	(4,644,633)	(4,644,633)	-	(4,644,633)
(15,677,113)	TOTAL LIABILITIES	(15,673,413)	(15,677,113)	-	(15,677,113)
482,634,457	NET COMMUNITY ASSETS	483,745,990	482,936,869	606,805	483,543,674
Community Equity					
(440,065,785)	Capital and Capital Reserves	(440,129,853)	(454,667,364)	-	(454,667,364)
(35,627,769)	Other reserves	(35,563,701)	(21,026,190)	-	(21,026,190)
(6,940,903)	Operating Statement (surplus) /deficit	(8,052,436)	(7,243,315)	(606,805)	(7,850,120)
(482,634,457)	TOTAL COMMUNITY EQUITY	(483,745,990)	(482,936,869)	(606,805)	(483,543,674)



QUARTERLY BUDGET VARIATION 2009/10 - SUMMARY
3rd Quarter 2009/10

Operational
Variation Capital Variation

Budgeted (Surplus)/Deficit B/F		0	
EXPENDITURE			
Employee Costs			
	2101 - Salaries	4,270	0
	2107 - Casuals	60,835	0
	2108 - Travelling	1,771	0
	2110 - Overtime	(5,610)	0
	2111 - Superannuation	810	0
	2112 - Allowances	9,280	0
	2125 - Salary Reclassifications	0	0
	2132 - Staff Relocation Expenses	(3,000)	0
	2570 - Safety Expenses & Training	(1,650)	0
TOTAL		66,706	0
Materials & Services			
	1000 - Plant Surplus -PW Hire Earned	64,658	0
	2000 - Plant - Running Costs	9,068	0
	2113 - Uniforms	0	0
	2244 - Debt Recovery Expenses	28,610	0
	2251 - Legal Expenses - Support Services	0	0
	2262 - Legal Expenses - General Managers Office	0	0
	2407 - Consultancy Fees	24,500	0
	2411 - Vehicle Expenses-Lease Back	0	0
	2420 - Audit Fees	0	0
	2428 - Inspections	3,137	0
	2435 - Promotion Expenditure	(460)	0
	2453 - Sponsorship	(3,000)	0
	2490 - Activity Expenses	(500)	0
	2492 - Comty Services Program Expenses	39,830	0
	2510 - Local Economic Development Program	(8,000)	0
	2559 - SES Operating Expenses	4,000	0
	2565 - Disposal of Derelict Vehicles	(1,000)	0
	2581 - Library Oth Recurrent Exp	0	0
	2590 - Print Machine Maintenance	0	0
	2591 - Print Machine Rental	(4,955)	0
	2596 - Waste Sustainability Improvement Prog	0	0
	2599 - Co-Gen Electricity Internal	6,300	0
	2605 - Maintenance - Furniture & Fittings	(12,900)	0
	2606 - Maintenance - Buildings	12,187	0
	2607 - Maintenance - Plant & Equipment	(15,500)	0
	2614 - Air Conditioning	4,148	0
	2615 - Vandalism Repairs	(12,907)	0
	2618 - Parks - M&R	95,628	0
	2619 - Works Program - Building M&R	(38,294)	0
	2640 - Roadworks Maintenance-General	0	0
	2662 - Infringement Processing Expenses	42,500	0
	2681 - Tree Planting Maintenance	37,748	0
	2684 - Contract Mowing	(5,000)	0
	2690 - Car Parking M&R	(2,200)	0
	2695 - Maintenance - Sewer Systems	2,759	0
	2700 - Depot Expenses	(9,173)	0
	2702 - Small Plant Assets	1,992	0
	2737 - Social Planning	0	0
	2743 - Network Administration	(40,000)	0
	2751 - Dwellings Mtce	4,693	0
	2760 - Youth Worker Programs	45	0
	2762 - Art Gallery Expenses	(750)	0
	2770 - Valuation Expenses	(15,000)	0
	2820 - Grant Funded Operational Exp	(8,832)	0



QUARTERLY BUDGET VARIATION 2009/10 - SUMMARY
3rd Quarter 2009/10

	Operational Variation	Capital Variation
2821 - Grant Funded Consultancy Fees	100,000	0
2920 - Pool Services	759	0
2921 - Pool Chemicals	1,917	0
2937 - Desludge Lagoon	148,214	0
2940 - Trade Waste Inspection	273	0
2948 - Pasture Improve Program	435	0
2986 - Museum Program Expenses	4,000	0
TOTAL	458,930	0
Other Expenditure		
2121 - Pre-Employment Medicals	0	0
2402 - Sundry Expenses	7,988	0
2405 - Contribution to outside bodies	107,000	0
2408 - Printing & Stationery Costs	2,000	0
2422 - Telephone Expenses	24,854	0
2426 - Licences & Subscriptions	1,250	0
2427 - Advertising	(31,822)	0
2456 - Employment Agencies	34,102	0
2522 - Travel and Sustence	0	0
2523 - Delegates Expenses	(8,000)	0
2550 - Fire Control Operating Ex	(50,655)	0
2562 - State of the Environment Report	0	0
2567 - Police Fines & Processing	(3,500)	0
2583 - Lib Local Priority Projects Oper Grants Projects	0	0
2598 - Co-Gen Hot & Cold Water Internal	208,360	0
2600 - Gas	20,000	0
2601 - Electricity	22,150	0
2602 - Water	20,256	0
2603 - Insurance	(19,197)	0
2604 - Security	(4,700)	0
2609 - Cleaning	35,442	0
2637 - Insurance - Public Liability Claims	12,000	0
2740 - General Computer Expenses	0	0
2744 - Corporate Systems	0	0
2772 - On Line Title Seaches	281	0
2950 - Effluent Reuse Windsr STP	136	0
TOTAL	377,945	0
Capital Expenditure		
3101 - Sale of Plant	0	0
3106 - Sale of Leaseback Vehicles	0	(65,711)
4101 - Purchase of Plant	0	11,762
4103 - Purchase of Computer Equipment	0	0
4108 - Purchase P/W Plant	0	14,769
4110 - Purchase Library Resources-CAPITAL	0	0
4113 - Purchase Sewer Assets	0	166,000
4114 - Purchase Other Assets	0	2,860
4119 - Purchase VOIP PABX System	0	10,071
4120 - Building Works-Reg & Local Comm Infra Prog	0	222,200
4121 - Plant/Equipment-Reg & Local Comm Infra Prog	0	0
4124 - Parks & Rec-Reg & Local Comm Infra Prog	0	137,800
4601 - Purchase Leaseback Plant	0	64,909
4612 - Furniture & Fittings	0	30,055
4613 - Purchase of Equipment	0	1,900
4632 - Fire Stations	0	0
4641 - Lib Local Priority Projects Exps-Cap Grants	0	0
4701 - Road Construction	0	80,000
4719 - Cycleways Construction	0	0
4729 - Restoration & Conservation Works	0	0
4750 - Kerb and Gutter Construction	0	(80,000)
4801 - Park Improvement Program	0	0



QUARTERLY BUDGET VARIATION 2009/10 - SUMMARY
3rd Quarter 2009/10

		Operational Variation	Capital Variation
	4802 - Park Improvement Furniture Replacement	0	(33,995)
	4804 - Park Improvement Program Landscaping	0	(30,000)
	4810 - S94 Park Improvements	0	0
	4820 - Parks - Capital Grants Funded Projects	0	0
	4824 - Park Improvements-IRP	0	0
	4833 - Roads To Recovery Program-Capital Exps	0	0
	4901 - Building Construction	0	252,338
	4904 - Building Services - IRP	0	0
	4953 - Sewer Rehabilitation	0	(114,489)
TOTAL		0	670,469
TOTAL EXPENDITURE VARIATIONS		903,581	670,469
REVENUE			
Rates & Charges			
	1101 - Operational Revenue-Residential Rates	(21,946)	0
	1102 - Operational Revenue-Farmland Rates	(89,253)	0
	1128 - Sewer Rates Residential Unconnected	(19,720)	0
	1129 - Sewer Rates Business Connected	(10,821)	0
	1130 - Sewer Rates Business Unconnected	(872)	0
	1140 - Sullage Coll Inc Annual Charge Residenti	(4,955)	0
TOTAL		(147,567)	0
User Charges & Other Income			
	1150 - Charges & Fees Recovery Legal Costs	(30,016)	0
	1155 - Rental, Lease and fees Income	(2,000)	0
	1156 - Shops & Offices - Rental Income	5,978	0
	1157 - Other Rents & Leases	(250)	0
	1162 - CoGen Gas Income External	(437)	0
	1163 - CoGen Electricity Income External	(7,001)	0
	1164 - CoGen Water Income External	7,923	0
	1165 - CoGen Hot & Chilled Water Inc Internal	(208,360)	0
	1166 - Co-Gen Electricity Income Internal	(6,300)	0
	1172 - Bush Care Income	(4,365)	0
	1312 - Building Commission	100	0
	1313 - S149D Certificates	(3,000)	0
	1318 - Sign Registration	(2,958)	0
	1320 - Subdivision Fees	3,580	0
	1321 - Development Application	14,314	0
	1322 - Sect 149 Certificates	(6,500)	0
	1337 - Pound Income	(4,000)	0
	1340 - Disposal of Derelict Vehicles Income	0	0
	1351 - Inspection Fees	40,000	0
	1353 - Nursery Income	(600)	0
	1361 - Richmond Pool Income	(26,329)	0
	1362 - Public Cemeteries Sundry Income	10,000	0
	1407 - Income-Infringements	(100,000)	0
	1419 - On-Costs RTA	(6,271)	0
	1420 - Other Revenue	(750)	0
	1701 - WSROC Rebates	4,000	0
	1703 - GST Fuel Rebate	(2,709)	0
	1705 - Land Clearing Admin Charge	(585)	0
	1709 - NSW Rural Fire Serv Reimbursement	0	0
	1719 - Library Charges and Fees	(2,513)	0
	1730 - Art & Historical Income	(6,863)	0
	1744 - Donations	(50)	0
	1771 - Pasture Improvement Income	(1,468)	0
	1772 - Sale of Drainage Diagram	(1,505)	0
	1774 - Recoverable Maintenance	(24,783)	0



QUARTERLY BUDGET VARIATION 2009/10 - SUMMARY
3rd Quarter 2009/10

		Operational Variation	Capital Variation
	1799 - Sundry Income	(4,375)	0
TOTAL		(368,093)	0
Interest			
	1117 - Extra Charges	1,500	0
	1120 - Interest Non Domestic Waste	(233)	0
	1132 - Sewer Rates Extra Chgs Business	(826)	0
	1601 - Interest Income	(250,000)	0
TOTAL		(249,559)	0
Grants & Contributions			
	1136 - Pensioner Rebate Subsidy Subsidy	(195)	0
	181F - Reg Roads-Ex 3x3 Block RTA Grant	0	0
	184V - Recreation Fishing Community Prog-DAFF Gr	10,991	0
	1867 - Youth Week Grant-Cabinet Office	(795)	0
	186D - Aged and Disabled Officer-Dep of Age	(779)	0
	187F - International Womens day-NSW Prem Dept	(1,000)	0
	187S - Arts Funding Program	(100,000)	0
	1891 - Bush Fire Prevention Fund-RFS Grant	(15,000)	0
	18PP - River Health Incentives-River Health Partnership-HNCMA	(2,159)	0
	1937 - Other Works Contributions	(2,081)	0
	385G - YMCA Funding	0	(220,000)
	38PX - NSW DLG Playgrounds Grants Prog-DpLG	0	0
	3903 - Contributions-Sewer S64 - Other	0	(12,818)
	3924 - S94 Extractive Industries Contribution	0	(41,331)
	3967 - Regional & Local Community Infrastructure Program	0	(360,000)
TOTAL		(111,018)	(634,149)
TOTAL REVENUE VARIATIONS		(876,237)	(634,149)



QUARTERLY BUDGET VARIATION 2009/10 - SUMMARY
3rd Quarter 2009/10

		Operational Variation	Capital Variation
RESERVE TRANSFERS			
Transfers from			
	3201 - Tfr from Rsve Capital - Sewer	0	(51,511)
	3229 - Tfr from Rsve Sewer Operating Reserve	0	(124,544)
	3244 - Tfr from Rsve ELE Reserve	0	0
	3251 - Tfr from Rsve Carryovers Reserve	0	0
	3267 - Tfr from Unexpended Grants Reserve	0	0
	3268 - Transfer from Fleet Management Reserve	0	0
	3269 - Transfer from S94A Reserve	0	0
	3274 - Transfer from Unspent Contributions Reserve	0	(360,000)
	3230 - Transfer from Tip Remediation Reserve	0	(2,910)
TOTAL		0	(538,965)
Transfers to			
	4229 - TFR to Rsve Sewer Operating Reserve	0	(10,623)
	4245 - TFR to Rsve Election Reserve	0	66,587
	4246 - TFR to Rsve- S94 Extra Industries Reserv	0	41,331
	4257 - TFR to Rsve Sullage Reserve	0	4,955
	4264 - TRF to Rsve S64 Sewerage Contributions	0	12,818
	4274 - Transfer to Unspent Contributions Reserve	0	360,000
	4230 - Transfer to Tip Remediation Reserve	0	233
TOTAL		0	475,301
TOTAL RESERVE VARIATIONS		0	(63,664)
GRAND Total (Surplus)/Deficit		27,344	(27,344)

NET (SURPLUS)/ DEFICIT

0



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
3rd Quarter 2009/10

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
General Fund					
GENERAL MANAGER					
16 - Insurance Risk Management	2603 - Insurance	4584 - Insurance Prem Miscellaneous B	(6,500)	0	Funds not required - Tfr to fund Nat2637
16 - Insurance Risk Management	2637 - Insurance - Public Liability Claims	0000 - No Project	12,000	0	Budget adjusted in line with Actuals
17 - Workers Compensation	2407 - Consultancy Fees	4598 - OH&S Review-Minerva Consulting	(5,500)	0	Tfr of Funds to Comp 16 to cover over ex
40 - Strategic Activities	1799 - Sundry Income	2103 - Strategic Programs	(1,735)	0	Adjust Budget in line with Actuals
40 - Strategic Activities	1799 - Sundry Income	4170 - Hawkesbury Tourism	(626)	0	Adjust Budget in line with Actuals
40 - Strategic Activities	2108 - Travelling	0000 - No Project	48	0	Adjust Budget in line with Actuals
40 - Strategic Activities	2405 - Contribution to outside bodies	5214 - Rural Alliances	(3,000)	0	Some program activities not materialised
40 - Strategic Activities	2453 - Sponsorship	0000 - No Project	(3,000)	0	Some program activities not materialised
40 - Strategic Activities	2510 - Local Economic Development Program	2100 - Signage Programs	(5,000)	0	Some program activities not materialised
40 - Strategic Activities	2510 - Local Economic Development Program	2103 - Strategic Programs	(3,000)	0	Some program activities not materialised
65 - Personnel	2132 - Staff Relocation Expenses	0000 - No Project	(3,000)	0	Funds not required
68 - Public Relations /Cultural Development	2101 - Salaries	0000 - No Project	10,000	0	Funds req to fund additional days worked
69 - Elected Members	2523 - Delegates Expenses	4205 - Delegates Expenses Corporate Development	(8,000)	0	Funds not required
69 - Elected Members	4245 - TFR to Rsv Election Reserve	0000 - No Project	0	66,587	Adjust Budget to fund By-Election
TOTAL			(17,313)	66,587	
SUPPORT SERVICES					
10 - Computer Services	2743 - Network Administration	4073 - Operating Leases	(40,000)	0	Adjust Budget in line with Projections
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1611 - Charges & Fees Library Sundry Income	(1,468)	0	Adjust Budget in line with trend
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1615 - Charges & Fees Laminating Fees	800	0	Adjust Budget in line with trend
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1617 - Charges & Fees Sale of Calendars	(4,250)	0	Macquarie calendars unbudgeted revenue
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1627 - Charges & Fees Repl Lost/Damaged Books	900	0	based on YTD actuals
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1632 - Charges & Fees-Sale of Pictorial Hbury	5	0	Adjust Budget in line with Actuals
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	9650 - Charges & Fees Sale Merchandise	(1,500)	0	Adjust Budget in line with Actuals
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	9651 - Community Spaces Hire	3,000	0	Funds not expected to be received
15 - Cultural Services - Library Services	1744 - Donations	1626 - Charges & Fees Donations	(50)	0	USA Donation
15 - Cultural Services - Library Services	2108 - Travelling	0000 - No Project	250	0	Adjust Budget in line with Actuals
15 - Cultural Services - Library Services	2112 - Allowances	0000 - No Project	(6,000)	0	Funds not required
15 - Cultural Services - Library Services	2402 - Sundry Expenses	0000 - No Project	500	0	Adjust Budget in line with Actuals
15 - Cultural Services - Library Services	2435 - Promotion Expenditure	0000 - No Project	2,400	0	Funds for major event in June
15 - Cultural Services - Library Services	2490 - Activity Expenses	1698 - Library Community Rooms	(500)	0	Adjust Budget in line with trend
15 - Cultural Services - Library Services	2570 - Safety Expenses & Training	4595 - Safety Exp & Training	(800)	0	Adjust Budget in line with trend
15 - Cultural Services - Library Services	2581 - Library Oth Recurrent Exp	4860 - Libr Oth Exp Calender Expenses	(300)	0	Funds not req job completed
15 - Cultural Services - Library Services	2581 - Library Oth Recurrent Exp	4948 - Printing & Signage	300	0	Funds for a range of Library brochures
15 - Cultural Services - Library Services	2598 - Co-Gen Hot & Cold Water Internal	6480 - Hawkesbury Central Library (300GeorgeSt) Site	141,500	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2599 - Co-Gen Electricity Internal	6480 - Hawkesbury Central Library (300GeorgeSt) Site	5,700	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2601 - Electricity	6480 - Hawkesbury Central Library (300GeorgeSt) Site	350	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2602 - Water	6148 - Richmond Band Room137 March St Richmond	(620)	0	budget to be in community services
15 - Cultural Services - Library Services	2602 - Water	6153 - Richmond Library Richmond	(250)	0	Adjust Budget in line with trend
15 - Cultural Services - Library Services	2605 - Maintenance - Furniture & Fittings	6153 - Richmond Library Richmond	(4,000)	0	Tfr funds for Richmond Library shelves
15 - Cultural Services - Library Services	2605 - Maintenance - Furniture & Fittings	6480 - Hawkesbury Central Library (300GeorgeSt) Site	(3,000)	0	Tfr funds for Richmond Library shelves
15 - Cultural Services - Library Services	2606 - Maintenance - Buildings	6153 - Richmond Library Richmond	(4,000)	0	Tfr funds for Richmond Library shelves
15 - Cultural Services - Library Services	2606 - Maintenance - Buildings	6429 - Deerrubbin Centre	(6,000)	0	Funds trf to Nat 2602 P 6480
15 - Cultural Services - Library Services	2606 - Maintenance - Buildings	6480 - Hawkesbury Central Library (300GeorgeSt) Site	17,800	0	Adjust Budget in line with actuals
15 - Cultural Services - Library Services	2607 - Maintenance - Plant & Equipment	6480 - Hawkesbury Central Library (300GeorgeSt) Site	(15,500)	0	Funds trf to Nat 2602 P 6480
15 - Cultural Services - Library Services	2609 - Cleaning	6153 - Richmond Library Richmond	(1,500)	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2609 - Cleaning	6480 - Hawkesbury Central Library (300GeorgeSt) Site	3,000	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2614 - Air Conditioning	6153 - Richmond Library Richmond	(1,000)	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2614 - Air Conditioning	6480 - Hawkesbury Central Library (300GeorgeSt) Site	1,400	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2615 - Vandalism Repairs	6153 - Richmond Library Richmond	(250)	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2615 - Vandalism Repairs	6381 - Cultural Precinct	150	0	Adjust Budget in line with projections
15 - Cultural Services - Library Services	2615 - Vandalism Repairs	6480 - Hawkesbury Central Library (300GeorgeSt) Site	250	0	Adjust Budget in line with projections



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
3rd Quarter 2009/10

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
15 - Cultural Services - Library Services	4612 - Furniture & Fittings	1698 - Library Community Rooms	0	2,900	Funds for chairs for community room
15 - Cultural Services - Library Services	4612 - Furniture & Fittings	6153 - Richmond Library Richmond	0	3,000	New shelving for Richmond Library
15 - Cultural Services - Library Services	4612 - Furniture & Fittings	6480 - Hawkesbury Central Library (300GeorgeSt) Site	0	12,000	Funds req to fund upgrade of CCTV
15 - Cultural Services - Library Services	4613 - Purchase of Equipment	9765 - Purchase of Music/PA system	0	1,900	Funds req to fund portable PA unit
19 - Accounting Services	1705 - Land Clearing Admin Charge	0000 - No Project	(585)	0	Adjust Budget in line with Actuals
19 - Accounting Services	2426 - Licences & Subscriptions	0000 - No Project	564	0	Adjust Budget in line with Actuals
19 - Accounting Services	2456 - Employment Agencies	0000 - No Project	30,000	0	Budget to fund CFO vacancy
19 - Accounting Services	2770 - Valuation Expenses	0000 - No Project	(15,000)	0	Funds not req - Asset valuations
20 - Rating Services	1101 - Operational Revenue-Residential Rates	0000 - No Project	(21,946)	0	Adjust Budget in line with Actuals
20 - Rating Services	1102 - Operational Revenue-Farmland Rates	0000 - No Project	(89,253)	0	Adjust Budget in line with Actuals
20 - Rating Services	1150 - Charges & Fees Recovery Legal Costs	1098 - Sundry Income Recovery Rates Legal Costs	(28,610)	0	Adjust Budget in line with Actuals
20 - Rating Services	1150 - Charges & Fees Recovery Legal Costs	1099 - Sundry Income Recovery Debtors Legal Cos	(1,286)	0	Adjust Budget in line with Actuals
20 - Rating Services	1150 - Charges & Fees Recovery Legal Costs	1102 - Credit Rating Report Fee	(120)	0	Adjust Budget in line with Actuals
20 - Rating Services	2244 - Debt Recovery Expenses	0000 - No Project	28,610	0	Adjust Budget in line with Actuals
20 - Rating Services	2402 - Sundry Expenses	0000 - No Project	1,592	0	Adjust Budget in line with Actuals
20 - Rating Services	2772 - On Line Title Seaches	0000 - No Project	281	0	Adjust Budget in line with Actuals
21 - Investment Debt Servicing	1601 - Interest Income	1550 - Interest Revenue - General Fund	(250,000)	0	Adjust Budget in line with Projections
22 - Administrative Services	2426 - Licences & Subscriptions	4018 - Subs-L/Govt Shires Assoc Subs other	1,566	0	Adjust Budget in line with Actual Exps
22 - Administrative Services	2427 - Advertising	4003 - Advert Exps Advertising-Infrastruct Sevs	(10,000)	0	Adjust Budget in line with trend
22 - Administrative Services	2427 - Advertising	4005 - Advert Exps Job Advert-Infrastruct Servs	(2,000)	0	Adjust Budget in line with trend
22 - Administrative Services	2427 - Advertising	4006 - Advert Exps Job Advert-Support Servs	(2,000)	0	Adjust Budget in line with trend
22 - Administrative Services	2427 - Advertising	4008 - Advert Exps Job Advert-City Planning	(10,000)	0	Adjust Budget in line with trend
22 - Administrative Services	2427 - Advertising	4009 - Advert Exps Job Advert-ComStrategy & GM	(6,000)	0	Adjust Budget in line with trend
23 - Word Processing	2101 - Salaries	0000 - No Project	9,000	0	Maternity Leave Replacement
23 - Word Processing	2111 - Superannuation	0000 - No Project	810	0	Maternity Leave Replacement
24 - Purchasing & Stores	1701 - WSROC Rebates	0000 - No Project	4,000	0	Adjust Budget in line with projections
25 - Property Development	1117 - Extra Charges	1859 - Shop/Office- Shop 1 Glossodia Shopping	21	0	Funds not expected to be received
25 - Property Development	1117 - Extra Charges	1864 - Shop/Office- Shop 6 Glossodia Shopping	37	0	Funds not expected to be received
25 - Property Development	1117 - Extra Charges	1868 - Shop/Office- Shop 10 Glossodia Shopping	1,353	0	Funds not expected to be received
25 - Property Development	1117 - Extra Charges	6147 - Rev Turner Cottage Windsor	11	0	Funds not expected to be received
25 - Property Development	1117 - Extra Charges	6479 - Deerubin Centre - Chapters Cafe Site	78	0	Funds not expected to be received
25 - Property Development	1156 - Shops & Offices - Rental Income	6479 - Deerubin Centre - Chapters Cafe Site	5,978	0	Property vacant for rest of financial yr
25 - Property Development	2405 - Contribution to outside bodies	6250 - Australian Poineer Village Wilberforce	110,000	0	Contribution to APV -
25 - Property Development	2602 - Water	0000 - No Project	(5,000)	0	Adjust budget in line with Actuals
25 - Property Development	2605 - Maintenance - Furniture & Fittings	0000 - No Project	(5,000)	0	Funds not required
25 - Property Development	2609 - Cleaning	6429 - Deerubbin Centre	1,692	0	Adjust Budget in line with trend
25 - Property Development	2619 - Works Program - Building M&R	6169 - Windsor (325 George Street) Windsor	(5,885)	0	Surplus funds - work complete
25 - Property Development	2619 - Works Program - Building M&R	6210 - Windsor Function Centre Windsor	892	0	Surplus funds - work complete
25 - Property Development	2695 - Maintaince - Sewer Systems	6072 - Glossodia Shopping Centre Glossodia	2,759	0	Adjust Budget in line with Actuals
25 - Property Development	2751 - Dwellings Mtce	0000 - No Project	4,693	0	Add funds req in line with expected exps
25 - Property Development	4901 - Building Construction	6210 - Windsor Function Centre Windsor	0	2,342	Add funds req for sound and lighting
28 - Reception	4119 - Purchase VOIP PABX System	5814 - VOIP PABX System Exps	0	358	Adjust Budget in line with Actuals
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0007 - Purchase Leaseback - Plant 7	0	(17,014)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0008 - Purchase Leaseback - Plant 8	0	(16,773)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0009 - Purchase Leaseback - Plant 9	0	17,000	Vehicle will not be sold this fin yr
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0010 - Purchase Leaseback - Plant 10	0	(17,136)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0017 - Purchase Leaseback - Plant 17	0	(17,833)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0019 - Purchase Leaseback - Plant 19	0	28,000	Vehicle will not be sold this fin yr
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0032 - Purchase Leaseback - Plant 32	0	15,000	Vehicle will not be sold this fin yr
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0034 - Purchase Leaseback - Plant 34	0	(20,811)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0039 - Purchase Leaseback - Plant 39	0	21,000	Vehicle will not be sold this fin year
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0040 - Purchase Leaseback - Plant 40	0	(16,054)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0050 - Purchase Leaseback - Plant 50	0	(2,881)	Adjust Budget in line with Actuals
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0065 - Purchase Leaseback - Plant 65	0	(19,080)	Sale of vehicle not budgeted
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0091 - Purchase Leaseback - Plant 91	0	(19,129)	Sale of vehicle not budgeted
29 - Fleet Management	4601 - Purchase Leaseback Plant	0002 - Purchase Leaseback - Plant 2	0	250	Adjust Budget in line with projections



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
3rd Quarter 2009/10

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
29 - Fleet Management	4601 - Purchase Leaseback Plant	0003 - Purchase Leaseback - Plant 3	0	1,018	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0006 - Purchase Leaseback - Plant 6	0	29,755	Budget req to fund purchase of vehicle
29 - Fleet Management	4601 - Purchase Leaseback Plant	0007 - Purchase Leaseback - Plant 7	0	(4,401)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0010 - Purchase Leaseback - Plant 10	0	(10,328)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0014 - Purchase Leaseback - Plant 14	0	(81)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0017 - Purchase Leaseback - Plant 17	0	(3,678)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0018 - Purchase Leaseback - Plant 18	0	220	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0040 - Purchase Leaseback - Plant 40	0	(3,678)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0041 - Purchase Leaseback - Plant 41	0	200	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0043 - Purchase Leaseback - Plant 43	0	29,755	Budget req to fund purchase of vehicle
29 - Fleet Management	4601 - Purchase Leaseback Plant	0045 - Purchase Leaseback - Plant 45	0	(731)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0047 - Purchase Leaseback - Plant 47	0	30,000	Funds req to fund purchase of vehicle
29 - Fleet Management	4601 - Purchase Leaseback Plant	0048 - Purchase Leaseback - Plant 48	0	(721)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0049 - Purchase Leaseback - Plant 49	0	164	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0050 - Purchase Leaseback - Plant 50	0	(4,401)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0065 - Purchase Leaseback - Plant 65	0	164	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0090 - Purchase Leaseback - Plant 90	0	(345)	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0091 - Purchase Leaseback - Plant 91	0	164	Adjust Budget in line with Actuals
29 - Fleet Management	4601 - Purchase Leaseback Plant	0092 - Purchase Leaseback - Plant 92	0	1,583	Adjust Budget in line with Actuals
39 - Cultural Services - Regional Gallery	1730 - Art & Historical Income	0000 - No Project	200	0	Adjust Budget in line with Actuals trend
39 - Cultural Services - Regional Gallery	1730 - Art & Historical Income	9650 - Charges & Fees Sale Merchandise	550	0	Adjust Budget in line with Actuals trend
39 - Cultural Services - Regional Gallery	1875 - Arts Funding Program	6246 - 2010-2012 Triennial Program Funding-Gallery/Museum	(50,000)	0	New Arts Funding Grant. See Nat 2821
39 - Cultural Services - Regional Gallery	2598 - Co-Gen Hot & Cold Water Internal	6481 - Hawkesbury Regional Gallery Site	66,860	0	Adjust in line with projections
39 - Cultural Services - Regional Gallery	2599 - Co-Gen Electricity Internal	6481 - Hawkesbury Regional Gallery Site	600	0	Adjust in line with projections
39 - Cultural Services - Regional Gallery	2605 - Maintenance - Furniture & Fittings	6481 - Hawkesbury Regional Gallery Site	(900)	0	Funds not required
39 - Cultural Services - Regional Gallery	2606 - Maintenance - Buildings	6481 - Hawkesbury Regional Gallery Site	(2,600)	0	Funds not required
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	0517 - General Consumables	(150)	0	Adjust Budget in line with projections
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	2278 - Promotions	(150)	0	Adjust Budget in line with projections
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	5810 - Administration Expenses	(150)	0	Adjust Budget in line with projections
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	6380 - Exhibitions	(150)	0	Adjust Budget in line with projections
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	9642 - Conservation & Collections Management Expenses	(150)	0	Adjust Budget in line with projections
39 - Cultural Services - Regional Gallery	2821 - Grant Funded Consultancy Fees	6246 - 2010-2012 Triennial Program Funding-Gallery/Museum	50,000	0	New Arts Funding Grant. See Nat 187S
39 - Cultural Services - Regional Gallery	4612 - Furniture & Fittings	0000 - No Project	0	3,500	Funds for chairs & extend work stations
39 - Cultural Services - Regional Gallery	4901 - Building Construction	6481 - Hawkesbury Regional Gallery Site	0	1,810	Funds req for Gallery balcony airlock
39 - Cultural Services - Regional Gallery	4901 - Building Construction	9768 - Gallery improve-Achieve Regional Gallery status	0	(1,810)	Tfr to fund Gallery balcony airlock
58 - Printing & Signwriting	2591 - Print Machine Rental	4988 - Mail Inserter Maintenance-Neopost DS70	(4,955)	0	Funds not required
79 - Cultural Services - Regional Museum	1730 - Art & Historical Income	0000 - No Project	(500)	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	1730 - Art & Historical Income	1617 - Charges & Fees Sale of Calendars	(513)	0	Income from Macquarie calendars
79 - Cultural Services - Regional Museum	1730 - Art & Historical Income	2041 - School Program	400	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	1730 - Art & Historical Income	9650 - Charges & Fees Sale Merchandise	(7,000)	0	Adjust Budget in line with trend
79 - Cultural Services - Regional Museum	1875 - Arts Funding Program	6246 - 2010-2012 Triennial Program Funding-Gallery/Museum	(50,000)	0	New Arts Funding Grant. See Nat 2821
79 - Cultural Services - Regional Museum	2601 - Electricity	6476 - Hawkesbury Regional Museum-Baker St Windsor	4,000	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	2602 - Water	6128 - Museum-Howes House,Thompson Square Windsor	265	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	2602 - Water	6476 - Hawkesbury Regional Museum-Baker St Windsor	(400)	0	Funds reallocated
79 - Cultural Services - Regional Museum	2604 - Security	6128 - Museum-Howes House,Thompson Square Windsor	(100)	0	Funds reallocated
79 - Cultural Services - Regional Museum	2604 - Security	6476 - Hawkesbury Regional Museum-Baker St Windsor	400	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	2606 - Maintenance - Buildings	6476 - Hawkesbury Regional Museum-Baker St Windsor	5,000	0	Fund works including bird proof building
79 - Cultural Services - Regional Museum	2609 - Cleaning	6476 - Hawkesbury Regional Museum-Baker St Windsor	(5,000)	0	Adjust Budget based on projections
79 - Cultural Services - Regional Museum	2614 - Air Conditioning	6476 - Hawkesbury Regional Museum-Baker St Windsor	248	0	Adjust Budget based on projections
79 - Cultural Services - Regional Museum	2615 - Vandalism Repairs	6128 - Museum-Howes House,Thompson Square Windsor	(300)	0	Adjust Budget based on projections
79 - Cultural Services - Regional Museum	2615 - Vandalism Repairs	6476 - Hawkesbury Regional Museum-Baker St Windsor	(500)	0	Adjust Budget based on projections
79 - Cultural Services - Regional Museum	2619 - Works Program - Building M&R	6128 - Museum-Howes House,Thompson Square Windsor	15,000	0	Additional Funds required
79 - Cultural Services - Regional Museum	2821 - Grant Funded Consultancy Fees	6246 - 2010-2012 Triennial Program Funding-Gallery/Museum	50,000	0	New Arts Funding Grant. See Nat 187S
79 - Cultural Services - Regional Museum	2986 - Museum Program Expenses	5564 - Merchandise for Resale Expenses	4,000	0	Adjust Budget in line with projections
79 - Cultural Services - Regional Museum	4114 - Purchase Other Assets	2100 - Signage Programs	0	2,860	Funds for outdoor tourist map/signs
79 - Cultural Services - Regional Museum	4901 - Building Construction	6128 - Museum-Howes House,Thompson Square Windsor	0	213	Interior painting of Howes House



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
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Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
79 - Cultural Services - Regional Museum	4901 - Building Construction	6476 - Hawkesbury Regional Museum-Baker St Windsor	0	(213)	project completed. Balance moved 6128
90 - Visitor Information Centre	1799 - Sundry Income	0000 - No Project	(700)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	1799 - Sundry Income	1617 - Charges & Fees Sale of Calendars	(49)	0	Income for Macquarie calendars
90 - Visitor Information Centre	1799 - Sundry Income	9650 - Charges & Fees Sale Merchandise	100	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2107 - Casuals	0000 - No Project	6,497	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2402 - Sundry Expenses	0000 - No Project	(500)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2408 - Printing & Stationery Costs	0000 - No Project	2,000	0	Funds for Hawkesbury brochures
90 - Visitor Information Centre	2422 - Telephone Expenses	0000 - No Project	300	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2426 - Licences & Subscriptions	0000 - No Project	(880)	0	Funds not required
90 - Visitor Information Centre	2427 - Advertising	0000 - No Project	(1,822)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2435 - Promotion Expenditure	2100 - Signage Programs	(2,860)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2570 - Safety Expenses & Training	4595 - Safety Exp & Training	(850)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2601 - Electricity	4170 - Hawkesbury Tourism	2,000	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2601 - Electricity	6315 - Tourist Information Centre Clarendon	(1,200)	0	Reallocate to P4170
90 - Visitor Information Centre	2604 - Security	4170 - Hawkesbury Tourism	200	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2604 - Security	6315 - Tourist Information Centre Clarendon	(2,200)	0	Reallocate to P4170
90 - Visitor Information Centre	2609 - Cleaning	6315 - Tourist Information Centre Clarendon	(3,000)	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2614 - Air Conditioning	0000 - No Project	600	0	Adjust Budget in line with projections
90 - Visitor Information Centre	2614 - Air Conditioning	6315 - Tourist Information Centre Clarendon	(600)	0	Reallocate to P0000
90 - Visitor Information Centre	2615 - Vandalism Repairs	6315 - Tourist Information Centre Clarendon	100	0	Adjust Budget in line with projections
TOTAL			(90,290)	28,058	
EXTERNAL SERVICES					
TOTAL			0	0	
INFRASTRUCTURE SERVICES					
34 - Sullage Disposal	1140 - Sullage Coll Inc Annual Charge Residenti	0000 - No Project	(4,955)	0	Adjust Budget in line with Actuals
34 - Sullage Disposal	4257 - TFR to Rsvs Sullage Reserve	0000 - No Project	0	4,955	Adjust Budget -reallocate to P0603
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8483 - Rds to Rec'y -Kurmond Road	0	103,277	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8495 - Rds to Rec'y -Upper Colo Rd, Colo	0	1,015	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8499 - Roads to Recovery Prog- BUO	0	(35,752)	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8826 - Rds to Rec'y-Comleroy Road, Kurrajong	0	(68,148)	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8827 - Rds to Rec'y-Grose Vale Rd,B/Mt/West Rds	0	48,276	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8828 - Rds to Rec'y-Grose Vale Rd,Pecks/Bells Rds	0	55,775	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8829 - Rds to Rec'y-Grose Vale Rd,Pecks/Grose R Rds	0	39,156	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8832 - Rds to Rec'y-King Road, Wilberforce	0	3,900	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8835 - Rds to Rec'y-St Albans Road, St Albans	0	52,501	Reallocate Budget in line with Actuals
46 - Roadworks-Roads to Recovery DOTARSGrant	4833 - Roads To Recovery Program-Capital Exps	8880 - Rds to Rec'y - Old Sackville Rd,Wilberforce	0	(200,000)	Reallocate Budget in line with Actuals
50 - Parks - Operational	1155 - Rental, Lease and fees Income	1679 - Rents and Fees Upper Colo Rsvs (Caretake)	(2,000)	0	Adjust Budget in line with trend
50 - Parks - Operational	1172 - Bush Care Income	8818 - Bush Care Events	(4,365)	0	Adjust Budget in line with trend
50 - Parks - Operational	1353 - Nursery Income	7746 - Community Nursery	(600)	0	Adjust Budget in line with trend
50 - Parks - Operational	1362 - Public Cemeteries Sundry Income	1663 - Pub/Cemeteries S/Inc- Rmond Lawn-Int Fees	10,000	0	Adjust Budget in line with trend
50 - Parks - Operational	1420 - Other Revenue	1669 - Sundry income-Filming	(750)	0	Adjust Budget in line with trend
50 - Parks - Operational	1799 - Sundry Income	1692 - Parks S/Income Inspection Fees	(200)	0	Adjust Budget in line with trend
50 - Parks - Operational	1799 - Sundry Income	1694 - Parks S/Income Banner Policy Hire	(300)	0	Adjust Budget in line with trend
50 - Parks - Operational	1799 - Sundry Income	7630 - Tennis Court Hire	(300)	0	Adjust Budget in line with trend
50 - Parks - Operational	2407 - Consultancy Fees	9941 - Holmes Drive Reserve,Lower Portland	30,000	0	Funds for Plan of Management
50 - Parks - Operational	2601 - Electricity	0000 - No Project	5,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2602 - Water	0000 - No Project	7,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2604 - Security	0000 - No Project	(3,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2609 - Cleaning	0000 - No Project	50,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	0000 - No Project	20,000	0	Adjust Budget in line with projections



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Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
50 - Parks - Operational	2618 - Parks - M&R	5217 - Windsor Road	(7,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7746 - Community Nursery	(5,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7902 - Public Cem Exp Richmond Lawn Working Exp	5,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7930 - Pks Op & Maint P&G services	4,469	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7934 - Pks Op & Maint Playgrounds M&R	(10,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7937 - Pks Op & Maint Garden Competition	1,029	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7938 - Pks Op & Maint Bicentenary Park-Clarendon	3,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7939 - Pks Op & Maint Richmond Park	(10,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7943 - Pks Op & Maint Council Chambers	(8,500)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7946 - Pks Op & Maint Richmond Library	723	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7951 - Upper Colo Reserve Management	(3,000)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7952 - Pks Op & Maint P&G Skateboard Ramp M&R	(500)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7953 - Pks Op & Maint P&G Sports Stadium Gr M&R	(2,333)	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7954 - Pks Op & Maint Nth Rich, Kur'jong Pk Rsv	17,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7955 - Pks Op & Maint Windsor Parks and Reserve	10,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7956 - Pks Op & Maint Bligh Pk, S.Windsor	22,198	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7957 - Pks Op & Maint R'mond, Hobartville P&G	18,171	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7958 - Pks Op & Maint W'force,Glossodia,F'Reach	23,586	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7959 - Pks Op & Maint McGrath,Pit Twn,Oakv,Mara	9,000	0	Adjust Budget in line with projections
50 - Parks - Operational	2618 - Parks - M&R	7965 - Boat Ramp Expenditure Routine Mtce	7,785	0	Adjust Budget in line with projections
50 - Parks - Operational	2619 - Works Program - Building M&R	6120 - McQuade Park Rotunda Windsor	15,000	0	Funds to fund termite damage repairs
50 - Parks - Operational	2681 - Tree Planting Maintenance	7993 - Road Verge Tree Maintenance	37,748	0	Adjust Budget in line with projections
50 - Parks - Operational	2684 - Contract Mowing	0000 - No Project	(5,000)	0	Adjust Budget in line with projections
51 - Recreation	1361 - Richmond Pool Income	1981 - Richmond Pool, Income	(14,450)	0	Adjust Budget in line with Actuals
51 - Recreation	1361 - Richmond Pool Income	1982 - Kiosk Sales, Richmond Pool Income	(11,879)	0	Adjust Budget in line with Actuals
51 - Recreation	2107 - Casuals	0000 - No Project	17,216	0	Adjust Budget in line with Actuals
51 - Recreation	2601 - Electricity	6161 - Richmond Pool Richmond	(11,000)	0	Adjust Budget in line with projections
51 - Recreation	2602 - Water	7805 - Richmond Pool Expenditure Services	(4,000)	0	Adjust Budget in line with projections
51 - Recreation	2603 - Insurance	6161 - Richmond Pool Richmond	(363)	0	Adjust Budget in line with Actuals
51 - Recreation	2603 - Insurance	7805 - Richmond Pool Expenditure Services	(100)	0	Adjust Budget in line with Actuals
51 - Recreation	2920 - Pool Services	7805 - Richmond Pool Expenditure Services	759	0	Adjust Budget in line with Actuals
51 - Recreation	2921 - Pool Chemicals	7805 - Richmond Pool Expenditure Services	1,329	0	Adjust Budget in line with Actuals
51 - Recreation	2921 - Pool Chemicals	7806 - Richmond Pool Kiosk	588	0	Adjust Budget in line with Actuals
53 - Roadworks Construction	3924 - S94 Extractive Industries Contribution	0000 - No Project	0	(17,401)	Adjust Budget in line with Actuals
53 - Roadworks Construction	3924 - S94 Extractive Industries Contribution	9572 - Extract Ind Levy - Birdon	0	(23,930)	Adjust Budget in line with Actuals
53 - Roadworks Construction	4246 - TFR to Rsvs- S94 Extra Industries Reserv	0000 - No Project	0	17,401	Adjust Budget in line with Actuals
53 - Roadworks Construction	4246 - TFR to Rsvs- S94 Extra Industries Reserv	9572 - Extract Ind Levy - Birdon	0	23,930	Adjust Budget in line with Actuals
53 - Roadworks Construction	4701 - Road Construction	7022 - Mountain Lagoon Road Bilpin	0	80,000	Mt Lagoon Fire Trail-Cncl Res 2/02/2010-
54 - Kerb, Guttering & Drainage	4750 - Kerb and Gutter Construction	7758 - Various Locations Kerb,Gutter & Drainage	0	(80,000)	Mt Lagoon Fire Trail-Cncl Res 2/02/2010-
55 - Car Parking	2601 - Electricity	4032 - Car Park M&R Exps Kmnd/Wf/NthRich	1,000	0	Adjust Budget in line with projections
55 - Car Parking	2602 - Water	6140 - Pauls Car Park Amenities Richmond	1,200	0	Adjust Budget in line with projections
55 - Car Parking	2690 - Car Parking M&R	0000 - No Project	(2,200)	0	Adjust budget in line with projections
57 - Design, Survey and Mapping Servs	1799 - Sundry Income	2042 - Special Event Late Application Fee	(565)	0	Additional number of Late applications
57 - Design, Survey and Mapping Servs	2402 - Sundry Expenses	5211 - Survey Operat'g Expend	3,000	0	Adjust Budget to fund OH&S training
59 - Administrative Building	2601 - Electricity	6013 - Administration Building Windsor	10,000	0	Adjust Budget in line with Actuals
59 - Administrative Building	2609 - Cleaning	6013 - Administration Building Windsor	(10,000)	0	Adjust Budget in line with Actuals
59 - Administrative Building	2614 - Air Conditioning	6013 - Administration Building Windsor	3,500	0	Adjust Budget in line with Actuals
59 - Administrative Building	2619 - Works Program - Building M&R	6013 - Administration Building Windsor	3,177	0	Adjust Budget in line with Actuals
59 - Administrative Building	4901 - Building Construction	6013 - Administration Building Windsor	0	15,000	Additional funds req for fire panel
60 - Community Buildings	2422 - Telephone Expenses	0000 - No Project	1,500	0	Adjust Budget in line with projections
60 - Community Buildings	2456 - Employment Agencies	0000 - No Project	4,102	0	Adjust Budget in line with projections
60 - Community Buildings	2602 - Water	0000 - No Project	10,000	0	Adjust Budget in line with projections
60 - Community Buildings	2603 - Insurance	0000 - No Project	(9,922)	0	Adjust Budget in line with Actuals
60 - Community Buildings	2615 - Vandalism Repairs	0000 - No Project	(12,357)	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6005 - 22 Bosworth Street Richmond	(2,500)	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6070 - Glossodia Long Day Care Glossodia	(500)	0	Adjust Budget in line with projections



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Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
60 - Community Buildings	2619 - Works Program - Building M&R	6130 - North Richmond NHC North Richmond	(6,000)	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6132 - North Richmond Pre-School North Richmond	(1,148)	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6148 - Richmond Band Room137 March St Richmond	(8,247)	0	Work complete - funds not required
60 - Community Buildings	2619 - Works Program - Building M&R	6150 - Richmond Early Child Care (CWA) Richmond	736	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6154 - Richmond Neighbourhood Centre Richmond	(11,500)	0	Work complete -funds not required
60 - Community Buildings	2619 - Works Program - Building M&R	6180 - Stewart St Child Care South Windsor	(5,580)	0	Adjust Budget in line with projections
60 - Community Buildings	2619 - Works Program - Building M&R	6421 - Peppercorn Place Windsor	(7,739)	0	Work complete - funds not required
60 - Community Buildings	3274 - Transfer from Unspent Contributions Reserve	6203 - Wforce Pre-School - Wilberforce	0	(105,000)	Round2 funds for Wilb P/School.See N4120
60 - Community Buildings	3967 - Regional & Local Community Infrastructure Program	6203 - Wforce Pre-School - Wilberforce	0	(105,000)	Round2 funds for Wilb P/School.See N4120
60 - Community Buildings	4120 - Building Works-Reg & Local Comm Infra Prog	6203 - Wforce Pre-School - Wilberforce	0	105,000	Round2 funds for Wilb P/School.See N3967
60 - Community Buildings	4274 - Transfer to Unspent Contributions Reserve	6203 - Wforce Pre-School - Wilberforce	0	105,000	Round2 funds for Wilb P/School.See N3967
60 - Community Buildings	4901 - Building Construction	6069 - Glossodia Community Centre Glossodia	0	(2,086)	Adjust Budget in line with projections
60 - Community Buildings	4901 - Building Construction	6151 - Richmond Grandstand Richmond	0	17,800	Adjust Budget in line with projections
60 - Community Buildings	4901 - Building Construction	6209 - Windsor Early Childhood Centre Windsor	0	(246)	Work complete - funds not required
60 - Community Buildings	4901 - Building Construction	6214 - Windsor Pre-school Windsor	0	(472)	Work complete - funds not required
61 - Works Depot	2601 - Electricity	6052 - Council Depot Wilberforce	7,000	0	Adjust Budget in line with projections
61 - Works Depot	2602 - Water	6052 - Council Depot Wilberforce	1,300	0	Adjust Budget in line with projections
61 - Works Depot	2606 - Maintenance - Buildings	4990 - Depot Expenses Wilberforce Depot Expense	1,987	0	Adjust Budget in line with Actuals
61 - Works Depot	2619 - Works Program - Building M&R	6052 - Council Depot Wilberforce	(4,000)	0	Adjust Budget in line with revised cost
61 - Works Depot	2700 - Depot Expenses	4990 - Depot Expenses Wilberforce Depot Expense	(9,173)	0	Adjust Budget fuds reallocated to N4119
61 - Works Depot	2702 - Small Plant Assets	0000 - No Project	1,992	0	Adjust Budget in line with Actuals
61 - Works Depot	4119 - Purchase VOIP PABX System	5814 - VOIP PABX System Exps	0	9,713	Adjust Budget in line with Actuals
62 - Operations Management	1000 - Plant Surplus -PW Hire Earned	0000 - No Project	60,000	0	Adjust Budget in line with projections
62 - Operations Management	1419 - On-Costs RTA	0000 - No Project	(6,271)	0	Adjust Budget in line with projections
62 - Operations Management	1703 - GST Fuel Rebate	0000 - No Project	(2,609)	0	Adjust Budget in line with Actuals
62 - Operations Management	2000 - Plant - Running Costs	0000 - No Project	50,000	0	Adjust Budget in line with projections
62 - Operations Management	2112 - Allowances	0000 - No Project	15,280	0	Adjust Budget - Allowances not budgeted
63 - Ancillary Facilities	1937 - Other Works Contributions	1475 - Other Work Contr Concrete Slab Inspect'n	(2,081)	0	Adjust Budget in line with Actuals
63 - Ancillary Facilities	2110 - Overtime	0000 - No Project	(8,000)	0	Adjust Budget in line with Actuals
63 - Ancillary Facilities	2428 - Inspections	0000 - No Project	3,137	0	Adjust Budget in line with proections
67 - State Emergency Services	2422 - Telephone Expenses	0000 - No Project	2,000	0	Adjust Budget in line with projections
67 - State Emergency Services	2559 - SES Operating Expenses	0000 - No Project	4,000	0	Adjust Budget in line with projections
67 - State Emergency Services	2601 - Electricity	6168 - SES Building-Wilberforce	3,000	0	Adjust Budget in line with projections
67 - State Emergency Services	2602 - Water	5801 - SES Operating Budget Use	450	0	Adjust Budget in line with Actuals
67 - State Emergency Services	2603 - Insurance	6168 - SES Building-Wilberforce	217	0	Adjust Budget in line with Actuals
67 - State Emergency Services	2609 - Cleaning	6168 - SES Building-Wilberforce	250	0	Adjust Budget in line with Actuals
67 - State Emergency Services	4101 - Purchase of Plant	0162 - SES Emergency vehicle-Plant 162	0	724	Adjust Budget in line with Actuals
67 - State Emergency Services	4101 - Purchase of Plant	0165 - SES-Plant 165 Landcruiser Rescue truck	0	11,038	Adjust Budget in line with Actuals
88 - Co Generation Project	1162 - CoGen Gas Income External	6479 - Deerubin Centre - Chapters Cafe Site	(437)	0	Adjust Budget in line with Actuals
88 - Co Generation Project	1163 - CoGen Electricity Income External	1398 - P/W Comty Groups-Peppercorn Services Inc	(4,365)	0	Adjust Budget in line with projections
88 - Co Generation Project	1163 - CoGen Electricity Income External	6389 - Johnson Bldg Action Insurance	(1,890)	0	Adjust Budget in line with projections
88 - Co Generation Project	1163 - CoGen Electricity Income External	6394 - Old Hospital Site Catholic Health	4,766	0	Adjust budget - Property Vacant
88 - Co Generation Project	1163 - CoGen Electricity Income External	6477 - Suite 2 Deerubin Centre - Curves Site	(1,184)	0	Adjust Budget in line with projections
88 - Co Generation Project	1163 - CoGen Electricity Income External	6479 - Deerubin Centre - Chapters Cafe Site	(3,540)	0	Adjust Budget in line with Actuals
88 - Co Generation Project	1163 - CoGen Electricity Income External	6491 - Deerubin Centre - DOCS Site	(788)	0	Adjust Budget in line with Actuals
88 - Co Generation Project	1164 - CoGen Water Income External	6394 - Old Hospital Site Catholic Health	11,830	0	Adjust Budget - Property Vacant
88 - Co Generation Project	1164 - CoGen Water Income External	6477 - Suite 2 Deerubin Centre - Curves Site	(1,827)	0	Adjust Budget in line with projections
88 - Co Generation Project	1164 - CoGen Water Income External	6479 - Deerubin Centre - Chapters Cafe Site	(3,236)	0	Adjust Budget in line with projections
88 - Co Generation Project	1164 - CoGen Water Income External	6491 - Deerubin Centre - DOCS Site	1,156	0	Adjust Budget in line with projections
88 - Co Generation Project	1165 - CoGen Hot & Chilled Water Inc Internal	6480 - Hawkesbury Central Library (300GeorgeSt) Site	(141,500)	0	Adjust Budget in line with projections
88 - Co Generation Project	1165 - CoGen Hot & Chilled Water Inc Internal	6481 - Hawkesbury Regional Gallery Site	(66,860)	0	Adjust Budget in line with projections
88 - Co Generation Project	1166 - Co-Gen Electricity Income Internal	6480 - Hawkesbury Central Library (300GeorgeSt) Site	(5,700)	0	Adjust Budget in line with projections
88 - Co Generation Project	1166 - Co-Gen Electricity Income Internal	6481 - Hawkesbury Regional Gallery Site	(600)	0	Adjust Budget in line with projections
88 - Co Generation Project	2600 - Gas	6470 - Co Generation (Located at Deerubbin Cte)	20,000	0	Adjust Budget in line with projections
88 - Co Generation Project	2619 - Works Program - Building M&R	6470 - Co Generation (Located at Deerubbin Cte)	(20,000)	0	Budget in line with projections-To N2600
89 - Waste Management Facility	1120 - Interest Non Domestic Waste	0000 - No Project	(233)	0	Adjust income in line with Actuals



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89 - Waste Management Facility	2108 - Travelling	0000 - No Project	520	0	Adjust Budget in line with Actuals
89 - Waste Management Facility	2110 - Overtime	0000 - No Project	2,390	0	Adjust Budget in line with projections
89 - Waste Management Facility	3230 - Transfer from Tip Remediation Reserve	0000 - No Project	0	(2,910)	Adjust Budget in line with projections
89 - Waste Management Facility	4230 - Transfer to Tip Remediation Reserve	0000 - No Project	0	233	Adjust Budget in line with Actuals
92 - Parks Grants	184V - Recreation Fishing Community Prog-DAFF Gr	7272 - Bring back the Fish to StAlbans-McDonRiv	10,991	0	Grant funds will not be claimed-SeeN2820
92 - Parks Grants	18PP - River Health Incentives-River Health Partnership-HNCMA	6975 - River Restoration Project Grants	(2,159)	0	New River Restoration Grant. See N 2820
92 - Parks Grants	2820 - Grant Funded Operational Exp	6975 - River Restoration Project Grants	2,159	0	New River Restoration Grant. See N 18PP
92 - Parks Grants	2820 - Grant Funded Operational Exp	7272 - Bring back the Fish to StAlbans-McDonRiv	(10,991)	0	Grant funds will not be claimed-SeeN184V
93 - Parks Plant	1000 - Plant Surplus -PW Hire Earned	0000 - No Project	(65,000)	0	Adjust Budget in line with projections
93 - Parks Plant	2000 - Plant - Running Costs	0000 - No Project	(25,000)	0	Adjust Budget in line with projections
93 - Parks Plant	4101 - Purchase of Plant	0405 - P/Works-Plant 405 Iseki 54" out front mower P&G	0	(3,749)	Adjust Budget -reallocate to P0603
93 - Parks Plant	4101 - Purchase of Plant	0603 - Plant 603 - Trailer Tandem Axle - J65929	0	3,749	Adjust Budget -reallocate to P0405
95 - Parks Capital (Excluding Plant & Grants)	3274 - Transfer from Unspent Contributions Reserve	6106 - Howe Park Windsor	0	(97,800)	Round2-Howe Pk POM. See Nat 4124
95 - Parks Capital (Excluding Plant & Grants)	3274 - Transfer from Unspent Contributions Reserve	9209 - Ham Common Park Fitness Trail	0	(40,000)	Round2-HamCommon Fitness Trail-See N4124
95 - Parks Capital (Excluding Plant & Grants)	3967 - Regional & Local Community Infrastructure Program	6106 - Howe Park Windsor	0	(97,800)	Round2-Howe Pk POM. See Nat 4124
95 - Parks Capital (Excluding Plant & Grants)	3967 - Regional & Local Community Infrastructure Program	9209 - Ham Common Park Fitness Trail	0	(40,000)	Round2-HamCommon Fitness Trail-See N4124
95 - Parks Capital (Excluding Plant & Grants)	4124 - Parks & Rec-Reg & Local Comm Infra Prog	6106 - Howe Park Windsor	0	97,800	Round2-Howe Pk POM. See Nat 3967
95 - Parks Capital (Excluding Plant & Grants)	4124 - Parks & Rec-Reg & Local Comm Infra Prog	9209 - Ham Common Park Fitness Trail	0	40,000	Round2-HamCommon Fitness Trail-See N3967
95 - Parks Capital (Excluding Plant & Grants)	4274 - Transfer to Unspent Contributions Reserve	6106 - Howe Park Windsor	0	97,800	Round2-Howe Pk POM. See Nat 4124
95 - Parks Capital (Excluding Plant & Grants)	4274 - Transfer to Unspent Contributions Reserve	9209 - Ham Common Park Fitness Trail	0	40,000	Round2-HamCommon Fitness Trail-See N4124
95 - Parks Capital (Excluding Plant & Grants)	4802 - Park Improvement Furniture Replacement	7019 - Bilpin Park Reserve	0	(33,995)	Reqd funds till transfer of land to Cnl
95 - Parks Capital (Excluding Plant & Grants)	4804 - Park Improvement Program Landscaping	9941 - Holmes Drive Reserve, Lower Portland	0	(30,000)	Trf to C50 Consultancy
51 - Recreation	2603 - Insurance	6174 - South Windsor Tennis South Windsor	(25)	0	Adjust Budget in line with Actuals
51 - Recreation	2603 - Insurance	6213 - Hbury Oasis Swimming Ctr Sth Windsor	(3,219)	0	Adjust Budget in line with Actuals
51 - Recreation	2603 - Insurance	6318 - Indoor Sports Stadium South Windsor	1,876	0	Adjust Budget in line with Actuals
51 - Recreation	2603 - Insurance	6415 - Pool Park Shelter 1 South windsor	(1,161)	0	Adjust Budget in line with Actuals
51 - Recreation	3274 - Transfer from Unspent Contributions Reserve	6326 - Gym Expansion	0	(117,200)	Grant funds for Gym Expansion-See N 4120
51 - Recreation	385G - YMCA Funding	6326 - Gym Expansion	0	(220,000)	New Grants YMCA-N490-(Part&Area Assist)
51 - Recreation	3967 - Regional & Local Community Infrastructure Program	6326 - Gym Expansion	0	(117,200)	Reg & L/Com Inf Pg Rd2-Gym Exp-Nat 4120
51 - Recreation	4120 - Building Works-Reg & Local Comm Infra Prog	6326 - Gym Expansion	0	117,200	Reg & L/Com Inf Pg Rd2-Gym Exp-Nat 3967
51 - Recreation	4274 - Transfer to Unspent Contributions Reserve	6326 - Gym Expansion	0	117,200	Reg & L/Com Inf Pg Rd2-Gym Exp-Nat 3967
51 - Recreation	4901 - Building Construction	6326 - Gym Expansion	0	220,000	New Grants YMCA-N385-(Part&Area Assist)
66 - Fire Control	1891 - Bush Fire Prevention Fund-RFS Grant	0000 - No Project	(15,000)	0	Adjust budget to reflect Grant received
66 - Fire Control	2000 - Plant - Running Costs	0000 - No Project	20,000	0	Reallocate fr Nat 2550 - 4261
66 - Fire Control	2422 - Telephone Expenses	4303 - GNR radio access fees	20,000	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2550 - Fire Control Operating Ex	4260 - Fire Control Op Exp Station Maintenance	5,000	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2550 - Fire Control Operating Ex	4261 - Fire Control Op Exp Vehicle Maintenance	(40,000)	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2550 - Fire Control Operating Ex	4263 - Fire Control Op Exp Radio Maintenance	5,000	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2550 - Fire Control Operating Ex	4269 - Fire Control Op Exp Print & Stationery	(8,655)	0	Adjust Budget - Reallocate to Nat 4612
66 - Fire Control	2550 - Fire Control Operating Ex	4272 - Fire Control Op Exp Catering	(15,000)	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2550 - Fire Control Operating Ex	4287 - Fire Cont Asset- PMR Radio System	3,000	0	Reallocation of RFS Funding as per bid
66 - Fire Control	2601 - Electricity	0000 - No Project	2,000	0	Reallocation of RFS Funding as per bid
66 - Fire Control	4108 - Purchase P/W Plant	4295 - Changeover Group Captain Vehicle	0	14,769	Unbudgeted additions to vehicle
66 - Fire Control	4612 - Furniture & Fittings	9932 - Purchase of furniture and fittings	0	8,655	Funds to purchase compactus-Fr Nat 2550
80 - Sewerage Schemes	1000 - Plant Surplus -PW Hire Earned	0000 - No Project	69,658	0	Adjust Budget in line with projections
80 - Sewerage Schemes	1128 - Sewer Rates Residential Unconnected	0000 - No Project	(19,720)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1129 - Sewer Rates Business Connected	0000 - No Project	(10,821)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1130 - Sewer Rates Business Unconnected	0000 - No Project	(872)	0	Adjust Budget in line with projections
80 - Sewerage Schemes	1132 - Sewer Rates Extra Chgs Business	0000 - No Project	(826)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1136 - Pensioner Rebate Subsidy Subsidy	0000 - No Project	(195)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1157 - Other Rents & Leases	6471 - 91 WindsorRd Lot1 DP656975 McGrathshill	(250)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1703 - GST Fuel Rebate	0000 - No Project	(100)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1771 - Pasture Improvement Income	0000 - No Project	(1,468)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	1774 - Recoverable Maintenance	0000 - No Project	(24,783)	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	2000 - Plant - Running Costs	0000 - No Project	(35,932)	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2108 - Travelling	0000 - No Project	53	0	Adjust Budget in line with Actuals



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
3rd Quarter 2009/10

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
80 - Sewerage Schemes	2422 - Telephone Expenses	5936 - Treatment Works-South Windsor	506	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2422 - Telephone Expenses	5976 - Scheyville W&S M&R S'ville Water & Sew	455	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2422 - Telephone Expenses	6235 - SCADA Computer-Sewer	93	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2602 - Water	5954 - Sewer M & R Catchment B	10,000	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2602 - Water	6273 - Sewer Treatment Wks McGraths Hill	311	0	Adjust Budget in line with projections
80 - Sewerage Schemes	2937 - Desludge Lagoon	0000 - No Project	148,214	0	Additional funds required
80 - Sewerage Schemes	2940 - Trade Waste Inspection	0000 - No Project	273	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	2948 - Pasture Improve Program	0000 - No Project	435	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	2950 - Effluent Reuse Windsr STP	5936 - Treatment Works-South Windsor	136	0	Adjust Budget in line with Actuals
80 - Sewerage Schemes	3201 - Tfr from Rsv Capital - Sewer	0000 - No Project	0	(51,511)	Adjust Budget in line with projections
80 - Sewerage Schemes	3229 - Tfr from Rsv Sewer Operating Reserve	0000 - No Project	0	(124,544)	Adjust Budget in line with projections
80 - Sewerage Schemes	3903 - Contributions-Sewer S64 - Other	5902 - Sewer Connection Developers Contribution	0	(12,818)	Adjust Budget in line with projections
80 - Sewerage Schemes	4113 - Purchase Sewer Assets	9931 - SWSTP-Permanent on-site dewatering facility	0	166,000	Add Funding req for REF and design work
80 - Sewerage Schemes	4229 - TFR to Rsv Sewer Operating Reserve	0000 - No Project	0	(10,623)	Adjust Budget in line with projections
80 - Sewerage Schemes	4264 - TRF to Rsv S64 Sewerage Contributions	0000 - No Project	0	12,818	Adjust Budget in line with projections
80 - Sewerage Schemes	4953 - Sewer Rehabilitation	9771 - Sewer pipe relining program	0	(114,489)	Adjust Budget in line with revised cost
TOTAL			92,927	(121,989)	
CITY PLANNING					
12 - Community Administration	1867 - Youth Week Grant-Cabinet Office	4044 - Youth Week-Grant Funded	(795)	0	Additional funds for Shuttle Bus
12 - Community Administration	186D - Aged and Disabled Officer-Dep of Age	4048 - Aged and Disabled Worker	(779)	0	Adjust budget to match actual
12 - Community Administration	187F - International Womens day-NSW Prem Dept	5139 - International Womens Day	(1,000)	0	Int Womens Day Grant received. See N2986
12 - Community Administration	2107 - Casuals	4048 - Aged and Disabled Worker	8,392	0	Funds required to cover casuals position
12 - Community Administration	2492 - Comty Services Program Expenses	0000 - No Project	38,830	0	Funds req to cover operating losses of
12 - Community Administration	2492 - Comty Services Program Expenses	5139 - International Womens Day	1,000	0	Adjust Budget in line with projections
12 - Community Administration	2760 - Youth Worker Programs	4038 - Arrive Alive	(750)	0	Funds trf to Youth Week
12 - Community Administration	2760 - Youth Worker Programs	4044 - Youth Week-Grant Funded	795	0	Grant received for Shuttle Bus funding
31 - Building Control	1312 - Building Commission	0000 - No Project	100	0	Adjust Budget in line with Actuals
31 - Building Control	1313 - S149D Certificates	1132 - S149D Certificates S149D Certificates	(3,000)	0	Adjust Budget in line with income trend
31 - Building Control	1772 - Sale of Drainage Diagram	0000 - No Project	(1,505)	0	Adjust Budget in line with Income Rec
32 - Development Control	1320 - Subdivision Fees	1161 - Subdivision Fee Security&Inspect Eng	(1,420)	0	Adjust Budget in line with Income Rec
32 - Development Control	1320 - Subdivision Fees	1162 - Subdivision Fee Subdivision Fees	2,000	0	Adjust Budget in line with trend
32 - Development Control	1320 - Subdivision Fees	1167 - Subdivision Fee Subdivision Certificate	3,000	0	Adjust Budget in line with trend
32 - Development Control	1321 - Development Application	1163 - Subdivision Fee DA Notices-Adjoin Owners	(1,300)	0	Adjust Budget in line with trend
32 - Development Control	1321 - Development Application	1164 - Subdivision Fee DA Notices -Advertising	(1,086)	0	Adjust Budget in line with Income Rec
32 - Development Control	1321 - Development Application	1195 - Develop Application -Other fees	15,500	0	Adjust Budget in line with trend
32 - Development Control	1321 - Development Application	1196 - Develop Application Occupation Cert	1,200	0	Adjust Budget in line with trend
32 - Development Control	1322 - Sect 149 Certificates	1217 - Sect 149 Certificates -Part (2)	(4,500)	0	Adjust Budget in line with trend
32 - Development Control	1322 - Sect 149 Certificates	1218 - Sect 149 Certificates -Part (5)	(2,000)	0	Adjust Budget in line with trend
33 - Sewerage Management Facilities	1351 - Inspection Fees	0000 - No Project	40,000	0	Reduced income estimated
36 - Pollution Control	2402 - Sundry Expenses	4923 - Sund Poll Cntl Clean up Australia Day	3,396	0	Adjust Budget in line with Actual
37 - Regulation & Enforcement	1318 - Sign Registration	0000 - No Project	(2,958)	0	Adjust budget in line with Actual income
37 - Regulation & Enforcement	2565 - Disposal of Derelict Vehicles	0000 - No Project	(1,000)	0	Reduced Expenditure expected
37 - Regulation & Enforcement	2567 - Police Fines & Processing	0000 - No Project	(3,500)	0	Reduced expenditure based on trend
38 - Animal Control	1337 - Pound Income	1221 - Dog Pound Impounding Fee-Dogs	2,000	0	Adjust Budget in line with trend
38 - Animal Control	1337 - Pound Income	1223 - Dog Pound Sale of Dogs	1,000	0	Adjust Budget in line with trend
38 - Animal Control	1337 - Pound Income	1231 - Dog Pound Dogs Lifetime Registration	18,000	0	Adjust Budget in line with trend
38 - Animal Control	1337 - Pound Income	1241 - Dog Pound Impounding Fee-Dogs	(20,000)	0	Adjust Budget in line with trend
38 - Animal Control	1337 - Pound Income	1244 - Dog Impounding Fees Penrith City Council	(5,000)	0	Adjust Budget in line with trend
43 - City Planning	2596 - Waste Sustainability Improvement Prog	0000 - No Project	(237,617)	0	Tfr budget from P0000 to project numbers
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3065 - Adaptation Plan	40,000	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3066 - AWT Feasibility study	65,000	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3067 - Methane Gas Re-use	19,500	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3068 - Waste Classification	40,000	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3069 - Recycling at Community Events	5,000	0	Transferred budget from P0000



QUARTERLY BUDGET VARIATION 2009/10 - DETAILS
3rd Quarter 2009/10

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3070 - Corporate Waste Reduction	2,000	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	3071 - Green Purchasing Guide	2,000	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	6213 - H'bury Oasis Swimming Ctr Sth Windsor	49,917	0	Transferred budget from P0000
43 - City Planning	2596 - Waste Sustainability Improvement Prog	9752 - Bins/Furniture replacement in parks	14,200	0	Transferred budget from P0000
49 - Parking Patrol	1407 - Income-Infringements	0000 - No Project	(100,000)	0	Adjust Budget in line with trend
49 - Parking Patrol	2107 - Casuals	5425 - Parking Patrol-Car Parking	14,000	0	New Casuals required for School Program
49 - Parking Patrol	2108 - Travelling	0000 - No Project	900	0	Travel costs not budgeted
49 - Parking Patrol	2662 - Infringement Processing Expenses	5424 - Parking Patrol-Street Parking	42,500	0	Adjust Budget in line with projections
91 - Customer Service	2101 - Salaries	0000 - No Project	(14,730)	0	Funds required to fund Casuals.See N2107
91 - Customer Service	2107 - Casuals	0000 - No Project	14,730	0	Funds required to fund Casuals.See N2101
TOTAL			42,020	0	
Total (Surplus)/Deficit			27,344	(27,344)	
		NET (SURPLUS)/DEFICIT	0		



Part 4

Management Plan Performance



GENERAL MANAGER'S OFFICE

Strategic Objective:

An informed community working together through strong local and regional connections.

Component 16 – Insurance Risk Management
Component 17 – Workers Compensation
Component 68 – Corporate Communication

Strategic Objective:

A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the City.

Component 40 – Strategic Activities

Strategic Objective:

Investigating and Planning the City's future in consultation with our community, and coordinating human and financial resources to achieve this future.

Component 65 – Human Resources
Component 69 – Elected Members
Component 70 – Executive Management

General Manager's Office - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *An informed community working together through strong local and regional connections.*

Component 16 - Insurance Risk Management		Officer: Manager Risk Management	
Service Statements	Key Performance Indicators	Target	Progress
1. To provide an adequate level of civil liability protection and general insurance cover for Council activities and assets.	1.1 Review and placement of insurance program.	All disclosures and renewal proposals completed satisfactorily and on time.	All proposals have been completed and returned as required.
	1.2 Provide timely, accurate and quality Risk Management and insurance advice.	Advice to satisfaction of customers.	Risk Management & insurance advice determined and communicated within appropriate timeframes.
	1.3 Compliance with Westpool's Risk Management practices and reduction in claims.	Enhance staff awareness of risk exposure and risk management techniques through appropriate education programs.	OHS & Risk training sessions organised as required.
	1.4 Manage Council's insurance claims in a cost effective manner.	Monthly claims reviews and status reports of large claims reported to MANEX.	Open claims reviewed on regular basis and reported to all Senior Management.
	2. To ensure strategies are in place to manage & minimise Council's exposure to public & internal risks.	2.1 Review of statistical information to highlight emerging trends & develop appropriate strategic responses	Identify and prioritise emerging trends and introduce procedures to contain the exposure to the risks.

Component 17 - Workers Compensation		Officer: Manager Risk Management	
Service Statements	Key Performance Indicators	Target	Progress
1. To ensure a safe workplace environment that meets legislative requirements and guidelines.	1.1 Monitor compliance with OH& S Act and regulations and WorkCover model for Self Insurers.	Achieve a 70%, or better, monthly safety performance rating.	System being challenged by conflicting activities. Strategies developed to combat current & emerging issues.
	1.2 . Develop a process for training employees on Accountabilities, Responsibilities and Authorities.	All staff reinducted into OHS & IM system.	Induction program almost completed and current staff inducted as per schedule.
	1.3 Develop and conduct safety training programs as required.	Complete Training Needs Analysis and initiate training for Core OHS elements as identified in PSAP.	Training needs were held up awaiting PSPA returns. Program cost estimated for MANEX consideration.
	1.4 Monitor claims performance and provide monthly reports on claims made.	Acceptance by WorkCover of monthly claims data submissions.	Monthly returns up to date and approved by WorkCover.



Component 17 - Workers Compensation		Officer: Manager Risk Management	
Service Statements	Key Performance Indicators	Target	Progress
	1.5 Review Councils Case Management Procedures to align with WorkCover CDR & Concordance projects.	Achieve timelines as detailed in the HCC Project Plan accepted by WorkCover.	CDR project temporarily postponed by WorkCover. Project to be reintroduced in the near future.
	1.6 Develop strategies to achieve compliance with National Model.	Achieve 75% compliance in the 5 elements of the WorkCover NSW Self Insurers model 2007.	Work on preparation toward compliance with the Nat Model on track and Systems Audit scheduled for 3rd Quarter of 2010.
	1.7 Maintain Workers Compensation Self Insurers licence.	Complete Annual Self Insurers licence renewal in accordance with WorkCover's Licensing policy by 31st October.	Licence renewal completed on schedule. Awaiting response from WorkCover Board.
	1.8 Achieve compliance with the WorkCover Self Insurers Case Management Guide.	90% compliance with Worker's Annual Case Management Audit.	Compliance rate reduced by WorkCover to 80% and the recent Case Management Audit rated as satisfactory. Awaiting formal assessment from WorkCover.
	1.9 Information sharing and continuous improvement.	80% attendance of peak bodies and industry group meetings.	Maintaining attendance at Westpool, UIP, RMIA and SIA as available.



Component 68 - Corporate Communication -		Officer: Manager Corporate Communication	
Service Statements	Key Performance Indicators	Target	Progress
1. To communicate and inform the community and other key stakeholders, of Council services and issues, in an efficient and effective manner.	1.1 Objectives of Communication Strategy Undertaken.	Achieve Customer Service Institute of Australia accreditation	Business Writing project initiated with consultant appointed to write Corporate Style Guide. Training for staff conducted regarding new Business Paper for Ordinary meeting templates.
	1.2 Media relationships reviewed and enhanced.	Review of media services contract. Regular contact with all local media. Finalise 90% of media enquiries within 3 working days.	Regular contact with newspaper editors and journalists. Meeting with representative from new publication, Hawkesbury District Independent News. 39 media comments responded to. Initiated the process for the date received, and date sent information to be provided on all media comments.
	1.3 Issues Management Advice and Monitoring.	Regular updates provided to General Manager.	Consultation and Communication advice and materials provided for the Exhibition of the Draft Local Environmental Plan. Fortnightly Councillor newsletter prepared and distributed. Supported MANEX budget review process.
	1.4 Media stories generated.	50% take up ratio of media releases in local newspapers. 80% of generated media releases published in at least one local newspaper.	47 media releases prepared and distributed.
	1.5 Strategic Cross Functional Working Groups organised and progressed.	Project Plans accomplished within timeframes set.	Participated in online communication and IT steering committee working groups.
	1.6 Manage civic events, publications and public relation activities.	Programs and events completed and conducted within budget.	Australia Day Awards Ceremony and Kurrajong Community Centre opening event conducted , Macquarie 2010 Event Support Workshop held for community organisations, Citizen and Young Citizen of the Season programs undertaken, Quarterly newsletter to ratepayers prepared and distributed, started preparations for Hawkesbury Show display. Macquarie 2010 Plaque working group projects funded including preparation beginning for the Mosaic Art Sculpture project in McQuade Park, Windsor. Strategic Plan design and printing finalised. 11 speeches written for officials and 16 Mayoral columns written for local newspapers.

General Manager's Office - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the City.*

Component 40 - Strategic Activities		Officer: Strategic Planner	
Service Statements	Key Performance Indicators	Target	Progress
1. Facilitate economic development and growth via strategies that build local workforce capabilities; support success through modern infrastructure; and attract new investment.	1.1 Tourism - Strategic & Brand	Prepare Tourism Plan to guide role and development of tourism in area, by June; undertake regional projects with adjoining councils and industry groups to position area/ region for tourists, by June; incorporate "Macquarie 2010" into tourism promotion strategies as current strength, by Dec	Tourism terms of reference/ brief in preparation; regional project with Hills and Hornsby council stalled due to service provider difficulties; Macquarie 2010 theme in tourism promotion occurring and in new product development.
	1.2 Business Development - Future Business Leaders.	Sponsor two high-school focused (youth) business programs, by December and June; undertake maximum two joint industry activities to support excellence in business, by June.	Program for December held; and reported to Council. Program for June subject to negotiations with service provider, who's funding arrangement have changed; and reported to Council. Unlikely that June program will occur.
	1.4 Hawkesbury Music Festival (Coachella)	Facilitate add-on festival products (eg. day trips) to support business/ economy benefits development from the festival, via the Visitor Information Centre, by February.	NA. And deleted last reporting cycles.
2. Support business development activities that facilitate business networks and encourage entrepreneurial alliances.	2.1 Local Business Excellence Awards.	Sponsor 2009 Awards to showcase and promote better business performance by May.	Council has not been approached.
	2.2 Friendship Program.	Sister Cities - annual review of Association by December; advocate use of area businesses and Alliance council's area businesses in Association activities to support community/ business alliances	NA. And deleted last reporting cycles.



Component 40 - Strategic Activities		Officer: Strategic Planner	
Service Statements	Key Performance Indicators	Target	Progress
		City-Country Alliance (Weddin & Cabonne CIs) - Undertake activities with councils to support/ facilitate business development, networks and alliances between the areas, by June	On track. Council to council business relationships in place; each others council activities that provide opportunity to promote local business participated in.
	2.3 Secondary Education - UWS undergraduate Scholarship Program	Annual review by Dec; progress new agreement period by June (due to expire end 2011)	On track.

General Manager's Office - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *Investigating and Planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future.*

Component 65 - Human Resources		Officer: Manager Human Resources	
Service Statements	Key Performance Indicators	Target	Progress
1. To develop, review and implement effective Human Resource strategies, policies and programs that meet with corporate objectives and legislative requirements for the benefit of the organisation, management and staff.	1.1 Recruitment and selection of quality staff within established policies and procedures meeting all legislative requirements.	Recruitment process commenced within two weeks of approval by General Manager.	All recruitment commenced within two weeks of approval by General Manager.
		90% of appointments with qualification, skills and experience of successful applicant matching the criteria.	During the January to March quarter ten (10) vacancies were filled and applicants commenced with the relevant qualification, skills and experience.
	1.2 Develop, review and implement policies and procedures to meet Award and legislative requirements.	Monitor, review and develop Human Resource Operational Management Standards for staff as required.	Continued monitoring; reviewing and updating of Operational Management Standards for approval by Management and presentation to staff.
		All legislative changes and statutory requirements actioned and complied with.	All legislative and statutory requirements met.
	1.3 Support and advice to Management and Staff in relation to Award interpretation and industrial issues.	90% of industrial disputes resolved internally.	All industrial disputes resolved internally in consultation with the appropriate Union or will be resolved through ongoing discussions with relevant parties.
		Provision of accurate and timely advice to Management and Staff on industrial and legislative issues.	Management and staff kept informed of progress of all industrial and legislative issues.
	1.4 Ensure continual improvement in the development, implementation and monitoring of our systems.	Annual and probationary performance reviews completed by scheduled dates.	Ongoing monitoring to ensure all probationary reviews are completed and returned.
		Monitor, review and update Performance Management and Salary Administration Systems as required.	Ongoing discussions with Management in relation to development of new salary system.



Component 65 - Human Resources		Officer: Manager Human Resources	
Service Statements	Key Performance Indicators	Target	Progress
	1.5 Ensure corporate and individual training needs are identified and met.	The number of individual and corporate training and development programs that are approved by management and implemented.	Continued reviewing of corporate and individual training to suit needs of the organisation.
		Provide learning opportunities including technical, personal and professional development that support Council's objectives.	Ongoing sourcing and organising of training and development for staff as required.
	1.6 Ensure compliance with the OH&S Acts and regulations and promote continuous improvement of safe systems at work.	Compliance with OH&S Act and Regulations.	OH&S requirements met.

Component 69 - Elected Members		Officer: General Manager	
Service Statements	Key Performance Indicators	Target	Progress
1. To ensure elected officials are remunerated in accordance with the Local Government Act.	1.1 Monthly payments to elected officials completed on time.	100% compliance.	Target achieved YTD March, 2010.
	1.2 Ensure remuneration levels for mayor and councillors are reviewed	Appropriate submission to be made to Local Government Remuneration Tribunal.	Submissions made to Tribunal. The Tribunal will make its determination by 30 April, 2010 to take effect from 1 July 2010.
2. To attend external conferences relevant to Council's strategic direction and activities in a cost effective manner.	2.1 Number of conferences attended where subject matter relates to strategic concepts in Council's Plan.	100% compliance.	Target achieved YTD March, 2010. All conferences attended this year relate to Council's strategic activities and directions.
3. To ensure efficient operation of Council and Committee meetings.	3.1 Council meeting cycle meets legislative requirements.	At least 10 Council meetings held each year in different months.	On target. The meeting timetable published for 2010 complies with the legislative requirements.
		Meetings conducted in accordance with Code of Meeting Practice.	On target.
	3.2 Committees and membership redetermined by Council annually	Review undertaken in September.	Target achieved - Council meeting 22 September 2009.

Component 70 - Executive Management		Officer: General Manager	
Service Statements	Key Performance Indicators	Target	Progress
1. To ensure a safe workplace environment that meets legislative requirements and guidelines.	1.1 To monitor ongoing compliance with OH&S Act and Regulations.	Council's OH & IMS continues to operate and meets requirements of legislation and WorkCover.	Council's OH & IMS continually under review with a view to meeting current and changing requirements of legislation and WorkCover.
2. Develop and maintain corporate procedures to ensure a safe workplace.	2.1 To assess the effectiveness of Council's OH&S system and corporate compliance.	Progress towards transformation of Council's OH & IMS to meet the requirements of the National Model.	Transition of Council's OH & IMS to the National Model is underway.
	2.2 Resource allocation to facilitate the implementation of OH&S strategies.	Consistent with comparable local government councils per staff unit.	Current resource allocation continually under review and considered to be consistent with other comparable LGAs.
3. To ensure effective salary and performance structures in place for "senior staff" and monitor divisional performance.	3.1 The Annual Performance Review is conducted.	"Senior Staff" performance reviews undertaken in line with requirements of Contracts of Employment.	Reviews due in 2nd quarter completed in line with requirements of Contracts of Employment.
	3.2 To assess the effectiveness of managing and developing human resources.	Training & Development \$ > 1% budget and 90% satisfaction with training courses.	On target.
	3.3 To assess the effectiveness of managing financial resources.	Overall performance vs Budget +/- 5.00%.	Performance to date considered to be satisfactory.
	3.4 To assess the effectiveness of achieving strategic and operational performance objectives.	95% Strategic & Operational Targets Achieved.	On target.
4. To ensure structure and conduct requirement are appropriate.	4.1 Organisational structure reviewed by Council as required by legislation.	Organisational Structure reviewed by 30/09/09	Organisational Structure reviewed and reaffirmed by Council prior to 30/09/09 as required.
	4.2 Code of Conduct reviewed by Council as required by legislation and amended as necessary	Code of Conduct reviewed by 30/09/09	Code of Conduct Reviewed and revised Code adopted by Council prior to 30/09/09 as required.



CITY PLANNING DIVISION

Strategic Objective:

An informed community working together through strong local and regional connections.

Component 12 - Community Administration
Component 35 - Health Services
Component 43 - Strategic Community Planning
Component 43 - Strategic Corporate Planning
Component 91 - Customer Service

Strategic Objective:

Sustainable and livable communities that respect, preserve and manage the heritage, cultural and natural assets of the City.

Component 30 - Heritage
Component 33 - Sewage Management Facilities
Component 36 - Pollution Control
Component 37 - Development Control & Regulation
Component 43 - Strategic Environmental Planning

Strategic Objective:

A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.

Component 31 - Building Control
Component 32 - Development Control
Component 38 - Animal Control
Component 43 - Strategic Infrastructure Planning
Component 49 - Parking Control
Component 81 - Domestic Water Management

Strategic Objective:

Investigating and Planning the City's future in consultation with our community, and co-coordinating human and financial resources to achieve this future.

Component 43 - Strategic Land Use Planning
Component 44 - Road Safety Programs

City Planning Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *An informed community working together through strong local and regional connections*

Component 12 - Community Administration		Officer: Executive Manager - Community Partnerships	
Service Statements	Key Performance Indicators	Target	Progress
1. Manage grants and donations programs.	1.1 Available funds distributed in compliance with Community Sponsorship Policy.	Respond to enquiries within 5 working days + achieve required milestones for operation of grants and donations programs.	All enquiries responded to within 5 days. \$100,770 distributed in compliance with Community Sponsorship policy. Final round of Community Sponsorship approved 30/3/2010. CDSE Program for 2010 commenced.
2. Resource and support the planning of activities and events which celebrate community diversity and promote community harmony.	2.1 Level of sponsorship provided.	Sponsorship agreements executed for events and activities within NSW Govt time frame.	To date sponsorship agreements to value of \$34,000 executed for NAIDOC Week , Youth Summit, Macquarie 2010 and International Women's Day. Agreements for Seniors Week & Youth Week currently being finalised.
3. Identify funding options to establish programs to improve community linkages and meet the social, health, safety, leisure and cultural needs of the community.	3.1 Source external investments to expand establish services and activities.	10% growth in community service grant receipts.	Due to transfer of Brighter Futures program, community service grant receipts declined by 20% in this quarter (BF funding however has been retained in the Hawkesbury). Application for further \$120,000 funding for lawn mowing services has been lodged.
4. Work in conjunction with community and user groups to design and operationalise community facilities and building improvements (as identified in Council works programs).	4.1 Complete design briefs for referral to Building Services.	Design briefs for 100% of proposed works completed within required time-frames.	Kurrajong Community Centre opened 28 February.
5. Provide Property Management Services for Council's community facilities portfolio.	5.1 Properties maintained to required standard.	Property maintenance requests responded to within 3 working days. Establish baseline data for usage of community facilities.	80 maintenance requests responded to within 3 working days. Baseline data received from community committees - report being completed for submission to Council.
6. Provide corporate governance and financial services to externally funded services operated by delegated managing agents (Peppercorn Services)	6.1 Achieve all funding and statutory requirements as negotiated.	Contracted outputs achieved. No breaches of funding and statutory provisions	Externally ADHC funded services in establishment phase and contracted outputs to be achieved by June 2011. Other funding programs generally achieving contracted outputs. Achieved all statutory requirements as required.



Component 35 - Health Services		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. To enhance environmental protection and environmental health standards through education and statutory compliance.	1.1 Conduct inspections, review of premises for compliance with the public health statutory requirements.	Complaints about unhealthy conditions responded to within 48 hours.	Target has been met on all occasions this quarter.
		20 premises are inspected each month.	Target has been met on all occasions this quarter.
	1.2 Conduct Food Handling Training courses.	Three training courses are conducted each year.	Courses have and will be conducted to meet target requirements.
		90% customer satisfaction in training course from evaluation survey.	Customer satisfaction averages 98% each course.
	1.3 Conduct inspections of Caravan Parks to measure compliance with legislative requirements.	Complaints about caravan parks are responded to within 96 hours of receipt.	Target has been met on all occasions this quarter.
		At least 25% of caravan parks in Hawkesbury inspected annually.	Target will be met by end of the current period.
2. Work in partnership with the Dept of Health conducting mosquito surveillance for the detection of the Ross River Virus.	2.1 Conduct mosquito surveillance program between December and April at nominated sites.	Completed in accordance with Dept of Health Surveillance Program.	Surveillance program is continuing to be run and will now be completed in May 2010 to NSW Health requirements.

Component 43 - City Planning		Officer: Strategic Planner - Community	
Service Statements	Key Performance Indicators	Target	Progress
1. Establish processes that build community capacity to identify and respond to diversity and difference.	1.1 Liveability and diversity indexes - Principles developed	November.	Included in the Draft Hawkesbury Social Planning Framework (as NSW Government's Social Justice Principles).
	1.2 Social Planning Process-priorities for all directorates included in Management Plan.	June.	Completed.
2. Build community connections by supporting information linkages, life-long learning and access to local meeting spaces.	2.1 Tasks for Community Planning Advisory Committee (CPAC).	Quarterly Meetings.	Completed.
3. Work in partnership with community and government to implement community plans to meet the social, health, safety, leisure and cultural needs of the city.	3.1 Community Indicators Project (Stage 1) - Base line data developed.	October.	To be included in the Draft Hawkesbury Social Planning Framework.

Component 43 - City Planning		Officer: Strategic Planner - Community	
Service Statements	Key Performance Indicators	Target	Progress
4. Social planning requirements	4.1 Complete the Social Atlas 2009	November.	Completed.
	4.2 Develop framework for new Social Plan.	September	Draft Framework commenced.
	4.3 Community survey plan for 2009.	August	Completed.
	4.4 Demographic analysis for strategies.	June	Completed.

Component 43 - City Planning		Officer: Strategic Planner - Corporate	
Service Statements	Key Performance Indicators	Target	Progress
1. Maintain and update Council's land use management information systems.	1.1 Update Policy Register upon resolution of Council.	Instruct relevant staff to update register within 14 days of Council resolution.	No Policies adopted.
	1.2 Convert HLEP 1989 into Standard Template Local Environmental Plan.	New plan submitted to Department of Planning for finalisation - December 2009	Draft plan on exhibition 5 February 2010 to Monday 12 April 2010.
	1.3 Maintain and update LEP, Section 149 Certificates, Proclaim and GIS system.	Updated systems as required to ensure accuracy and currency of Section 149 Planning Certificates	Systems updated as required.
2. Maintain and update Council's Section 94 and 94A Development Contribution Plans.	2.1 Maintain and update Section 94 & Section 94A developer contribution plans.	New developer contributions plan - March 2010	Waiting on new legislation and guidelines from Department of Planning to be made effective.
3. Service Council Committees as required.	3.1 Service Council's Floodplain Management Committee.	As adopted by Council.	Two Committee meetings held.

Component 91 - Customer Service		Officer: Executive Manager - Community Partnerships	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide counter and telephone customer services to City Planning customers.	1.1 All frontline counter and telephone customer enquiries responded to (to satisfaction of customers).	All frontline customer enquiries answered (no drop-outs) No customer service complaints.	Achieved for this quarter.
	1.2 Customer requests for technical advice logged and forwarded to responsible officer.	Customer service enquiries logged and forwarded within 1 working day.	Achieved for this quarter.
2 Provide counter and telephone customer services to City Planning customers (Health + Environment).	2.1 Turn around time for - Section 735A Certificates - Section 121ZP Certificates	80% completed within 10 working days	94% completed within 10 working days.



Component 91 - Customer Service		Officer: Executive Manager - Community Partnerships	
Service Statements	Key Performance Indicators	Target	Progress
	2.2 Turn around time for - Food Premises Registration - Hairdressers/Skin Penetration Registration - Drainage Diagrams	90% completed within 10 working days	100% for Food Premises Registration, Hairdressers & Skin Penetration Registration. 97% for Drainage Diagrams.
3. Align Council's Customer Service processes with International Customer Service Standard (ICSS) benchmarks	ICSS self assessment completed and submitted for Certification Assessment by Customer Service Institute of Australia.	Council awarded Certified Customer Service Organisation status by Customer Service Institute of Australia.	ICSS self-assessment currently being updated to be submitted late April. Assessment by CSIA scheduled for may 2010.
4. Provide quality customer services (maintain and improve customer satisfaction levels).	Customers surveyed (through bi-annual Community Survey program) and rate Council's customer service provision as satisfactory	Increase in mean satisfaction rating (using results of 2007 Community Survey as benchmark)	2009 survey has recorded a statistically significant increase in customer satisfaction for Council's overall performance and consultation with community.

City Planning Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *Sustainable and liveable communities that respect, preserve and manage the heritage, cultural and natural assets of the City.*

Component 30 - Heritage		Officer: Planning Manager	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide Heritage Advice to the Public.	1.1 Meet demand for Heritage Advisory Service.	100% of all requests actioned.	100% (19 heritage appointments held).
2. Provide professional comment to Council in response to Development Applications.	2.1 Development Application comments received on time.	Comments received within 28 days of referral.	100% (20 referrals processed).
3. Provide assistance grants for building conservation.	3.1 All applications reviewed and recommended to Council.	Report to Council within 10 weeks of application.	No grants provided in 2009/10.

Component 33 - Sewage Management Facilities		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Conduct inspections of onsite Sewage Management Facilities (SMF) in the city for compliance with legislative requirements.	1.1 Inspections are conducted in accordance with Council's adopted program.	Complete 180 inspections / month.	Targets are being met each month and exceeded on most occasions. The SMF team are also continuing to undertake internal and external drainage inspections as well.
		Approvals to operate SMF are issued within 21 days of inspection.	Approvals are being issued within 21 days of inspection.
		Rectification work documentation is sent within 21 days from inspection.	Documentation is sent within 21 days as required.
		Annual report completed in June on compliance to Council's adopted program.	New report to be compiled in June 2010.
2. Provide advice to the community on use and maintenance of sewage management facilities.	2.1 Accurate information is given to assist the community with on-site sewage management issues.	90% satisfaction of customers.	No complaints have been rec'd this quarter.

Component 36 - Pollution Control		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Pollution Incidents are investigated to protect the local environment and potential health risk to the community.	1.1 Pollution Incidents are investigated.	Appropriate action initiated within 24hrs.	Pollution incidents have been responded to within 24hrs as required.
2. Financially contribute to the operations of the Hawkesbury River County Council.	2.1 Contributions to Hawkesbury River County Council is funded.	Contributions forwarded within 21 days of request.	The contribution was forwarded within 14 days of receipt.

Component 37 - Development Control & Regulations		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Investigate and take appropriate action in relation to unauthorised development.	1.1 Conduct inspection of suspected illegal development and implement actions.	Action initiated within 72hrs.	Action has been taken within the target time period on all occasions this quarter.
2. Control disposal of derelict and abandoned vehicles.	2.1 Investigate complaints of derelict vehicles and monitor streets and bushland for the existence of abandoned vehicles and take appropriate impounding action or disposal.	Responded to within 72hrs.	Action has been taken within the target time period on all occasions this quarter.
3. Monitor compliance with development approval conditions.	3.1 Complaints of non compliance with development consent conditions are investigated and appropriate action taken.	Responded to within 72hrs.	Action has been taken within the target time period on all occasions this quarter.

Component 43 - City Planning		Officer: Strategic Planner- Environmental	
Service Statements	Key Performance Indicators	Target	Progress
1.Enhance, preserve and protect the environment through a strategic environmental management approach that is transparent, efficient and dynamic.	1.0 Produce the State of the Environment Report.	November	Comprehensive State of the Environment report completed. Copy provided on Councils website.
	1.2 Maintain the State of the Environment Reporting Indicators Database.	September	Indicators for the Database was incorporated into the comprehensive SOE and new completion date June 2010.
	1.3 Review the Water Savings Action Plan	November	This operational commitment has not been allocated. Letter sent to DECCW 10 February requesting an extension of time, extension granted for the annual report due on the 30 June 2010.
	1.4 Review the Energy Savings action Plan	November	This operational commitment has not been allocated and currently is non compliant with regulatory requirements which an electronic reporting template was due on the 31 December 2009. Letter sent to DECCW 10 February requesting an extension of time, not granted annual report now due by 30th April 2010.
	1.5 Provide comments and advise to external and internal bodies on environmental issues.	Within 21 days of request	Comments provided within 21 days as directed.
	1.6 Service Council's' Waste Advisory Committee.	Twice a year	Meeting held 31st March 2010.

City Planning Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.*

Component 31 - Building Control		Officer: Planning Manager	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide development assessment services for Class 1 -10 buildings.	1.1 Turn around time for Development Applications.	Average 40 days, Median 35 Days.	Average 47 days Median 24 days.
	1.2 Age of current Development Applications- ratio of Development Applications older than 40 days to newer than 40 days.	0.7:1.	0.6:1.
	1.3 Customer satisfaction measured via post application survey.	80% overall satisfaction.	80%.
2. Provide building certification and inspection services.	2.1 Secure a percentage of contestable service (in future requires accreditation).	55% of Market.	56%.
	2.2 Cost effectiveness of contestable services.	Full cost recovery.	Full cost recovery.
	2.3 Turn around time for Construction Certificates.	21 days after Development consent issued.	Average 44 days.
3. Provide 149D building certificate services.	3.1 Ten day turnaround time for 149D Certificates.	80% compliance.	20% compliance.
4. Regulate places of public entertainment.	4.1 Issue licences within 40 days.	80% compliance.	Licences are no longer issued as legislation has changed.

Component 32 - Development Control		Officer: Planning Manager	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide development application assessment services.	1.1 Turn around time for Development Applications.	Average 40 days, Median 35 days.	Average 47 days Median 24 days.
	1.2 Age of Current Development Application, ratio of Development Applications older than 40 days to newer than 40 days.	Target Ratio 0.7:1.	0.6:1.
2. Provide subdivision certification and inspection services.	2.1 Secure a percentage of contestable subdivision certification and inspection services.	25% of Market	25% target achieved.
	2.2 Turn around times for requests to release subdivision certificates	7 days after a complete request is received.	100%.
3. Provide 149 planning certificate services.	3.1 Eight day turnaround time for 149 Certificates.	90% competed.	96%.



Component 32 - Development Control		Officer: Planning Manager	
Service Statements	Key Performance Indicators	Target	Progress
4. Provide development advisory panel appointments for major proposals.	4.1 Provide written advice after pre-lodgement meetings for major development proposals.	5 days after meeting held	Average response of 4 days (3 formal pre-DA meetings held).
5. Provide complying development certificate service	5.1 Turn around times for Complying Development Certificates	10 days after a complete application is received.	100%.
6. Provide review of determination of development application service	6.1 Turn around times for a review of determination of development application (under s.82A of EPA Act)	90 days after a complete request is received.	No reviews received this quarter.
7. Provide modification to development consent service	7.1 Turn around times for request to modify development consent (under s.96 of EPA Act)	40 days after a complete request is received.	76%.

Component 38 - Animal Control		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide adequate care of animals housed at the animal shelter.	1.1 Animals are cared for with adequate food and housing and homes are found for as many animals as possible.	80% dogs rehomed.	Rehoming rates continues to average 85% for each month.
2. Carry out patrols of the city area for roaming dogs.	2.1 Patrols are conducted where complaints are received of roaming dogs.	Within 48 hrs of receipt of the complaint.	Patrols are meeting target expectations.
3. Provide education to the community on responsible pet ownership.	3.1 School visits are conducted at the shelter and at schools throughout the year with the assistance of the Petpep program.	100% satisfaction of school groups participating.	Only positive feedback has been received from the participating groups.
		Four school visits per year.	Target will be met by end of the year.
4. Maintain registration and micro chipping records.	4.1 Process records.	Registration and micro chipping records to be completed within 14 working days.	All records are registered within 14 days.
5. Opening hours to benefit the community, Monday - Friday: 9:30am - 12:30pm & 2:00pm - 4:30pm, Saturday: 9:30am - 11:30am, Sunday: 7:00am - 9:00am.	5.1 Facility is open to serve the public to meet advertised hours of operation	100% compliance with advertised opening hours unless altered by emergency situation or designated public holidays	Target has been met on all occasions.



Component 43 - City Planning		Officer: Strategic Planner - Infrastructure	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide the development and establishment of Strategic Asset Management Planning, Policy and Processes across the organisation.	1.1 Develop Asset Management Strategy	March 2010.	Draft Asset Management Strategy prepared, currently under being reviewed.
	1.2 Procure and establish Asset Management System	June 2010.	Specification and Expression of Interest documentation for seeking Asset Management Information system prepared, awaiting MANEX approval to proceed.
2. Provide Subdivision Engineering works Inspection.	2.1 Inspect and Certify subdivision works.	On going	This service is currently not sought due to no further development work currently underway at Pitt Town.

Component 49 - Parking Control		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. City streets and car park areas are patrolled for compliance with time limit and parking restriction signage.	1.1 Streets and car parks are patrolled and monitored for compliance with restriction signage in a safe and reasonable manner.	100% Compliance.	100% compliance has been achieved this quarter.
2. Parking infringements are issued correctly for offences committed.	2.1 Accuracy of infringement notices issued.	99% Compliance.	99% compliance has been achieved this quarter.

Component 81 - Domestic Waste Management		Officer: Manager Regulatory Services	
Service Statements	Key Performance Indicators	Target	Progress
1. To provide the waste collection service.	1.1 Service missed bins.	24 hours from notification.	All missed services were attended to within 24hrs of receipt of complaint.
2. To provide the recycling service for the community.	2.1 Manage recycling contracts.	Zero non conformance to contract conditions.	There were zero non conformances this quarter.
	2.2 Increase domestic recycling activities and community participation through education and the provision of increased recycling service.	5% annual increase.	The increase is currently stable.
3. To provide the Kerb Side Collection Service.	3.1 Manage kerbside collection service contracts.	100% compliance with contract conditions.	100% compliance has been achieved this quarter.
4. Provide waste education to the Hawkesbury community.	4.1 Education programs are developed and presented to the community to encourage recycling and waste avoidance.	Annual program designed by March.	The program designed continues to be developed.



City Planning Division - Operational Plan and Performance Indicators 2009/2010	
Strategic Objective:	<i>Investigating and Planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future.</i>

Component 43 - City Planning		Officer: Strategic Planner - Land Use	
Service Statements	Key Performance Indicators	Target	Progress
1. Maintain and update Hawkesbury Local Environmental Plan.	1.1 Prepare Local Environmental Plans as resolved by Council and/ or as directed by Dept of Planning.	Plans prepared and updated in reasonable timeframe.	Draft Amendment 154 forwarded to Department of Planning for finalisation. Department of Planning granted permission to exhibit Draft Amendment 157.
2. Maintain and update Hawkesbury Development Control Plan.	2.1 Maintain and update Hawkesbury's Development Control Plan.	Plan updated as required by resolution reasonable timeframe and reviewed as required.	Internal review of Hawkesbury DCP to update DCP in accordance with Standard Instrument provisions and general amendments commenced. Consultant engaged to finalise standard drawings for Appendix E.
3. Service Council committees as required.	3.1 Service Council's Heritage Advisory Committee.	As adopted by Council	Achieved.
4. Participate in State Government planning reforms and sub regional planning processes.	4.1 Respond to the Dept of Planning requests for information and assistance.	As Directed by Dept Planning.	Achieved.
5. Preparation work for Land use / Residential Strategy.	5.1 Prepare work for Land Use / Residential Strategy.	June 2009.	Draft Strategy to be further developed as a result of Council resolution of * December 2009.

Component 44 - Road Safety Programs		Officer: Executive Manager - Community Partnerships	
Service Statements	Key Performance Indicators	Target	Progress
1. Deliver a road safety program through the development of integrated education, engineering and enforcement programs.	1. 1 Council/RTA Action Plan which reflects local trends, statistics and priorities developed and implemented.	Action Plan developed as per RTA funding guidelines by April 2010	Action plan and funding application completed and submitted to RTA for approval.
	1.2 Partnerships established with external and internal stakeholders to plan and implement road safety, community safety and injury prevention projects	Partnerships established to implement road safety, community safety + injury prevention projects.	Partnerships with Health, Police, and Liquor Accord. Regular meetings held.
2. Identify the mobility needs of vulnerable road users and develop solution to address these needs.	2.1 Mobility Plan for the Hawkesbury LGA adopted by Council.	Draft Mobility Plan reported to Council by September 2009.	Draft Plan publicly exhibited. Submissions received & incorporated into final Draft Plan to be reported to Council in May .



Component 44 - Road Safety Programs		Officer: Executive Manager - Community Partnerships	
Service Statements	Key Performance Indicators	Target	Progress
3. Research and identify priority crime prevention issues (in conjunction with stakeholders) and identify strategies to address these issues within the Hawkesbury LGA.	3.1 Steering committee established (under Attorney Generals Department guidelines) to review and update the Hawkesbury Crime Prevention Strategy. 3.2 Draft Crime Prevention Strategy reported to Council.	Steering Committee established by August 2009. Draft Crime Prevention Strategy reported to Council by May 2010.	Steering Committee yet to be established. Preliminary crime profile being updated. To be referred to Hawkesbury Local Area Command.



INFRASTRUCTURE SERVICES DIVISION

Strategic Objective:

A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.

Component 34 - Sullage Services
Component 50 - Parks
Component 51 - Recreation
Component 54 - Kerb, Guttering and Drainage
Component 55 - Carpark Maintenance
Component 57 - Survey Design and Mapping
Component 59 - Administrative Building
Component 60 - Community Building
Component 61 - Works Depot
Component 62 - Operations Management
Component 63 - Street Cleaning
Component 64 - Ferry Operations
Component 88 - Cogeneration Plant
Component 89 - Hawkesbury City Waste Management Facility

Strategic Objective:

Investigating and Planning the City's future in consultation with our community, and co-coordinating human and financial resources to achieve this future.

Component 46 - Roads to Recovery
Component 47 - RTA Funding
Component 52 - Roadworks Maintenance
Component 53 - Roadworks Construction

Strategic Objective:

An informed community working together through strong local and regional connections.

Component 66 - Fire Control
Component 67 - Emergency Services

Strategic Objective:

Sustainable and livable communities that respect, preserve and manage the heritage, cultural and natural assets of the City.

Component 48 - Environmental Stormwater

Infrastructure Services Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *A network of towns, villages and rural localities connected by well-maintained public and private infrastructure, which supports the social and economic development of the City.*

Component 34 - Sullage Services		Officer: Manager Waste Management	
Service Statements	Key Performance Indicators	Target	Progress
1. To provide a quality sullage service to the community.	1.1 Pump Out Service provided within set time frames.	98% Compliance	On target.

Component 50 - Parks		Officer: Manager Land Management	
Service Statements	Key Performance Indicators	Target	Progress
1. To manage all passive open space under Council's care and control.	1.1 Open space is maintained for passive recreational purposes.	According to the level of usage, lawns kept below 150mm.	With the good rain falls there were areas that did exceed these set levels however these were addressed as quickly as possible and staff are now back on top of the mowing program.
	1.2 Toilets/Facilities at an acceptable standard - Bins emptied regularly.	All toilets/facilities cleaned and bins emptied as per works schedule.	Cleaned as per schedule.
2. To manage bushland under Council's care and control within available resources.	2.1 Bushland areas maintained and restored.	Work carried out on 90% of identified sites.	Over 90% of bushcare budget allocated.
3. To manage all cemeteries under Council's care and control.	3.1 Richmond Cemetery maintained to an acceptable standard.	Lawns maintained below 100mm and edges trimmed at least monthly.	Cemeteries mowed to standard.
4. Contributions to outside bodies for active recreation.	4.1 External recreational providers (377 Committee's) are supported.	Funds allocated quarterly/six monthly as required.	Funds have been allocated as requested.
		Attend at least four key meetings of the Sports Council per year and maintain regular dialogue with administrator	Two meetings have been attended.
		Attend at least two key meetings of the McMahons Park Committee per year	Two meetings have been attended.



Component 51 - Recreation		Officer: Manager Land Management	
Service Statements	Key Performance Indicators	Target	Progress
1. Manage all Council's recreational assets	1.1. Council's recreational playgrounds and skate parks at an acceptable standard.	Quarterly safety inspection undertaken of all Skate parks and playgrounds.	Quarterly inspections have been undertaken as well as any repairs identified.
2. Supervise all the operation of Richmond Swimming Pool	2.1 Richmond Pool is inviting to the community.	100% compliance to Department of Health guidelines and grounds at an acceptable conditions.	The alkalinity in the learners pool was found to be low and this was rectified immediately. Department of Health have since revisited the pool with no further issues.
		Richmond Pool open to the community as per advertised opening hours.	Richmond pool has opened as advertised.
3. Manage the Deed for the Management of the Oasis Aquatic Centre and the Hawkesbury Indoor Stadium	3.1 Centre Management in accordance with the Deed of Management.	Meeting of representatives of Council and YMCA held every three months.	Formal meetings held on 12 October 2009, 25 November 2009 and 10 March 2010 between Council staff and representatives from the YMCA. Also numerous informal meetings and discussions have taken place during the year.
		Ensure that reports and any other documentation are provided by YMCA as required under the Deed of Management.	Reports and various documentation received by Council from the YMCA including monthly financial and attendance reports and annual marketing plan.

Component 54 - Kerb, Guttering and Drainage		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Undertake the re-construction, maintenance and repair of kerb and gutter and foot paving.	1.1 Reduction in areas of failed foot paving or Kerb and Gutter.	Completion of 95% of Adopted Works Program.	On Target.
	1.2 Level of response to dangerous situations where advised.	Action taken within 24 hours.	On Target.
2. Undertake drainage construction repair and maintenance.	2.1 Improvements to drainage systems.	Completion of 95% of Adopted Works Program.	Drainage Projects available for construction are commenced promptly following receipt of design details. A number of approved projects are currently experiencing delays due to acquisition/ compensation issues.
		Dangerous Situations acted upon within 24 hours.	On Target.
		Programs identified for necessary improvement for Council consideration.	Drainage problems where known are reported to Council for its consideration.



Component 55 - Car park Maintenance		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Undertake maintenance and repair of car park surface and associated facilities.	1.1 Safe and functional car park with clearly visible signs, symbols and lines.	Completion of budget - 95% of adopted works.	On Target.
		Signs and lines are provided in accordance with RTA standards.	On Target.

Component 57 - Survey Design and Mapping		Officer: Manager Design and Mapping Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide Engineering designs for Council's operations program and other projects.	1.1 Availability of Designs.	Meet 95% service level.	Target Met.
2. Provide Engineering survey for Council's operation program and other projects.	2.1 Field surveys completed.	Survey output to meet 95% level of requests.	Target Met.
3. Mapping system provided for users with various needs.	3.1 Complete Data input and maintenance of mapping system.	Linens entered within 7 days of notification, data entered into system within 21 days.	Target Met.

Component 59 - Administrative Building		Officer: Manager Building Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Building is maintained in accordance with Works Program.	1.1 Operation of communications.	98% uptime.	All communications are performing well.
	1.2 Operation of air conditioner.	96% uptime.	Zero failures.
	1.3 Operation of Emergency generator.	Zero Failures.	Have tested generator and had zero failures this quarter.

Component 60 - Community Buildings		Officer: Manager Building Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Buildings are maintained in accordance with Works Program.	1.1 Completion of the Works Program.	Buildings are maintained for their designed use within budget.	Works program progressing well.
		New construction completed within budget.	New works completed within timeframe and budget.
		Maintenance performed in a timely manner.	All maintenance responded to quickly and rectified.



Component 61 - Works Depot		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide functional Works Depot facilities to enable safe and convenient access to Stores, Work Shop, Office and Storage area.	1.1 Undertake maintenance and repairs.	Works completed on time and within budget.	On Target.

Component 62 - Operations Management		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Plant usage is costed to appropriate projects.	1.1 Adopted charges are balanced with plant reserve fund.	100% Compliance.	Adopted charges are levied upon plant usage. Actual percentage compliance is measured in the last quarter.
2. An effective plant replacement program	2.1 Plant items are suitable for current needs.	90% adopted plant replacement program achieved.	On Target.
	2.2 Provide adequate funding for plant replacement	Sufficient funds within plant reserve.	On Target.

Component 63 - Street Cleaning		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide the level of service to maintain a vibrant and clean city for residents and visitors.	1.1 Central Business Districts streets are kept tidy.	Sweep CBD Streets Daily	On Target.
		Bins within the Central Business District are cleared on a daily basis, and others in accordance with schedule.	On Target.
		Damaged bins repaired or made safe within 2 days of request.	On Target.
	1.2 Kerb and Gutter within residential streets free of sediment.	Sweep Kerbed and Guttered residential street at a minimum every four weeks where necessary.	On Target.

Component 64 - Ferry Operations		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide a Ferry Service at Lower Portland	1.1 Availability of Service	Ferry operating 100% of schedule time.	Compliant except for breakdown period.



Component 88 - Cogeneration Plant		Officer: Manager Building Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Manage Cogeneration Plant in an economical viable manner with minimal disruption to tenants.	1.1 Operation of plant.	Less than 4 break downs per annum.	Minimal breakdown of plant this quarter.
	1.2 Maintain temperatures within the complex.	Minimal complaints from tenants.	No complaints from tenants.
	1.3 Maintain temperature and humidity within the gallery area to standard requirements, except for Acts of God and power/gas outages.	Stay within preset range.	All alarms responded to in a timely manner.

Component 89 - Waste Management Facility		Officer: Manager Water & Waste Management	
Service Statements	Key Performance Indicators	Target	Progress
1. Operate and maintain the Hawkesbury City Waste Management Facility.	1.1 Maintain and operate the Hawkesbury City Waste Management Facility in accordance with EPA licence.	100% compliance, no breaches of license conditions.	95% compliance - Elevated methane readings in 2 subsurface bores.
2. Provide assistance to the Clean up Australia Day activities.	2.1 Assistance provided to volunteers.	All waste collected within 96 hrs of the event.	100 % compliance.
3. Waste Facility open to the public every day except Good Friday & Christmas Day.	3.1 Number of Days Facility Available.	100%Compliance	97 % compliance - Closed all public holidays.



Infrastructure Services Division - Operational Plan and Performance Indicators 2009/2010	
Strategic Objective:	<i>Investigating and Planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future.</i>

Component 46 - Roads to Recovery		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Implement the Adopted Roads to Recovery Program.	1.1 Improved Road Condition at Specified Locations.	Program completed within allocated time period and budget.	On Target.
		Submit required Dotars reports with timeframes	On Target.

Component 47 - RTA Funding		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Undertake works on Regional Roads .	1.1 Safe Regional Road Network.	Complete RTA Funded Programs prior to 30 June.	On Target.
		Maintenance completed in accordance with sound engineering principles.	On Target.
		95% urgent repairs made safe within 24 hours and repaired within 1 month.	On Target.

Component 52 - Roadworks Maintenance		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Undertake roadworks maintenance.	1.1 A well maintained local road network.	Develop and implement an ongoing reactive maintenance program.	On Target.
		95% of urgent repairs made safe within 24 hours and repaired within 1 month.	On Target.

Component 53 - Roadworks Construction		Officer: Manager Construction and Maintenance	
Service Statements	Key Performance Indicators	Target	Progress
1. Undertake roadworks construction program.	1.1 Improved road network.	Complete 90% of adopted program by 30 June.	On Target.
		Project completed within budget.	On Target.

Infrastructure Services Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *An informed community working together through strong local and regional connections.*

Component 66 - Fire Control		Officer: Director Infrastructure Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Implement the Service Level Agreement with the Rural Fire Service to provide protection to life and property when threatened by fire.	1.1 Service Level Agreement is completed and funding provided.	Funding provided within 14 days of request.	Funding provided within 14 days of request.
		100% compliance with conditions of agreement.	100% compliance with conditions of agreement.

Component 67 - Emergency Services		Officer: Director Infrastructure Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide facilities for local SES units to a standard acceptable to the Director General in accordance with the State Emergency Services Act.	1.1 Maintenance and operation of SES Building maintained SES Building.	Controllers Yearly review completed and forwarded to regional headquarters.	SES Building maintained and kept in acceptable standard.
	1.2 Operation readiness maintained.	Complete activity report and forwarded to state headquarters at the completion of each incident.	All activity reports completed and forwarded.
	1.3 Funds provided.	Funds processed in accordance with Council's adopted budget.	Funds provided and within budget YTD.



Infrastructure Services Division - Operational Plan and Performance Indicators 2009/2010	
Strategic Objective:	<i>Sustainable and liveable communities that respect, preserve and manage the heritage, cultural and natural assets of the City.</i>

Component 48 - Environmental Stormwater		Officer: Manager Waste Management	
Service Statements	Key Performance Indicators	Target	Progress
1. Operate and maintain 21 grass pollutant traps.	Monitor and ensure GPTs are operational.	GPTs inspected and cleaned post rain events.	On target.
2. Place pollutant removal results on web page.	Web page adopted.	Information provided each Quarter.	On target.
		Update results Quarterly on web page.	On target.



SUPPORT SERVICES DIVISION

Strategic Objective:

A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.

Component 10- Computer Services
Component 42- Legal Services

Strategic Objective:

Investigating and Planning the City's future in consultation with our community, and co-coordinating human and financial resources to achieve this future.

Component 11 - Records
Component 18 - Financial Planning
Component 19 - Accounting Services
Component 20 - Rating Services
Component 21 - Investment Debt Servicing
Component 23 - Word Processing
Component 24 - Supply
Component 25 - Property Development

Strategic Objective:

An informed community working together through strong local and regional connections.

Component 15 - Library
Component 22 - Corporate Services & Governance
Component 28 - Reception
Component 29 - Fleet Management
Component 39 - Gallery
Component 58 - Printing & Sign Writing
Component 79 - Museum

Strategic Objective:

A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the City.

Component 90 - Tourist Information Centre



Support Services Division - Operational Plan and Performance Indicators 2009/2010	
Strategic Objective:	<i>A network of towns, villages and rural localities connected by well-maintained public and private infrastructure, which supports the social and economic development of the City</i>

Component 10 - Computer Services		Officer: Corporate Systems and Database Administrator	
Service Statements	Key Performance Indicators	Target	Progress
1 To provide agreed levels of system availability.	1.1 Infrastructure Strategy.	Wireless networking implemented - 2nd quarter	Project Complete.
		Infrastructure geared up to work with VOIP technology to utilise data lines for voice phones.	Work in Progress.
	1.2 Internal Capabilities Strategy.	Administration Centre Disaster Recovery Plan tested at least once.	Crisis management team training complete. Staff BCP Awareness Sessions complete. Table Top testing complete. BCP draft to be finalised prior to distribution to Crisis Management Team. Draft Pandemic Plan finalised.
		Another Plan for an external site commenced.	No action to date.
2. To reduce operating cost of IT infrastructure and services.	2.1 Internal Communications Strategy.	Increase the use of Intranet and e-mail by Council staff.	Encouragement of staff to utilise electronic tools for dissemination of information continues.
	2.2 Collaborative Working Strategy.	DataWorks workflows refined to improve Customer Service - 3rd quarter	Awaiting information from Customer Services Committee prior to commencement of new web forms / workflows.
3. To provide continuous improvement of IT services to make traditional aspects of Council business more effective.	3.1 Business Systems Strategy.	All business systems up 98% of the time.	Target met.
		Leases replaced or renewed within 3 months of expiry unless extended.	Target met.
	3.2 Client Delivery Strategy.	New website for Council implemented - 3rd quarter. Access to Council internal Helpdesk from 8:00am to 5:30pm 98% of the time.	Target met. Revised Web Policy adopted by Council.
	3.3 Stakeholder Management Strategy.	IT Steering Committee meets at least 4 times a year.	Target met.



Component 42 - Legal Services		Officer: Director Support Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Support sound corporate governance.	1.1 Timely legal advice on Council matters.	Urgent legal advice provided within 24 hours.	All urgent legal advice provided immediately or within 24 hours of initial request.
		Other legal advice provided within agreed deadlines or required service levels.	Target achieved.
	1.2 Effective project management of legal issues involving Council.	Regular reports received from Council's solicitors outlining outstanding legal matters.	Monthly reports received from both Council's Solicitors outlining outstanding legal matters.
		Regular monitoring of reports outlining outstanding legal matters.	The monthly reports from Council's Solicitors are considered and monitored by MANEX.



Support Services Division - Operational Plan and Performance Indicators 2009/2010	
Strategic Objective:	<i>Investigating and Planning the City's future in consultation with our community, and co-ordinating human and financial resources to achieve this future.</i>

Component 11 - Records		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. To enable seamlessness and continuity of Council business by executing its records keeping function effectively.	1.1 Registration of daily inwards paper correspondence.	90% within 8 business hours, 100% within 12 business hours.	On Target.
	1.2 Record keeping rules.	Regular monitoring of adherence to precis rules.	On Target.
	1.3 Refine existing records.	DataWorks refined with indexes and compliant against State Records Standard - 4th quarter	On Target and due for completion in 4th Quarter.
	1.4 Training.	All relevant Council staff trained in Records Management - 4th quarter.	On Target and due for completion in 4th Quarter.
2. To reduce physical storage requirements by maintaining records effectively in an electronic format.	2.1 Reduction of paper based records through increasing electronic records.	Increased number of records registered into Dataworks.	On Target.
3. To minimise risk to the Council in terms of court actions and litigations by retrieving and producing relevant records to support Council's position or as required by a court of law.	3.1 Retrieval of information.	100% subpoenas processed as per the subpoena procedure.	On Target.
4. To comply with government legislation in terms of retention and destruction of records.	4.1 GDA10 and GDA24 based sentencing and destruction scheme.	Destroy at least 2 groups of archived records in accordance with GDA24	On Target.

Component 18 - Financial Planning		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. Financial Planning - to manage based on a comprehensive financial strategy.	1.1 To ensure a planned approach to Council programming.	Management Plan adopted by June.	Target achieved for 2009/10. The Management plan for 2009/10 was adopted on 16 June 2009.
	1.2 Assess the effective implementation of Council's Long Term Financial Strategy	Review the Long Term Financial Plan (LTFP) annually.	On target - LTFP has been reviewed as part of the 2010/11 budget process.

Component 18 - Financial Planning		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
2. Management Reporting - maintain effective and informative internal management reporting to meet corporate requirements.	2.1 Ensure that financial reporting is timely, accurate and informative.	Manager's Reports distributed within 5 days of EOM.	Target achieved for 2009/10. The monthly reports are completed and distributed within agreed timeframes.
		Monthly reports to MANEX within 14 days of EOM.	Monthly reports are distributed to MANEX within target timeframe, then the reports are considered by MANEX at the next available meeting.
	2.2 Assess the ability of Council to properly budget for and manage the resources that are available to fulfil its management plan	Quarterly Reviews adopted within 2 months of end of quarter	First and second quarter 2009/10 review target achieved, third quarter is on target as per timetable.
3. Systems Management - develop and maintain the accounting systems.	3.1 Ensure the integrity of the financial systems.	Review Financial Systems Plan (FSP) annually.	On target - The FSP is being reviewed and will be submitted to the IT steering committee for review.
		Review project strategy monthly.	On target - Regular meetings held to review systems strategy and prioritise projects.

Component 19 - Accounting Services		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. Accounts Payable - To ensure the prompt and accurate payment of Council's Creditors	1.1 Assess the effectiveness of payment processing of creditors.	Weekly payments checked and transmitted on time.	Target achieved YTD March 2010. The weekly cheque run ensures the payment of Council's creditors in line with per council's payment terms. Cheque signatories review for accuracy as part of the signing procedure.
2. Payroll - To ensure the timely and accurate processing of payroll.	2.1 Assess the accuracy of payroll processing and meet deadlines.	Payroll checked and transmitted on time.	Target achieved YTD March 2010. The payroll is produced weekly and checked by senior Finance staff.
3. Debtors - To ensure the timely and accurate processing of accounts receivable.	3.1 Assess effectiveness of Debtor accounts settlement.	Statements sent within 5 days of EOM.	Target achieved YTD March 2010. Sundry debtors invoices and statements are sent in a timely fashion.
4. Statutory Compliance - To ensure Council's compliance with external regulatory and taxation legislation.	4.1 Assess the accuracy and timeliness of S94 Register Updates.	S94 Register reconciled within 5 days of EOM.	Target achieved YTD March 2010. Reconciliations are performed and signed off by Senior Finance staff.
	4.2 Assess the adequacy of and strategically manage Council's Reserves.	Reconciliation of Reserves within 5 days of EOM.	Target achieved YTD March 2010. Reserves are reported as part of the monthly report to MANEX.

Component 19 - Accounting Services		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
	4.3 Assess Council's compliance with taxation and other regulatory legislation.	BAS and Diesel Fuel submitted by due date.	Target achieved YTD March 2010. All statutory dates are complied with.
		FBT submitted by due date.	Target achieved YTD March 2010. All statutory dates are complied with.
		ABS and DLG returns submitted by due date.	Target achieved for June 2009 Statutory Accounts. 2009/10 on target.
5. Cash Management - To ensure Council has sufficient cash resources to meet future commitments	5.1 Assess the effectiveness of Council's cash flow management.	Bank Reconciliation within 5 days of EOM.	Target achieved YTD March 2010. Reconciliations are performed and signed off by Senior Finance staff.
		Unrestricted Current Ratio > \$2m (industry benchmark).	Target achieved YTD March 2010. Council is well above this benchmark.
6. Financial Reporting - To provide statutory financial accounts to stakeholders in compliance with the legislative requirements.	6.1 Ensure that financial reporting is timely and accurate.	Statutory financial reports submitted by due date.	Target achieved for June 2009 Statutory Accounts. The Statutory Accounts were submitted prior to the due date.
	6.2 Ensure that audit recommendations are implemented in a timely manner.	Audit recommendations implemented by due date.	For 2009 there were no audit recommendations from PWC - the external auditors.
	6.3 Assess the effectiveness of Council's financial management practices and policies and compliance with prescribed legislation.	Unqualified Audit Opinion.	Target achieved for June 2009 Statutory Accounts. An unqualified audit opinion was received by PWC - the external auditors.

Component 20 - Rating Services		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. Rating Services - To ensure the accuracy of Council's computer based rating and property information system and efficient collection of rate revenue.	1.1 Assess the accuracy and timeliness of distributing rating notices.	Rate Notices issued by due dates.	Target achieved YTD March 2010. Rates notices are sent out within the statutory deadlines.
	1.2 Assess the turnaround time for issuing S603 certificates.	Issued within 3 Working Days.	Target achieved YTD March 2010. Section 603 notices are issued within timeframes.
	1.3 Assess the accuracy of Council property database.	Updates within 5 Working Days.	Target achieved YTD March 2010. The database is regularly updated and within timeframes.

Component 20 - Rating Services		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
2. Debt Recovery - To minimise Council's exposure to outstanding debts through effective debt recovery procedures.	2.1 Assess the effectiveness of Council's collection process for outstanding rates.	Rate Arrears < 5.00% (industry benchmark).	The target was not met at June 2009 were the Rates arrears were 6.1%. Despite tough economic conditions, the ratio improved in 2009 following 5 years of ratio deterioration. Council has outsourced the debt collection process in 2008. Based on recent final notices sent, it is expected that this ratio may remain the same or improve slightly by June 2010.

Component 21 - Investment Debt Servicing		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. To ensure the investment strategy maximises the return on Council's investment portfolio.	1.1 Assess the effectiveness of Council's investment strategies to maximise returns on investment.	ROI > 90 Day Bank Bill Rate (Industry benchmark).	Target achieved YTD March 2010. Interest rates for Council's investments have been above benchmark in all cases in 2009/2010.
	1.2 Ensure that Council's investment strategy compares with industry standards.	Review Investment Policy annually.	The Investment Policy will be reviewed and reported to Council in June 2010.
2. To ensure the appropriate utilisation of loan facilities in accordance with policy.	2.1 Ensure the prompt and accurate payment of loan interest and redemption.	Payments made by due date.	Not applicable as all loans were paid out in 2009 as per council's decision. Council is debt free.
	2.2 Assess the ability of Council capacity to service outstanding debt.	Debt Service Ratio < 10% (industry benchmark).	Target achieved YTD March 2010. Council is debt free.

Component 23 - Word Processing		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. Compile and distribute Council Meeting agendas, minutes and action items.	1.1 Compilation of Council Business Papers.	Forwarded to Publishing Manager by 12 noon on the Thursday prior to the Meeting.	Target achieved for 13 of 14 Ordinary Meetings and both Extraordinary Meetings Business Papers. Exception due to late lodgement of officer reports with Section.
	1.2 Compilation of Council Meeting Minutes.	Draft completed and distributed to Senior Staff within 48 hours after Meeting.	Target Achieved. Minutes of 16 meetings completed.
	1.3. Distribution of Action Items from Council Meeting Minutes.	Distributed to Senior Staff within 4 working hours from final approval of draft minutes.	Target Achieved. Distributed within time Action Items for 16 meetings.

Component 23 - Word Processing		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
	1.4. Distribution of Questions Without Notice.	Distributed to Senior Staff within 8 working hours from final approval of draft minutes.	Target Achieved. Distributed Questions Without Notice items for 16 meetings.
	1.5. Council Business Papers completed for publication on Council's website.	Forwarded to Information Services prior to 12 noon on the Friday before the meeting.	Target Achieved. Business Papers of 16 meetings completed for publication.
2. Provide an efficient and effective typing and document presentation and processing system for Council.	2.1. Provide word processing, software user and help desk support.	Requests for support are responded to within 1 working hour.	Target Achieved - majority of requests responded to immediately.
	2.2. Preparation of word documents.	Completed and returned within 2 working days.	Target Achieved.

Component 24 - Supply		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. Maintain a manageable inventory stock level to satisfy Council's requirements and cost	1.1 Minimal inventory investment and inventory losses.	Undertake bi-annual review of slow moving stock and undertake an annual stock take.	Target achieved YTD March 2010. Stock takes are performed and stock levels adjusted as a result.
2. Manage the process of acquiring goods, works and services, spanning the whole cycle from identification of needs through to end of a services contract or the end of useful life of an asset. Providing measurable benefits in value for money obtained on a whole of life basis through open and effective competition.	2.1 Procurement strategies are aligned with Corporate objectives.	100% compliance.	Target achieved YTD March 2010. The strategy is aligned with Corporate objectives.
	2.2 Review Procurement Guidelines.	Review procurement guidelines annually.	On Target. Review will be undertaken later in 2010.
	2.3 Response to Quotation requests.	Quotation requests within agreed timeframes with customers.	Target achieved YTD March 2010. Requests are promptly dealt with within agreed timeframes.



Component 25 - Property Development		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. Co-ordination and management of Council's property portfolio including the acquisition and sale of property, leasing of property, road closures and openings.	1.1 Vacancies for leased premises in Council's property portfolio.	Greater than 85% occupancy rates.	On Target.
	1.2 Inspections of Council's leased residential properties.	Each residential property inspected annually during October to December.	Target Achieved.
	1.3 Inspections of Council's leased commercial/retail properties.	Each commercial/retail property inspected annually during January to March.	Inspections arranged in March and all to be finalised by April.
	1.4 Consumer Price Index reviews implemented for the relevant leases.	100% of CPI reviews implemented within 2 months of review date.	On Target.
	1.5 Process lease options and lease renewals.	100% of tenants notified within 3 to 6 months of termination dates.	On Target.
	1.6 Monitoring payments of property rentals for leased premises in Council's property portfolio.	85% or greater property rentals paid when due.	On Target.
	1.7 Actioning of Council resolutions regarding property leases, sales and acquisitions.	Initial action commenced within 5 working days of approved Council resolutions.	On Target.



Support Services Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *An informed community working together through strong local and regional connections.*

Component 15 - Library		Officer: Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide a free, accessible and well resourced public library service to the people of the City of the Hawkesbury as well as the wider community.	1.1 Promote use of the library.	200,000 library visitors per year.	Exceeding target by 14.03% with 171,046 people visiting both libraries during Jul 09 - Mar 10.
		40% of LGA population are library members.	Exceeding target: Membership is currently at 34,767 which is approximately 55.34% of the Hawkesbury population (62,828), which is above the baseline suggested by the State Library of NSW.
		300,000 loans per year.	241,727 items were borrowed during the Jul 09 - Mar 10 period which is 7.43% above target.
		Maintain an active and well trained volunteer based of 20.	Exceeding target: Over 25 volunteers trained and working with library services.
2. Encourage community participation in lifelong learning.	2.1 Enable access to the latest collections and technology.	2% net increase in library stock per year.	128,311 total stock for the Jul 09 - Mar 10 period, an increase of 2.70% compared to the same period last year and an increase of 0.73 % since the previous quarter.
		PC use is 60% of total available time.	PC utilisation for the Jul 09 - Mar 10 period was 66.01% of total time available. This meant 31,425 computer bookings were recorded for both libraries (Central Library, Windsor and Richmond Library). The figures for each consecutive quarter are continuing to exceed all previous computer bookings to date.
3. Promote community use of the Cultural Precinct.	3.1 Promote community use of the Cultural Precinct by developing library activities	3% increase in number of participants in library activities	During Jul 09 - Mar 10, 3665 people participated in a range of library activities. The curators talk accompanying the State Library display attracted 90 attendees. Other activities include storytime for preschoolers, school holiday activities and the family history group. Figure is the same for same period last year.



Component 15 - Library		Officer: Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
Opening Hours: Hawkesbury Central - Monday to Friday 9am - 7pm; Saturday 9am - 1pm; Sunday 2pm - 5pm. Richmond - Monday to Friday 9:30am - 6pm, Saturday 9am - 1pm.			On target.

Component 22 - Corporate Services and Governance		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provision of effective and efficient corporate and governance support.	1.1 Applications assessed under Section 12 of the Local Government Act.	75% of applications initially responded to within 2 working days of receipt of each application.	On Target - currently exceeding 85%.
	1.2. Applications assessed under the Freedom of Information Act.	Applications completed in accordance with statutory requirements.	Three applications completed both within statutory requirements.
	1.3 Development and review of Corporate Services and Governance policies.	Policies are implemented and reviewed in accordance with legislative requirements.	Five Council policies have been reviewed in accordance with Council and legislative requirements and reviewed policies adopted by Council.

Component 28 - Reception		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provision of an efficient reception and telephone service to Councillors, Council staff and the public and to promote the image of Council as being courteous, efficient and effective.	1.1 The reception desk and switchboard are staffed during business hours.	100% attended during business hours.	On Target.
Opening hours Monday-Friday 8:30am - 5:00pm			On Target.



Component 29 - Fleet Management		Officer: Chief Financial Officer	
Service Statements	Key Performance Indicators	Target	Progress
1. To manage Council's fleet to meet corporate objectives.	1.1 Managed in accordance with policies and procedures.	Monthly reports completed and communicated.	Target achieved YTD March 2010. The monthly report is e-mailed to all drivers each month.
		All leaseback vehicles are inspected quarterly to ensure they are maintained in accordance with the manufacturers recommendations.	Target achieved YTD March 2010. Inspections are scheduled and completed each quarter.
		Vehicles are replaced in accordance with the policy.	Target achieved YTD March 2010. Vehicles are replaced in line with Policy.

Component 39 - Gallery		Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide free and accessible visual art exhibitions to the people of the City of the Hawkesbury as well as the wider community.	1.1 Provide a program of exhibitions.	7 exhibitions per year.	Exceeding target: Diaspora, Convict Womens Bonnets, Breathing Space, Greg Hansell:survey, A Fairy's Tail, Replant, Momentum.
		7,500 Gallery visitors per year.	Exceeding target: July - March 6,276 visitors.
		80% satisfaction rating from visitors.	Exceeding target: 86% satisfied
2. Encourage community participation in visual arts.	2.1 Increase community participation in visual arts.	14 Gallery activities per year.	Exceeding target (37): a range of activities including hands-on workshops, talks, film screenings and Accessible Arts performance activity with disabled youth and adults held 20 times.
		Maintain an active and well trained volunteer base of 35.	51 gallery volunteers work at the front desk or with exhibitions.
3. Manage strategic partnerships with key community stakeholders	3.1 Managed in accordance with policies, procedures and agreements	Meet with key groups once per annum	On target as per Deed of Agreement.
Opening hours Monday to Friday -10am - 4pm; Saturday and Sunday 10am - 3pm (closed Tuesdays).			On target.

Component 58 - Printing and Sign Writing		Officer: Manager Corporate Services and Governance	
Service Statements	Key Performance Indicators	Target	Progress
1. Provision of a consistent quality and efficient printing and sign writing service for Councillors, Council staff, the public and external customers.	1.1 Accurate and timely printing and binding of Council Business Papers.	Councillors - completed by 4:00pm on the Thursday prior to the meeting.	On Target.
		Others-completed by 12 noon on the Friday prior to meeting.	On Target.
	1.2 Provide timely quotations to external organisations for printing and sign writing requests.	Quotations provided within 2 working days of request.	On Target.
	1.3 Acceptance of competitive quotations provided to external customers.	Acceptance of 80% of quotes provided.	On Target.
	1.4 Preparation of emergency signage for road closures, diversions and the like.	Provided within 1 working day from request.	On Target.
	1.5 Provide printing and sign writing services to meet the requirements of Council and external customers.	90% of works completed within agreed timeframes.	On Target.
	1.6 Regular cleaning, testing and maintenance of Print Room machinery.	Each item of machinery cleaned and tested monthly and maintained as required by the relevant maintenance schedules.	On Target.

Component 79 - Museum		Officer: Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Provide free and accessible history and heritage exhibitions to the people of the City of the Hawkesbury as well as the wider community.	1.1 Provide a program of exhibitions.	3 exhibitions per year.	Exceeding target: 3 "Space" themed exhibitions + Myths and Legends, Domestic Goddesses, Macquarie's 5 towns.
2. Encourage community participation in history and heritage	2.1 Increase community participation in history and heritage.	12 Museum activities per year.	Exceeding target: 17 activities including book launches/author talks, guided tours, bus trips.
		Maintain an active and well trained volunteer base of 40.	Exceeding target: 57 volunteers consistently working at the front desk and in collection management and tour activities.



Component 79 - Museum		Officer: Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
3. Manage strategic partnerships with key community stakeholders	3.1 Managed in accordance with policies, procedures and agreements	Meet with key groups once per annum	On target as per Deed of Agreement.
Opening hours: Wednesday to Friday 10am - 4pm; Saturday and Sunday 10am - 3pm (Closed to general public Monday and Tuesday but available to pre-booked groups, including tour and school groups)			On target.

Support Services Division - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *A prosperous community sustained by a diverse local economy that encourages innovation and enterprise to attract people to live, work and invest in the City*

Component 90 - Visitor Information Centre		Officer: Manager Cultural Services	
Service Statements	Key Performance Indicators	Target	Progress
1. Operate a visitor information service that provides accurate information and advice on visiting the Hawkesbury and environs	1.1 Ensure the prompt and accurate provision of visitor information	Collect and maintain accurate data on visitor numbers and inquiries	On target: Data collected includes Visitor Information Centre (VIC) visitor numbers (11,805), enquiries (9,829) and referrals in the area (15,744), including 6,312 to cultural and recreation services and events. Visitor figures are on trend and enquiries and referral numbers have increased from the same July-March period in 08-09.
		Staff are trained and skilled in customer service and local tourism	On target.
2. Support promotion of the Hawkesbury	2.1 Monitor available promotional material on the Hawkesbury	Review and update maps or information brochures on the Hawkesbury area - within resource constraints	On target: Approx 25,000 Hawkesbury brochure/maps have been distributed. Explore The Hawkesbury - Bushwalking, Cemeteries and Windsor Heritage Walks have been produced.
Opening hours Monday to Friday - 9am - 5pm; Saturday and Sunday 9am - 4pm, Closed Christmas Day, Boxing Day, New Years Day, Good Friday and Anzac Day closed till noon			On target.



BUSINESS ACTIVITIES

Strategic Objective:

A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.

Component 80 – Sewerage

Business Activities - Operational Plan and Performance Indicators 2009/2010

Strategic Objective: *A network of towns, villages and rural localities connected by well- maintained public and private infrastructure, which supports the social and economic development of the City.*

Component 80 - Sewerage		Officer: Manager Waste Management	
Service Statements	Key Performance Indicators	Target	Progress
1. To provide and maintain a high quality sewage treatment service to the community.	1.1 Sewage Treatment Plants and major pump stations alarms responded.	Respond to alarms within 1 hour.	On target.
	1.2 Minor pump stations alarms responded.	Respond to alarms within 4 hours.	On target.
	1.3 Sewer choke response.	Respond to notification within 2 hours.	On target.
	1.4 Licence conditions met.	No breaches to EPA license conditions.	On target.
2. To provide and maintain a high quality trade waste service to the community.	2.1 Monitor trade waste.	Keep database updated.	Trade waste monitored and Database up to date.