



Hawkesbury City Council

Attachment  
to  
item 247

2008/2009 Management Plan  
Review - September 2008 Quarter

date of meeting: 25 November 2008  
location: council chambers  
time: 5:00 p.m.



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# Part 1

## Executive Summary



# **SEPTEMBER QUARTER BUDGET REVIEW**

## **EXECUTIVE SUMMARY**

### **FINANCIAL PERFORMANCE**

#### **Operating Revenue**

Council's YTD operating revenue for fees and charges, interest and other revenues is in line with YTD estimates at \$40M. While some revenue areas, such as building and development control income streams, may vary over the coming months, it is expected that operating revenue for 2008/09 will, overall, remain in line with expectations.

#### **Operating Expenditure**

The total operating expenditure budget for 2008/09 is \$56M. Council's YTD operating expenditure required for the provision of core services including road maintenance, parks, cultural and recreational facilities, regulatory services, building and development control, waste management, and sewerage services consumed \$12M compared to the YTD budget of \$16M. \$9M was expended from General Fund, with the remaining expenditure being attributed to self - funding programs such as sewerage and waste management. As at the end of the first quarter, including budget adjustments included in this review, operational expenditure is forecast to be within budget for the full year.

#### **Capital Expenditure**

For the 2008/09 financial year, Council has a total capital budget of \$23M. This total includes \$13M in funds carried over from the 2007/08 financial year. As at the end of the first quarter, actual capital expenditure amounted to \$4M, being 20% of the total capital budget for 2008/2009.

#### **Cash and Investments**

Council's reserve balances as at the end of the first quarter amounted to \$41M. This balance was made up of \$17M in internally restricted reserves and \$24M in externally restricted reserves. Council's investments portfolio returned an average of 7.42 % for the quarter ending 30<sup>th</sup> September 2008. The investment portfolio is diversified across a number of investment types. This includes term deposits and on-call accounts. These investment types are not subject to share market volatility. Based on the current interest earnings trend, it is anticipated that interest received for 2008/09 will exceed budget projections.

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

## **QUARTERLY BUDGET REVIEW**

The September Quarterly Review of the 2008/09 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.

### **Operational Income Variations**

#### ***S149 Certificates Urgency Fees - Unfavourable Variance \$21K***

At the Special Council meeting of the 23 June 2008, Council resolved that the S149 urgency fee be deleted from the 2008/09 Revenue Pricing Policy. As a result, the budgeted income of \$21K will not be received, and is included in this review as an unfavourable variance.

#### ***FAG Grant - Favourable Variance \$57K***

At the time of preparing the budget estimates for 2008/09, a conservative approach was taken in relation to the Financial Assistance Grant expected to be received by Council. The amount fluctuates from year to year and formal advice regarding the amounts payable to each Council was not received until August 2008. The FAG Grant consists of a general component and a roads component. While the increase of \$98K relating to the roads component has been allocated to additional road maintenance works, the \$57K increase in the general component of the grant is a favourable variance in this review and is available for general purposes.

#### ***Interest Income - Favourable Variance \$200K***

Interest income for the 2008/09 financial year was budgeted at \$1.3M. This positive trend is a result of higher interest rates compared to estimates as well as more funds available for investment than estimated. As at the end of the first quarter a favourable variance of \$200K is being included. This income stream will be closely monitored over the next few months. The trend could vary depending on changes in the financial environment, particularly lower interest rates, and any required changes will be included in future budget reviews.

#### ***Investment Maturing Income - Favourable Variance \$11K***

One of Council's investment products, the CBA Range Accrual matured. This write down reversal was not budgeted for, resulting in a favourable variance of \$11K.

***Co-Generation Plant Income - Favourable Variance \$18K***

Income received from various tenants at the Deerubbin Centre in relation to Co-Gen electricity is estimated to exceed budget estimates. A favourable variance is included in this review to reflect this.

***Operational Expenditure Variations***

***Residential Strategy Consultancy - Unfavourable Variance \$50K***

The preparation of a Land Use Strategy was adopted by Council at the meeting of the 29 May 2007. A component of this Strategy is the Residential Strategy. The early completion of this Strategy has become more prominent as a result of the Community Strategic Plan, resulting in additional funding being required for external consultants' services.

***Asset Valuations Consultancy – Unfavourable Variance \$30K***

In accordance with International Financial Reporting Standards, Council's non current assets are being progressively revalued to fair value in accordance with a staged implementation as advised by the Department of Local Government. As from the financial year ending 30 June 2009, roads, bridges, footpaths and drainage, land improvements and other structures and assets need to be revalued and stated at fair value. The estimated cost for these valuations is \$30K.

***Co-Generation Plant Consultancy – Unfavourable Variance \$16K***

At the Council meeting of the 26 February 2008, Council resolved that an independent investigation is to be carried out, and a report submitted to Council regarding the future of the Co-Generation Plant and its operation. A consultant has been engaged to commission a report on the Co-Generation Plant. The report will involve a detailed analysis of the plant to assess the energy balance and economic viability of the installation. The report will also outline any opportunity recommendations that may be identified to increase the Plant's productivity. The estimated cost is \$16K.

***Independent Investment Advisor Consultancy – Unfavourable Variance \$15K***

Council's investment strategy is to optimise interest income within acceptable risk parameters whilst ensuring the security of these funds. This can be achieved whilst complying with relevant legislation. To this end, Council has determined to seek services of professional investment advisors. The estimated cost of this consultant for 2008/2009 is \$15K.

***Election Reserve - Unfavourable Variance \$25K***

A transfer to the election reserve of \$25K is being requested in this review. Based on the current election reserve balance, actual expenditure YTD, and future expected election costs, the increase in the reserve is deemed necessary to ensure adequate funding is available for the next Council Elections in 4 years' time. The estimated cost for the next election is based on the current cost of \$330K, indexed for future cost increases.

***Westpool Contributions - Unfavourable Variance \$30K***

Council pays an annual insurance premium for public liability and professional indemnity to Westpool. The contribution for 2008/09 is \$395K, an increase of \$30K above the budgeted amount.

***FBT Expense – Unfavourable Variance \$24K***

Council is liable to pay Fringe Benefits Tax in respect of its fleet. Whilst leaseback vehicles' contributions cover the FBT payable on the leaseback fleet, vehicles included in employment packages are not funded. For the 2008/09 year the amount payable is estimated to be \$24K.

***Rates and Water - Unfavourable Variance \$53K***

Rates payable and water for the various community buildings owned by Council are estimated to amount to \$53K. This amount was omitted from the 2008/09 budget due to an oversight.

***Street Lighting – Unfavourable Variance \$48K***

An additional \$48K in respect of street lighting expenditure is being requested in this review. Council was advised by the electricity supplier, Energy Australia that as from the 1 July 2008 increases over and beyond budget estimates in the networks charge will be applicable.

***Lower Portland Ferry Costs – Unfavourable Variance \$41K***

Council incurs various costs in relation to the Lower Portland Ferry, including annual contract, insurance, and maintenance costs, and overhaul costs every 3 years. In the 2008/09 budget no provision was made for the overhaul of the ferry, which was undertaken in 2007/08. Final works and associated expenditure were still in progress as at the end of June 2008, resulting in these costs being allocated to the current financial year. Also, the total provision for contract and maintenance costs is estimated to be short of required funds. Baulkham Hills Shire Council contributes 50% of costs incurred by Council in relation to the Lower Portland Ferry, resulting in a net unfavourable variance of \$41K.



## **Capital Expenditure Variations**

### ***Sealing of Racecourse Road – Nil***

The sealing of Racecourse Road, Clarendon is being funded by an Auslink grant of \$723K and contributions from other bodies of \$60K. The actual expenditure on the project is expected to exceed funds available by approximately \$90K. This unfavourable variance has been funded by savings in various other capital road projects.

### ***Fleet Management – Favourable Variance \$56K***

Savings were identified in the Fleet Management component. These savings are a result of changes in the timing of vehicle replacements.

### ***Bligh Park – Nil (Reserve Funded)***

The development of Bligh Park resulted in the establishment of a reserve holding funds earmarked for various road works in the suburb. Some of these works are now underway and the appropriate budget adjustments are included in this review. Works include \$70K for foot paving and cycle ways and \$25K for landscaping. These works are funded by the Bligh Park Reserve, resulting in a nil overall variance.

### ***Radio Tower – Nil***

Funds are being requested to upgrade the Warks Hill Road radio tower. The work undertaken will strengthen the tower to withstand 40% additional wind load, and allow for additional cabling and antennas on the tower. The amount required is \$111K, and is being funded by other building works which have been reprioritized.

## **Grants Variations**

Various adjustments in relation to grants have been included in this quarterly review. Details can be found in the Management Plan Review attachment.

## **Conclusion**

The first quarter has resulted in a net favorable surplus of \$23,612, which is proposed to be transferred to the Contingency Reserve.

Departmental Managers monitor operational income and expenditure on a monthly basis and variations exceeding established thresholds need to be justified. Capital expenditure is reported to Managers and Directors on a quarterly basis to ensure expenditure is within budget estimates and that the capital works program for 2008/09 is delivered within the stipulated timeframe.

# Part 2

## Financial Performance





# HAWKESBURY CITY COUNCIL

## Income Statement

For the period ended 30th September 2008

2008 Actual		2009 ORIGINAL BUDGET	2009 AMENDED BUDGET	2009 YTD BUDGET	2009 Actual	%
\$		\$	\$	\$	\$	of Budget
<b>OPERATIONAL ACTIVITIES</b>						
<b>Revenue from Ordinary Activities</b>						
(21,861,095)	General Rates	(22,691,936)	(22,691,936)	(22,744,384)	(22,520,537)	99%
(11,779,518)	Utility Rates & Charges	(11,787,967)	(11,787,967)	(7,629,556)	(11,822,394)	155%
<b>(33,640,613)</b>		<b>(34,479,903)</b>	<b>(34,479,903)</b>	<b>(30,373,940)</b>	<b>(34,342,931)</b>	<b>113%</b>
(5,263,631)	Fees & Charges	(5,606,850)	(5,606,850)	(1,290,027)	(1,132,520)	88%
(9,471,643)	Grants & Contributions- Operating	(6,896,560)	(6,896,560)	(1,878,761)	(1,537,552)	82%
(1,531,076)	Interest	(1,516,822)	(1,516,822)	(444,186)	(780,372)	176%
(5,013,516)	Other Operating Revenue	(5,726,740)	(5,726,746)	(1,464,898)	(1,499,791)	102%
(32,828)	(Profit)/Loss on Sale Assets	-	-	-	(34,533)	
<b>(54,953,306)</b>	<b>Total Operating Income</b>	<b>(54,226,875)</b>	<b>(54,226,881)</b>	<b>(35,451,812)</b>	<b>(39,327,699)</b>	<b>111%</b>
<b>Expenses from Ordinary Activities</b>						
14,129,352	Employee Costs	14,123,445	14,123,446	3,530,188	3,563,010	101%
564,889	Other Employee Costs	605,150	605,150	152,677	110,078	72%
22,422,678	Materials & Services	22,774,457	24,452,919	7,173,890	4,527,517	63%
222,410	Borrowing Costs	52,000	52,000	501	1,906	381%
8,590,059	Depreciation	7,301,456	7,301,456	1,824,639	748,337	41%
10,037,822	Other Expenses	9,595,048	9,630,173	3,187,162	2,707,376	85%
37,356,927	Infrastructure Services	34,748,090	36,290,963	10,138,095	6,527,932	64%
5,834,369	Support Services	6,672,992	6,761,733	2,043,964	1,393,552	68%
11,425,423	City Planning	11,304,844	11,386,818	3,019,747	2,719,953	90%
1,350,491	General Manager	1,725,630	1,725,630	667,251	1,016,788	152%
		-	-	-	-	
<b>55,967,211</b>	<b>Total Operating Expenses</b>	<b>54,451,556</b>	<b>56,165,144</b>	<b>15,869,057</b>	<b>11,658,225</b>	<b>73%</b>
<b>1,013,905</b>	<b>Operating (Surplus)/Deficit before capital items</b>	<b>224,681</b>	<b>1,938,263</b>	<b>(19,582,755)</b>	<b>(27,669,475)</b>	<b>141%</b>
<b>CAPITAL FUNDING AND EXPENDITURE</b>						
<b>Source of capital funding (excluding reserves)</b>						
(992,626)	Proceeds from the sale of capital assets	(1,019,454)	(1,019,454)	(362,739)	(312,943)	
(8,590,059)	Depreciation	(7,301,670)	(7,301,669)	(1,824,639)	(748,337)	
(3,789,839)	Grants & Contributions - Capital	(442,731)	(442,731)	(76,923)	(551,743)	
<b>(13,372,524)</b>		<b>(8,763,855)</b>	<b>(8,763,854)</b>	<b>(2,264,301)</b>	<b>(1,613,024)</b>	<b>71%</b>
<b>Application of Capital Funding</b>						
<b>Non current capital assets:</b>						
344,691	Land & Land Improvements	-	1,056,542	1,056,542	473,155	
2,317,504	Buildings	406,300	2,079,087	1,986,287	389,126	
3,349,569	Infrastructure	5,826,289	13,592,709	9,222,443	2,661,962	
1,830,583	Plant & Equipment	3,093,796	5,833,046	4,141,042	724,621	
308,518	Other	267,143	335,763	135,365	64,382	
<b>8,150,866</b>		<b>9,593,528</b>	<b>22,897,147</b>	<b>16,541,679</b>	<b>4,313,247</b>	<b>26%</b>
<b>Principal loan redemptions:</b>						
5,680	Loan Redemptions	-	-	-	2,987	
<b>(5,215,978)</b>	<b>Net Capital Expenditure</b>	<b>829,673</b>	<b>14,133,293</b>	<b>14,277,379</b>	<b>2,703,210</b>	
<b>NET RESERVE TRANSFERS &amp; CAPITAL MOVEMENTS</b>						
<b>Retained (surplus)/deficit from prior years</b>						
32,828	(Profit)/Loss on Sale Assets	-	-	-	34,533	
(23,101,789)	Transfer from Reserves	(22,006,024)	(37,013,218)	(20,349,518)	(9,551,586)	47%
27,467,184	Transfer (to) Reserves	20,951,670	20,941,662	9,835,764	17,081,196	174%
<b>196,150</b>	<b>Retained (surplus)/deficit available for general funding purposes</b>	<b>-</b>	<b>(0)</b>	<b>(15,819,130)</b>	<b>(17,402,122)</b>	<b>110%</b>



# HAWKESBURY CITY COUNCIL

## Balance Sheet

For the period ended 30th September 2008

2008		2009	2009	2009
Actual		ORIGINAL BUDGET	AMENDED BUDGET	Actual
\$		\$	\$	\$
<b>Current Assets</b>				
38,461,307	Cash assets & Investments	37,406,953	22,389,751	39,953,808
3,919,190	Receivables	3,919,190	3,919,190	25,911,602
226,359	Inventories	226,359	226,359	193,659
129,915	Other	129,915	129,915	92,648
25,317,955	Investment Properties at Fair Value	25,317,955	25,317,955	25,317,955
<u>68,054,726</u>		<u>67,000,372</u>	<u>51,983,170</u>	<u>91,469,671</u>
<b>Non-Current Assets</b>				
0	( Other	0	0	0
545,578,831	Property, plant and equipment	554,152,905	567,456,524	549,553,080
(125,249,514)	( Accumulated Depreciation	(132,551,180)	(132,551,180)	(125,997,819)
<u>420,329,317</u>		<u>421,601,725</u>	<u>434,905,344</u>	<u>423,555,261</u>
<b>488,384,043</b>	<b>TOTAL ASSETS</b>	<b>488,602,097</b>	<b>486,888,514</b>	<b>515,024,932</b>
<b>Current Liabilities</b>				
Payables				
(4,128,431)	Payables	(4,128,431)	(4,128,431)	(2,602,030)
(5,761,078)	Provisions	(5,761,078)	(5,761,078)	(5,761,078)
(55,881)	( Borrowings	(55,881)	(55,881)	(52,894)
<u>(9,945,390)</u>		<u>(9,945,390)</u>	<u>(9,945,390)</u>	<u>(8,416,003)</u>
<b>Non-Current Liabilities</b>				
Interest bearing liabilities				
(5,280,220)	Provisions	(5,280,220)	(5,280,220)	(5,291,707)
<u>(5,280,220)</u>		<u>(5,280,220)</u>	<u>(5,280,220)</u>	<u>(5,291,707)</u>
<b>(15,225,610)</b>	<b>TOTAL LIABILITIES</b>	<b>(15,225,610)</b>	<b>(15,225,610)</b>	<b>(13,707,710)</b>
<b>473,158,433</b>	<b>NET COMMUNITY ASSETS</b>	<b>473,376,487</b>	<b>471,662,904</b>	<b>501,317,222</b>
<b>Community Equity</b>				
(436,798,549)	( Capital and Capital Reserves	(437,852,903)	(452,870,105)	(432,111,473)
(33,583,949)	( Other reserves	(32,529,595)	(17,512,393)	(41,046,960)
-	Retained (surplus)/deficit	(4)	(3)	-
(2,775,935)	Operating Statement (surplus) /deficit	(2,993,985)	(1,280,403)	(28,158,789)
<u>(473,158,433)</u>	<b>TOTAL COMMUNITY EQUITY</b>	<u>(473,376,487)</u>	<u>(471,662,904)</u>	<u>(501,317,222)</u>



**HAWKESBURY CITY COUNCIL**  
**STATEMENT OF RESERVE BALANCES**  
For the Period Ending 30th September 2008

	2009	2009	2009	2009
	Opening Balance	Budgeted Reserve Transfers	Full Year Budgeted Reserve Balances	YTD Actual Reserve Balance
<b>Externally Restricted Reserve Balances</b>				
Asset Replacement Sewer	169,366	-	169,366	169,366
Sewerage Operating Reserve	2,298,909	(1,080,238)	1,218,671	5,048,507
Sewerage Treatment Reserve	155,253	-	155,253	155,253
S64 Contributions Reserve	271,034	-	271,034	305,384
Environmental Plan	0	-	0	0
Waste Management Reserve	1,065,378	-	1,065,378	5,665,991
S94 Contributions	4,787,585	76,800	4,864,385	4,995,338
S94A Contributions	531,243	209,500	740,743	524,601
Extractive Industries	1,421,941	16,000	1,437,941	1,465,738
Unexpended Grants Reserve	3,835,479	-	3,835,479	3,407,250
Stormwater Management	2,418,595	(249,306)	2,169,289	2,429,848
	<b>16,954,782</b>	<b>(1,027,244)</b>	<b>15,927,538</b>	<b>24,167,277</b>
<b>Internally Restricted Reserve Balances</b>				
	-	-	-	-
Council S94	567,377	-	567,377	567,377
Drainage	17,018	-	17,018	17,018
ELE	2,065,703	-	2,065,703	1,852,162
Election	332,690	(212,400)	120,290	130,792
FVMRU	0	-	0	0
Glossodia/Freemans	51,686	-	51,686	51,686
HLC Risk Management	104,988	-	104,988	104,988
Information Technology	474,436	-	474,436	457,723
Kerb & Gutter	356,092	-	356,092	356,092
Carryovers	6,169,346	-	6,169,346	4,953,918
Plant Replacement	1,573,411	-	1,573,411	1,464,689
Fleet Management	199,820	-	199,820	199,820
Property Development	(2,161,359)	(35,000)	(2,196,359)	(2,223,859)
Risk Management	290,398	-	290,398	290,398
Roadworks	315,965	-	315,965	315,965
Sullage	917,166	(76,062)	841,104	2,907,372
Trees	41,361	-	41,361	41,361
Unspent Contrb Reserve	512,898	-	512,898	512,898
Misc Specific Purpose	25,364	-	25,364	25,364
Workers Compensation	1,031,120	-	1,031,120	964,521
Heritage	84,961	-	84,961	84,961
Parks & Gardens	47,491	-	47,491	47,491
Tip Remediation Reserve	2,754,942	296,352	3,051,294	2,900,654
Contingency Reserve	856,291	-	856,291	856,291
	16,629,167	(27,110)	16,602,057	16,879,683
	-	-	-	-
<b>Total Reserve Balances</b>	<b>33,583,949</b>	<b>(1,054,354)</b>	<b>32,529,595</b>	<b>41,046,960</b>

# INVESTMENT REPORT

## INVESTMENT PERFORMANCE

As of the 1st July 08, Council's investment portfolio amounted to \$38.6M. In the first quarter the portfolio increased by \$1.4M to \$40M. The increase was due to additional income over expenditure for the period. This is mainly a result of the first installment of rates being payable at the end of August. During the first quarter, various income was received totaling \$18.7M, including rate payments amounting to over \$9.7M, while payments to suppliers and staff costs amounted to \$17.3M.

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

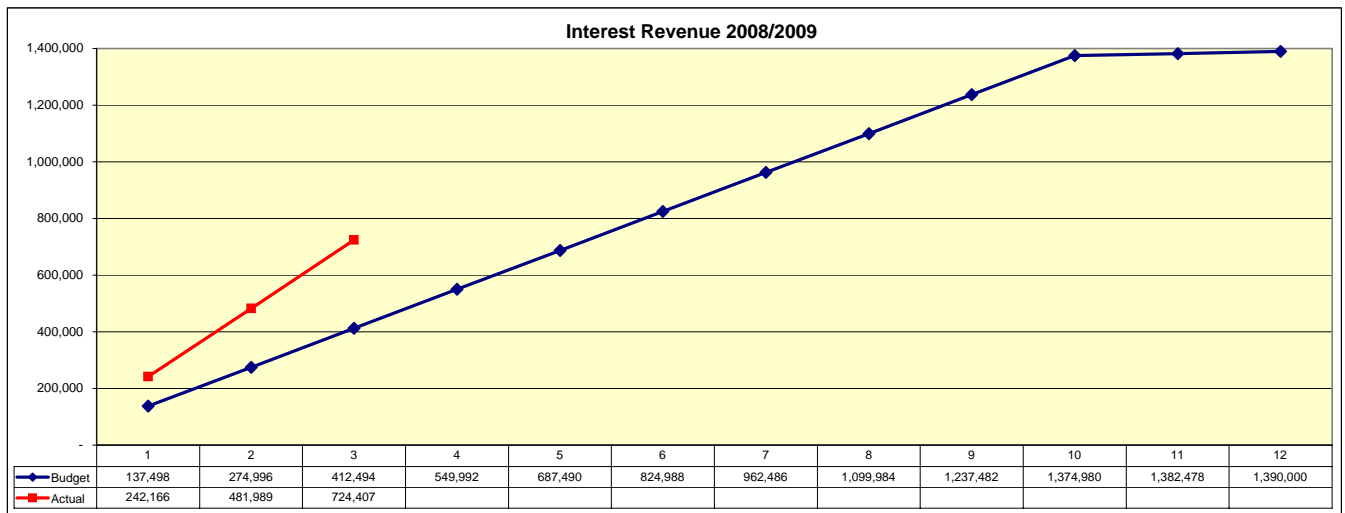
The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Council's investment portfolio has been reviewed and rebalanced in favour of investments not subject to share market volatility. Comparisons are made between existing investments and available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

Official cash interest rate YTD is at 7.17%.

Council's Interest Earnings to date is \$724,407. Net interest income received to date has exceeded the YTD budget of \$412,494.

## FACTS AND FIGURES

	YTD Budget	YTD Actual
Interest Earnings	\$ 412,494	\$ 724,407
Investment Portfolio		\$ 40,052,668
Investment Rate Return		7.42%
Official Cash Rate		7.17%



## SIX YEAR TREND

	YTD 2009	2008	2007	2006	2005	2004
Average Investment Portfolio	\$39.06	\$36.04m	\$31.07m	\$25.43m	\$23.20m	\$30.56m
Interest Earnings	\$0.72	\$1.52m	\$1.95m	\$1.32m	\$1.36m	\$1.68m
Avg.Return on Investments	7.42%	4.24%	6.35%	5.80%	5.83%	5.50%



## Hawkesbury City Council

### Investment Register - September 2008

#### 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
Bankwest	A1+	Short	3,500,000.00	0.00	0.00	3,500,000.00	8.74%	29-May-08	01-Dec-08	186 days	8.43%
Bankwest	A1+	Short	3,000,000.00	0.00	-3,000,000.00	0.00	0.00%	16-Jul-08	25-Sep-08	72days	8.02%
NAB	A1+	Short	3,500,000.00	0.00	0.00	3,500,000.00	8.74%	29-May-08	29-May-09	365 days	8.39%
NAB	A1+	Short	0.00	5,500,000.00	0.00	5,500,000.00	13.73%	25-Sep-08	25-Mar-09	180 days	8.00%
IMB Ltd	A2	Short	2,500,000.00	0.00	-2,500,000.00	0.00	0.00%	26-Mar-08	25-Sep-08	183 dyas	8.16%
IMB Ltd	A2	Short	2,000,000.00	0.00	-2,000,000.00	0.00	0.00%	27-Mar-08	25-Sep-08	182 days	8.22%
Citibank	A1+	Short	5,000,000.00	0.00	-5,000,000.00	0.00	0.00%	25-Mar-08	25-Sep-08	184 days	8.18%
Bank of Queensland	A2	Short	1,000,000.00	0.00	-1,000,000.00	0.00	0.00%	01-Apr-08	29-Sep-08	181 days	8.13%
Bendigo Adelaide Bank	A2	Short	1,000,000.00	0.00	-1,000,000.00	0.00	0.00%	01-Apr-08	29-Sep-08	181 days	8.16%
ANZ	A1+	Short	0.00	3,000,000.00	0.00	3,000,000.00	7.49%	25-Sep-08	25-Oct-08	30 days	7.95%
ANZ	A1+	Short	0.00	3,000,000.00	0.00	3,000,000.00	7.49%	25-Sep-08	24-Nov-08	60 days	7.95%
ANZ	A1+	Short	0.00	3,000,000.00	0.00	3,000,000.00	7.49%	25-Sep-08	24-Dec-08	90 days	7.95%
Westpac	A1+	Short	0.00	2,000,000.00	0.00	2,000,000.00	4.99%	30-Sep-08	26-Feb-09	5 months	7.60%
CBA Range Accrual Note	A1+	Short	500,000.00	0.00	0.00	500,000.00	1.25%	28-Nov-07	19-Oct-08	11 months	0.00%
CBA-CPI Linked Note	A1+	Long	500,000.00	0.00	0.00	500,000.00	1.25%	04-Apr-07	04-Apr-12	5 years	0.00%
CBA-Equity Linked Note	A1+	Long	2,000,000.00	0.00	0.00	2,000,000.00	4.99%	05-Dec-07	05-Jun-09	18 months	0.00%
<b>Total Term Investments</b>			<b>24,500,000.00</b>	<b>16,500,000.00</b>	<b>-14,500,000.00</b>	<b>26,500,000.00</b>	<b>66.16%</b>				<b>7.16%</b>

#### Cash Fund

Cash Fund	Rating S&P	Term Rating	Opening Balance This Month	Cashflow This Month	Accrued Income This Month	Closing Balance	Percentage of Portfolio	Interest Rate			
LGFS FOCF	AA-f	Short	9,543,066.40	0.00	59,601.75	9,602,668.15	23.98%	7.89%			
<b>Total Cash Fund Investments</b>			<b>9,543,066.40</b>	<b>0.00</b>	<b>59,601.75</b>	<b>9,602,668.15</b>	<b>23.98%</b>				

#### On Call Investments

Financial Institution	Rating S&P	Term Rating	Op bal	Deposits	Withdrawals	Balance @ EOM	Percentage of Portfolio	Interest Rate			
CBA Oncall	A1+	Short	4,030,000.00	9,285,000.00	-9,365,000.00	3,950,000.00	9.86%	6.95%			from 3/9/2008
<b>Total On Call Investments</b>			<b>4,030,000.00</b>	<b>9,285,000.00</b>	<b>-9,365,000.00</b>	<b>3,950,000.00</b>	<b>9.86%</b>				

<b>TOTAL INVESTMENTS</b>			<b>38,073,066.40</b>	<b>25,785,000.00</b>	<b>-23,805,398.25</b>	<b>40,052,668.15</b>	<b>100%</b>				
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Bench Mark Rates	Annualised for Period	Annualised for Past 6 mths	Annualised for Past 12 mths
UBSA Bank Bill Index	7.37%	7.98%	7.65%
Indicative Cash Rate	7.00%	7.21%	7.04%

# Part 3

## Budget Review







# HAWKESBURY CITY COUNCIL

## Budgeted Statement of Income

For the period ended 30th September 2008

	2008		2009	2009	2009	2009
	Actual		ORIGINAL BUDGET	AMENDED BUDGET	1st QTR ADJUST	AMENDED BUDGET
	\$		\$	\$	\$	\$
<b>OPERATIONAL ACTIVITIES</b>						
<b>Revenue from Ordinary Activities</b>						
	(21,861,095)	General Rates	(22,691,936)	(22,691,936)	39,774	(22,652,162)
	(11,779,518)	Utility Rates & Charges	(11,787,967)	(11,787,967)	-	(11,787,967)
	<b>(33,640,613)</b>		<b>(34,479,903)</b>	<b>(34,479,903)</b>	<b>39,774</b>	<b>(34,440,129)</b>
	(5,263,631)	Fees & Charges	(5,606,850)	(5,606,850)	15,230	(5,591,620)
	(9,471,643)	Grants & Contributions- Operating	(6,896,560)	(6,896,560)	(232,677)	(7,129,237)
	(1,531,076)	Interest	(1,516,822)	(1,516,822)	(210,800)	(1,727,622)
	(5,013,516)	Other Operating Revenue	(5,726,740)	(5,726,746)	(29,000)	(5,755,746)
	(32,828)	(Profit)/Loss on Sale Assets	-	-	-	-
	<b>(54,953,306)</b>	<b>Total Operating Income</b>	<b>(54,226,875)</b>	<b>(54,226,881)</b>	<b>(417,473)</b>	<b>(54,644,354)</b>
<b>Expenses from Ordinary Activities</b>						
	37,356,927	Infrastructure Services	34,748,090	36,290,963	190,105	36,481,068
	5,834,369	Support Services	6,672,992	6,761,733	121,558	6,883,291
	11,425,423	City Planning	11,304,844	11,386,818	70,500	11,457,318
	1,350,491	General Manager	1,725,630	1,725,630	68,790	1,794,420
	<b>55,967,211</b>	<b>Total Operating Expenses</b>	<b>54,451,556</b>	<b>56,165,144</b>	<b>450,953</b>	<b>56,616,097</b>
	<b>1,013,905</b>	<b>Operating Surplus/(Deficit) before capital items</b>	<b>224,681</b>	<b>1,938,263</b>	<b>33,480</b>	<b>1,971,743</b>
<b>CAPITAL FUNDING AND EXPENDITURE</b>						
<b>Source of capital funding (excluding reserves)</b>						
	(992,626)	Proceeds from the sale of capital assets	(1,019,454)	(1,019,454)	(49,218)	(1,068,672)
	(8,590,059)	Depreciation	(7,301,670)	(7,301,669)	-	(7,301,669)
	(3,789,839)	Grants & Contributions - Capital	(442,731)	(442,731)	(826,073)	(1,268,804)
	<b>(13,372,524)</b>		<b>(8,763,855)</b>	<b>(8,763,854)</b>	<b>(875,290)</b>	<b>(9,639,145)</b>
<b>Application of Capital Funding</b>						
<b>Non current capital assets:</b>						
	344,691	Land & Land Improvements	-	1,056,542	-	1,056,542
	2,317,504	Buildings	406,300	2,079,087	6,450	2,085,537
	3,349,569	Infrastructure	5,826,289	13,592,709	854,709	14,447,418
	1,830,583	Plant & Equipment	3,093,796	5,833,046	(112,119)	5,720,927
	308,518	Other	267,143	335,763	17,526	353,289
	<b>8,150,866</b>		<b>9,593,528</b>	<b>22,897,147</b>	<b>766,566</b>	<b>23,663,713</b>
	5,680	Principal loan redemptions: Loan Redemptions	-	-	-	-
	<b>(5,215,978)</b>	<b>Net Capital Expenditure</b>	<b>829,673</b>	<b>14,133,293</b>	<b>(108,724)</b>	<b>14,024,569</b>
<b>NET RESERVE TRANSFERS &amp; CAPITAL MOVEMENTS</b>						
<b>Retained (surplus)/deficit from prior years</b>						
	32,828	(Profit)/Loss on Sale Assets	-	-	-	-
	(23,101,789)	Transfer from Reserves	(22,006,024)	(37,013,218)	(20,189)	(37,033,407)
	27,467,184	Transfer (to) Reserves	20,951,670	20,941,662	95,433	21,037,095
	<b>196,150</b>	<b>Retained (surplus)/deficit available for general funding purposes</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



# HAWKESBURY CITY COUNCIL

## Budgeted Balance Sheet

For the period ended 30th September 2008

2008		2009	2009	2009	2009
Actual		ORIGINAL BUDGET	AMENDED BUDGET	1st QTR ADJUST	AMENDED BUDGET
\$		\$	\$	\$	\$
<b>Current Assets</b>					
38,461,307	Cash assets & Investments	37,406,953	22,389,751	75,244	22,464,995
3,919,190	Receivables	3,919,190	3,919,190	-	3,919,190
226,359	Inventories	226,359	226,359	-	226,359
129,915	Other	129,915	129,915	-	129,915
25,317,955	Investment Properties at Fair Value	25,317,955	25,317,955	-	25,317,955
<b>68,054,726</b>		<b>67,000,372</b>	<b>51,983,170</b>	<b>75,244</b>	<b>(15,996,312)</b>
<b>Non-Current Assets</b>					
0	Other	0	0	(0)	0
545,578,831	Property, plant and equipment	554,152,905	567,456,524	717,349	568,173,873
(125,249,514)	Accumulated Depreciation	(132,551,180)	(132,551,180)	-	(132,551,180)
<b>420,329,317</b>		<b>421,601,725</b>	<b>434,905,344</b>	<b>717,349</b>	<b>435,622,693</b>
<b>488,384,043</b>	<b>TOTAL ASSETS</b>	<b>488,602,097</b>	<b>486,888,514</b>	<b>792,593</b>	<b>487,681,107</b>
<b>Current Liabilities</b>					
Payables					
(4,128,431)	Payables	(4,128,431)	(4,128,431)	-	(4,128,431)
(5,761,078)	Provisions	(5,761,078)	(5,761,078)	-	(5,761,078)
(55,881)	Borrowings	(55,881)	(55,881)	-	(55,881)
<b>(9,945,390)</b>		<b>(9,945,390)</b>	<b>(9,945,390)</b>	<b>-</b>	<b>(9,945,390)</b>
<b>Non-Current Liabilities</b>					
Interest bearing liabilities					
(5,280,220)	Provisions	(5,280,220)	(5,280,220)	-	(5,280,220)
<b>(5,280,220)</b>		<b>(5,280,220)</b>	<b>(5,280,220)</b>	<b>-</b>	<b>(5,280,220)</b>
<b>(15,225,610)</b>	<b>TOTAL LIABILITIES</b>	<b>(15,225,610)</b>	<b>(15,225,610)</b>	<b>-</b>	<b>(15,225,610)</b>
<b>473,158,433</b>	<b>NET COMMUNITY ASSETS</b>	<b>473,376,487</b>	<b>471,662,904</b>	<b>-</b>	<b>471,662,904</b>
<b>Community Equity</b>					
(436,798,549)	Capital and Capital Reserves	(437,852,903)	(452,870,105)	(601,623)	(453,471,728)
436,798,549	Other reserves	437,852,903	452,870,105	601,623	453,471,728
-	Retained (surplus)/deficit	-	-	-	-
(436,798,549)	Capital and Capital Reserves	(437,852,903)	(452,870,105)	(601,623)	(453,471,728)
(33,583,949)	Other reserves	(32,529,595)	(17,512,393)	601,623	(16,910,770)
-	Retained (surplus)/deficit	(4)	(3)	(0)	(3)
(2,775,935)	Operating Statement (surplus) /deficit	(2,993,985)	(1,280,403)	-	(1,280,403)
<b>(473,158,433)</b>	<b>TOTAL COMMUNITY EQUITY</b>	<b>(473,376,487)</b>	<b>(471,662,904)</b>	<b>(0)</b>	<b>(471,662,905)</b>



## QUARTERLY BUDGET VARIATION 2008/09 - SUMMARY

### 1st Quarter 2008/09

Operational  
Variation      Capital Variation

Budgeted (Surplus)/Deficit B/F

**0**

#### EXPENDITURE

##### Employee Costs

2101 - Salaries	12,158	0
2107 - Casuals	3,000	0
2108 - Travelling	200	0
2112 - Allowances	580	0
2118 - FBT	24,000	0
2570 - Safety Expenses & Training	416	0

#### TOTAL

**40,354      0**

##### Materials & Services

2000 - Plant Surplus - Running Costs	20,000	0
2116 - Contractors	5,000	0
2131 - OH&S Labour time	30,000	0
2404 - Legal Expenses	6,800	0
2407 - Consultancy Fees	130,515	0
2411 - Vehicle Expenses-Lease Back	(680)	0
2438 - Fire Safety Expenses	(208)	0
2502 - Heritage Adviser	(28,145)	0
2520 - Election Expenses	45,290	0
2540 - Lower Portland Ferry	81,000	0
2569 - Rehab & Remedial of Race Course Rd Depot	(70,000)	0
2581 - Library Oth Recurrent Exp	3,866	0
2590 - Print Machine Maintenance	2,000	0
2606 - Maintenance - Buildings	(45,152)	0
2607 - Maintenance - Plant & Equipment	18,268	0
2612 - Mtce Gardens & Grounds	(2,195)	0
2614 - Air Conditioning	15,590	0
2619 - Works Program - Building M&R	(15,000)	0
2625 - Road Line & Signs Maintenance	3,000	0
2639 - Roadworks Maint-Roads to Recovery Gr Exp	265,348	0
2640 - Roadworks Maintenance-General	(493,000)	0
2652 - Roadworks Maint-Cap Works Reseals Prog	97,434	0
2662 - Parking Patrol-Infringements proc exps	(10,000)	0
2685 - Landscaping	25,000	0
2694 - Special Projects	5,000	0
2700 - Depot Expenses	(6,197)	0
2702 - Small Plant Assets	6,197	0
2737 - Social Planning	10,500	0
2762 - Art Gallery Expenses	(5,950)	0
2768 - Communication & Stakeholder Pgm Expenses	(5,000)	0
2769 - Cultural Precinct-Grant Funded Projects	3,500	0
2770 - Valuation Expenses	45,000	0
2820 - Grant Funded Operational Exp	21,167	0
2821 - Grant Funded Consultancy Fees	130,000	0
2922 - Pool M & R	(11,995)	0
2963 - Waste Depot Work Expenditure	(37,000)	0
2968 - Commercial Waste Pick-Up Expenses	8	0

#### TOTAL

**239,960      0**



## QUARTERLY BUDGET VARIATION 2008/09 - SUMMARY

### 1st Quarter 2008/09

	Operational Variation	Capital Variation
<b>Other Expenditure</b>		
2372 - Tendering Costs	8,862	0
2402 - Sundry Expenses	5,000	0
2405 - Contribution to outside bodies	104,002	0
2419 - General Office Expenditure	(1,000)	0
2422 - Telephone Expenses	(26,208)	0
2423 - Postage & Freight	(3,326)	0
2426 - Licences & Subscriptions	4,006	0
2571 - Rates Property Revaluation	(21,881)	0
2582 - Database Subscriptions & Memberships	1,500	0
2583 - Lib Local Priority Projects Oper Grants Projects	50,000	0
2601 - Electricity	(8,766)	0
2602 - Water	13,852	0
2603 - Insurance	39,920	0
2604 - Security	10,980	0
2609 - Cleaning	(24,302)	0
2630 - Street Lighting Expenditure	48,000	0
2930 - Treatment Works Operating Expenditure	(30,000)	0
<b>TOTAL</b>	<b>170,639</b>	<b>0</b>
<b>Capital Expenditure</b>		
3101 - Sale of Plant	0	(83,218)
3106 - Sale of Leaseback Vehicles	0	34,000
4101 - Purchase of Plant	0	393,269
4103 - Purchase of Computer Equipment	0	(5,713)
4106 - Purchase Office Equipment	0	2,486
4108 - Purchase P/W Plant	0	(447,900)
4110 - Purchase Library Books	0	(1,500)
4114 - Purchase Other Assets	0	19,026
4119 - Purchase VOIP PABX System	0	26,208
4601 - Purchase Leaseback Plant	0	(90,000)
4612 - Furniture & Fittings	0	9,531
4701 - Road Construction	0	(70,889)
4720 - Road Rehabilitation	0	168,000
4730 - Construct Footpaths	0	59,006
4760 - Drainage Construction	0	(10,542)
4781 - Traffic Facilities	0	2,698
4784 - Bridge Construction	0	235,895
4810 - S94 Park Improvements	0	10,000
4820 - Parks - Capital Grants Funded Projects	0	311,103
4901 - Building Construction	0	73,541
4904 - Building Services - IRP	0	(63,000)
4907 - S94 Recreation Buildings	0	(4,091)
4913 - Road Sealing	0	149,439
<b>TOTAL</b>	<b>0</b>	<b>717,349</b>
<b>TOTAL EXPENDITURE VARIATIONS</b>	<b>450,953</b>	<b>717,349</b>



## QUARTERLY BUDGET VARIATION 2008/09 - SUMMARY

### 1st Quarter 2008/09

Operational  
Variation      Capital Variation

		Operational Variation	Capital Variation
<b>REVENUE</b>			
<b>Rates &amp; Charges</b>			
	2608 - HCC Land Rates - Residential	39,774	0
<b>TOTAL</b>		<b>39,774</b>	<b>0</b>
<b>User Charges &amp; Other Income</b>			
	1155 - Rental, Lease and fees Income	7,000	0
	1156 - Shops & Offices - Rental Income	(12,300)	0
	1157 - Other Rents & Leases	(1,500)	0
	1162 - CoGen Gas Income	(1,200)	0
	1163 - CoGen Electricity Income	(17,500)	0
	1310 - Septic Tank Permits	(3,600)	0
	1322 - Sect 149 Certificates	20,750	0
	1350 - Sewer Magement Facility Income	(1,920)	0
	1732 - Gallery Income	(3,500)	0
<b>TOTAL</b>		<b>(13,770)</b>	<b>0</b>
<b>Interest</b>			
	1601 - Interest Income	(200,000)	0
	1604 - Investment Market Value	(10,800)	0
<b>TOTAL</b>		<b>(210,800)</b>	<b>0</b>
<b>Grants &amp; Contributions</b>			
	1819 - Financial Assistance Gr-L/Gvt Grants Com	(155,504)	0
	181F - Reg Roads-Ex 3x3 Block RTA Grant	128,000	0
	181G - Reg Roads-Traffic Facilities Block RTA G	(3,000)	0
	181I - Roads to Recovery Program-DOTARS Grant	(265,348)	0
	181Q - Reg Roads-Repair Rehab Prog-RTA Gr	265,000	0
	184V - Recreation Fishing Community Prog-DAFF Gr	(16,167)	0
	1869 - Community Projects Officer Subsidy-DOCS	(10,500)	0
	186Y - Library Per Capita Sub-State Lib of NSW	(15,158)	0
	187J - Lib L/ Priority Proj Grant-State Lib	(50,000)	0
	188C - Estuary Mgmt Prog-Sth Creek Restoration-DpEnv&Climate	(5,000)	0
	18PE - Greenspace-Streeton Lookout Mgt Plan-Dept Plan	(15,000)	0
	18PF - Greenspace-Ham Common Mgt Plan-Dept Plan	(15,000)	0
	18PG - Greenspace-Gr Rvr Walk-Wind Wharf to Gov Ph Res-Dp Plan	(40,000)	0
	18PH - Greenspace-Gr Rvr Walk-Windsor Parks Mgt Plan-Dept Plan	(60,000)	0
	1915 - S94 Drainage Contribution	(15,970)	0
	1924 - Contribution Road Works	(60,000)	0
	1926 - B/Hills Shire/Boundary Rd	50,000	0
	1934 - Ferry Cont Baulkham Hills/Lw Portlan	(40,000)	0
	3809 - Timber Bridge Partnership Prog-RTA Grant	0	(128,000)
	381F - Reg Roads-Ex 3x3 Block RTA Cap Grant	0	(128,000)
	381Q - Reg Roads-Repair Rehab Prog-RTA Gr	0	(168,000)
	384Q - Greenspace-Rickabys Ck F/Bridge NSW Dep Plan	0	(83,000)
	38PA - Greenspace-Wilberforce Park-Dep Plann Grant	0	(48,275)
	38PI - Greenspace-Yarramundi Reserve-Stage 2-Dept Plan	0	(56,570)
	38PN - Reg Sports Prog-Upgrade Richmond Pool-NSW Sport & Rec	0	(123,258)
<b>TOTAL</b>		<b>(323,647)</b>	<b>(735,103)</b>
<b>TOTAL REVENUE VARIATIONS</b>		<b>(508,443)</b>	<b>(735,103)</b>



## QUARTERLY BUDGET VARIATION 2008/09 - SUMMARY

### 1st Quarter 2008/09

Operational  
Variation      Capital Variation

RESERVE TRANSFERS			
Transfers from			
	3201 - Tfr from Rsve Capital - Sewer	0	(3,601,214)
	3229 - Tfr from Rsve Sewer Operating Reserve	0	3,671,224
	3245 - Tfr from Rsve Election Reserve	0	(45,290)
	3253 - Tfr from Rsve Plant Reserve	0	(14,000)
	3257 - Tfr from Rsve Sullage Reserve	0	70,000
	3266 - Trf from Unspnt Cntrib Bligh Pk JV Resrv	0	(95,000)
	3269 - Transfer from S94A Reserve	0	(5,909)
<b>TOTAL</b>		<b>0</b>	<b>(20,189)</b>
Transfers to			
	4201 - TFR to Rsve Capital - Sewer	0	2,999,591
	4213 - TFR to Rsve S94 Drainage Reserve	0	15,970
	4229 - TFR to Rsve Sewer Operating Reserve	0	(3,103,671)
	4245 - TFR to Rsve Election Reserve	0	25,000
	4264 - TRF to Rsve S64 Sewerage Contributions	0	134,931
	4270 - Transfer to Contingency Reserve	0	23,612
<b>TOTAL</b>		<b>0</b>	<b>95,433</b>
<b>TOTAL RESERVE VARIATIONS</b>		<b>0</b>	<b>75,244</b>
<b>GRAND Total (Surplus)/Deficit</b>		<b>(57,490)</b>	<b>57,490</b>

**NET (SURPLUS)/ DEFICIT**

**0**



**QUARTERLY BUDGET VARIATION 2008/09 - DETAILS**  
**1st Quarter 2008/09**

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
<b>General Fund</b>					
<b>GENERAL MANAGER</b>					
16 - Insurance Risk Management	2101 - Salaries	0000 - No Project	10,000	0	Cost for casual in Risk mgt dept
16 - Insurance Risk Management	2571 - Rates Property Revaluation	0000 - No Project	(16,500)	0	Already budgeted for in component 19
16 - Insurance Risk Management	2603 - Insurance	4580 - Insurance Prem Public Risk	30,000	0	Increased Premium costs
68 - Public Relations /Cultural Development	2694 - Special Projects	2014 - 2010 Anniversary Celebrations	5,000	0	Macquarie 2010 funding
68 - Public Relations /Cultural Development	2768 - Communication & Stakeholder Pgm Expenses	0000 - No Project	(5,000)	0	To cover Macquarie 2010 celebrations
69 - Elected Members	2520 - Election Expenses	4185 - Election Expenses Electoral Comm'n Fee	45,290	0	Tfr from Election Reserve
69 - Elected Members	3245 - Tfr from Rsve Election Reserve	0000 - No Project	0	(45,290)	Election Expenses
69 - Elected Members	4245 - TFR to Rsve Election Reserve	0000 - No Project	0	25,000	Increase election reserve
<b>TOTAL</b>			<b>68,790</b>	<b>(20,290)</b>	
<b>SUPPORT SERVICES</b>					
10 - Computer Services	2101 - Salaries	0000 - No Project	8,570	0	Trainee Cost shared between IT & Records
10 - Computer Services	2102 - Annual Leave	0000 - No Project	742	0	Trainee Cost shared between IT & Records
10 - Computer Services	2103 - Sick Leave	0000 - No Project	371	0	Trainee Cost shared between IT & Records
10 - Computer Services	2111 - Superannuation	0000 - No Project	871	0	Trainee Cost shared between IT & Records
10 - Computer Services	4103 - Purchase of Computer Equipment	9628 - Virtualisation Project	0	6,343	Tfr fr Add Licencing & autom s/ware dist
10 - Computer Services	4103 - Purchase of Computer Equipment	9629 - Additional software Licencing	0	(1,342)	Tfr to Virtualisation Project
10 - Computer Services	4103 - Purchase of Computer Equipment	9633 - EIS Reporting /Extraction & Inquiry, CRM	0	39	Tfr from Esri Mapping savings
10 - Computer Services	4103 - Purchase of Computer Equipment	9639 - Automated Software Distribution	0	(5,001)	Tfr to Virtualisation Project
10 - Computer Services	4103 - Purchase of Computer Equipment	9743 - ESRI Mapping enhancements	0	(5,752)	Esri mapping savings after completion
11 - Records	2101 - Salaries	0000 - No Project	(8,570)	0	Trainee Cost shared between IT & Records
11 - Records	2102 - Annual Leave	0000 - No Project	(742)	0	Trainee Cost shared between IT & Records
11 - Records	2103 - Sick Leave	0000 - No Project	(371)	0	Trainee Cost shared between IT & Records
11 - Records	2111 - Superannuation	0000 - No Project	(871)	0	Trainee Cost shared between IT & Records
11 - Records	2423 - Postage & Freight	0000 - No Project	(3,326)	0	DX subscription transferred to N2426
11 - Records	2426 - Licences & Subscriptions	0000 - No Project	3,326	0	DX subscription Tfrd from postage N2423
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1611 - Charges & Fees Library Sundry Income	1,440	0	Library income estimate reviewed
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1615 - Charges & Fees Laminating Fees	49	0	Library income estimate reviewed
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	1632 - Charges & Fees-Sale of Pictorial H'bury	158	0	Library income estimate reviewed
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	9650 - Charges & Fees Sale Merchandise	2,000	0	Library income estimate reviewed
15 - Cultural Services - Library Services	1719 - Library Charges and Fees	9651 - Community Spaces Hire	(3,647)	0	Library income estimate reviewed
15 - Cultural Services - Library Services	186Y - Library Per Capita Sub-State Lib of NSW	0000 - No Project	(15,158)	0	Library Per Capita Grant increase-N2101
15 - Cultural Services - Library Services	187J - Lib L/ Priority Proj Grant-State Lib	4886 - Lib Programs & Promotions Development Project	(50,000)	0	Lib Local Priority Prj State Lib GrN2583
15 - Cultural Services - Library Services	2101 - Salaries	0000 - No Project	15,158	0	Library Per Capita Gr Inc-N186Y
15 - Cultural Services - Library Services	2108 - Travelling	0000 - No Project	200	0	Budget req to cover library travel exp
15 - Cultural Services - Library Services	2581 - Library Oth Recurrent Exp	4948 - Printing & Signage	3,866	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2582 - Database Subscriptions & Memberships	0000 - No Project	1,500	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2583 - Lib Local Priority Projects Oper Grants Projects	4886 - Lib Programs & Promotions Development Project	50,000	0	Lib Local Priority State Lib Grant 187J



**QUARTERLY BUDGET VARIATION 2008/09 - DETAILS**  
**1st Quarter 2008/09**

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
15 - Cultural Services - Library Services	2601 - Electricity	6153 - Richmond Library Richmond	(1,000)	0	Savings in library expenses
15 - Cultural Services - Library Services	2604 - Security	6480 - Hawkesbury Central Library (300GeorgeSt)	6,000	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2606 - Maintenance - Buildings	6480 - Hawkesbury Central Library (300GeorgeSt)	2,848	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2607 - Maintenance - Plant & Equipment	6480 - Hawkesbury Central Library (300GeorgeSt)	2,268	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2608 - HCC Land Rates - Residential	6480 - Hawkesbury Central Library (300GeorgeSt)	112	0	Inc library exp offset by other savings
15 - Cultural Services - Library Services	2609 - Cleaning	6153 - Richmond Library Richmond	(2,100)	0	Saving due to delay in cleaning contract
15 - Cultural Services - Library Services	2609 - Cleaning	6480 - Hawkesbury Central Library (300GeorgeSt)	(10,000)	0	Saving due to delay in cleaning contract
15 - Cultural Services - Library Services	2612 - Mtce Gardens & Grounds	6381 - Cultural Precinct	(2,195)	0	Savings offset increases in library exp
15 - Cultural Services - Library Services	4110 - Purchase Library Books	5526 - Purch Lib Books Library Children	0	6,231	Consolidation of account nos
15 - Cultural Services - Library Services	4110 - Purchase Library Books	5534 - Purch Lib Books LOA Videos & DVDs	0	4,813	Consolidation of account nos
15 - Cultural Services - Library Services	4110 - Purchase Library Books	5541 - Purch Lib Books LOA Standing Orders	0	(5,923)	Consolidation of account nos
15 - Cultural Services - Library Services	4110 - Purchase Library Books	5544 - Purch Lib Books CD-ROMs	0	(1,890)	Consolidation of account nos
15 - Cultural Services - Library Services	4110 - Purchase Library Books	5552 - Purch Lib Books-Young Adults	0	(3,231)	Consolidation of account nos
15 - Cultural Services - Library Services	4110 - Purchase Library Books	9938 - Additional Library resources/books	0	(1,500)	Savings offset increases in library exp
19 - Accounting Services	1819 - Financial Assistance Gr-L/Gvt Grants Com	0000 - No Project	(57,112)	0	08/09 Budget was based on 07/08 + Nil
19 - Accounting Services	2101 - Salaries	0000 - No Project	(8,000)	0	Savings in payroll to cover temps
19 - Accounting Services	2107 - Casuals	0000 - No Project	3,000	0	Casual to cover A/P vacancy
19 - Accounting Services	2116 - Contractors	0000 - No Project	5,000	0	Temp to cover Payroll vacancy
19 - Accounting Services	2770 - Valuation Expenses	0000 - No Project	45,000	0	\$15k transferred from C16
19 - Accounting Services	4270 - Transfer to Contingency Reserve	0902 - Surplus Operational Expenditure	0	23,612	Q1 Surplus
20 - Rating Services	2571 - Rates Property Revaluation	5180 - Valuation Expenses Valuer General Exp	(5,381)	0	08/09 Actual less than anticipated
21 - Investment Debt Servicing	1601 - Interest Income	1550 - Interest Revenue - General Fund	(200,000)	0	Extra interest income
21 - Investment Debt Servicing	1604 - Investment Market Value	0000 - No Project	(10,800)	0	CBA Range Accrual expiry
21 - Investment Debt Servicing	2407 - Consultancy Fees	1697 - Investment Advice	15,370	0	Costs for independent investment advisor
24 - Purchasing & Stores	2372 - Tendering Costs	0000 - No Project	8,862	0	WSROC E-Tendering Costs
25 - Property Development	1155 - Rental, Lease and fees Income	6367 - 42 The Driftway Residence Londonderry	7,000	0	Tenant evicted. Residence not relet
25 - Property Development	1156 - Shops & Offices - Rental Income	1864 - Shop/Office- Shop 6 Glossodia Shopping	2,800	0	New tenant. Rent free period for Aug,Sep
25 - Property Development	1156 - Shops & Offices - Rental Income	1866 - Shop/Office- Shop 8 Glossodia Shopping	(14,200)	0	New tenant. Rent free period for July.
25 - Property Development	1156 - Shops & Offices - Rental Income	6065 - 139 March Street Richmond	2,500	0	New tenant. Rent free period for Sept.
25 - Property Development	1156 - Shops & Offices - Rental Income	6477 - Suite 2 Deerubin Centre - Curves	(3,400)	0	New lease for Curves
25 - Property Development	1157 - Other Rents & Leases	6238 - Mulgrave Road McGraths Hill	(1,500)	0	RTA only going to use land for 6 ms/2qtr
25 - Property Development	2404 - Legal Expenses	5097 - Property Sales	6,800	0	Extra legal exp for Ham St & Colonial Dr
25 - Property Development	2619 - Works Program - Building M&R	6250 - Australian Poiner Village Wilberforce	(15,000)	0	Funds Trf to 1-60-4901-6341 Radio Tower
25 - Property Development	4901 - Building Construction	6147 - Rev Turner Cottage Windsor	0	(15,000)	Funds trf to 1-60-4901-6341 Radio Tower
28 - Reception	2422 - Telephone Expenses	0000 - No Project	(26,208)	0	Transfer budget for VOIP PABX system
28 - Reception	4119 - Purchase VOIP PABX System	5814 - VOIP PABX System Exps	0	26,208	Purchase of VOIP PABX system
29 - Fleet Management	2118 - FBT	0000 - No Project	24,000	0	FBT 08/09 Budget error
29 - Fleet Management	2411 - Vehicle Expenses-Lease Back	0000 - No Project	(680)	0	Tfr funds to Subscriptions-N2426
29 - Fleet Management	2426 - Licences & Subscriptions	0000 - No Project	680	0	Funds to Cover Subs-From N 2411
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0007 - Purchase Leaseback - Plant 7	0	(17,000)	Brought forward due to kilometres
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0013 - Purchase Leaseback - Plant 13	0	(17,000)	Brought forward due to kilometres
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0017 - Purchase Leaseback - Plant 17	0	17,000	Not required until Sept 2009





**QUARTERLY BUDGET VARIATION 2008/09 - DETAILS**  
**1st Quarter 2008/09**

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0031 - Purchase Leaseback - Plant 31	0	(17,000)	Brought forward due to kilometres
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0044 - Purchase Leaseback - Plant 44	0	17,000	Not required until April 2010
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0048 - Purchase Leaseback - Plant 48	0	17,000	Not required until Dec 2009
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0055 - Purchase Leaseback - Plant 55	0	17,000	Not required until Dec 2009
29 - Fleet Management	3106 - Sale of Leaseback Vehicles	0091 - Purchase Leaseback - Plant 91	0	17,000	Not required until Feb 2010
29 - Fleet Management	4601 - Purchase Leaseback Plant	0007 - Purchase Leaseback - Plant 7	0	30,000	Budget brought forward due to kilometres
29 - Fleet Management	4601 - Purchase Leaseback Plant	0013 - Purchase Leaseback - Plant 13	0	30,000	Budget brought forward due to kilometres
29 - Fleet Management	4601 - Purchase Leaseback Plant	0017 - Purchase Leaseback - Plant 17	0	(30,000)	Not required until Sept 2009
29 - Fleet Management	4601 - Purchase Leaseback Plant	0028 - Purchase Leaseback - Plant 28	0	(30,000)	Funded from C33
29 - Fleet Management	4601 - Purchase Leaseback Plant	0031 - Purchase Leaseback - Plant 31	0	30,000	Budget brought forward due to kilometres
29 - Fleet Management	4601 - Purchase Leaseback Plant	0044 - Purchase Leaseback - Plant 44	0	(30,000)	Not required until April 2010
29 - Fleet Management	4601 - Purchase Leaseback Plant	0048 - Purchase Leaseback - Plant 48	0	(30,000)	Not required until Dec 2009
29 - Fleet Management	4601 - Purchase Leaseback Plant	0055 - Purchase Leaseback - Plant 55	0	(30,000)	Not required until Dec 2009
29 - Fleet Management	4601 - Purchase Leaseback Plant	0091 - Purchase Leaseback - Plant 91	0	(30,000)	Not required until Feb 2010
39 - Cultural Services - Regional Gallery	1732 - Gallery Income	4999 - Touring Exhibition Fees	(3,500)	0	Touring fees charged to other galleries
39 - Cultural Services - Regional Gallery	2112 - Allowances	0000 - No Project	600	0	first aid allowance reallocation
39 - Cultural Services - Regional Gallery	2112 - Allowances	5110 - Art & Events Co-ordinator	(600)	0	first aid allowance reallocation
39 - Cultural Services - Regional Gallery	2570 - Safety Expenses & Training	4595 - Safety Exp & Training	208	0	Reallocation of funds
39 - Cultural Services - Regional Gallery	2603 - Insurance	6481 - Hawkesbury Regional Gallery	(208)	0	Reallocation of funds
39 - Cultural Services - Regional Gallery	2609 - Cleaning	6481 - Hawkesbury Regional Gallery	(2,222)	0	Saving due to delay in cleaning contract
39 - Cultural Services - Regional Gallery	2614 - Air Conditioning	6481 - Hawkesbury Regional Gallery	8,140	0	A/C not budgeted for
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	0000 - No Project	(3,400)	0	trf to exhibit & offset gallery art rack
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	5107 - Cultural Planning Programs	(4,000)	0	offset banner structures
39 - Cultural Services - Regional Gallery	2762 - Art Gallery Expenses	6380 - Exhibitions	1,450	0	Reallocation of funds
39 - Cultural Services - Regional Gallery	2769 - Cultural Precinct-Grant Funded Projects	5112 - Bloodlines - Art and the Horse Exihib Tour	3,500	0	offset by exhibition touring income
39 - Cultural Services - Regional Gallery	4114 - Purchase Other Assets	6231 - Misc. Signs Miscellaneous	0	7,031	Banner structures and signage on Deerubb
39 - Cultural Services - Regional Gallery	4612 - Furniture & Fittings	9766 - Storage (2D) rack system-Gallery	0	(13,688)	Project complete - Art Rack & Compactus
39 - Cultural Services - Regional Gallery	4612 - Furniture & Fittings	9767 - Install sink-Stan Stevens Studio	0	(736)	Project complete - Art Rack & Compactus
39 - Cultural Services - Regional Gallery	4612 - Furniture & Fittings	9768 - Gallery improve-Achieve Regional Gallery status	0	15,565	Project complete - Art Rack & Compactus
58 - Printing & Signwriting	2419 - General Office Expenditure	4931 - Office Supplies Corp Serv Stationery	(1,000)	0	Transfer to 2590-4967
58 - Printing & Signwriting	2590 - Print Machine Maintenance	4967 - Print Room machines maint-Others	2,000	0	Cleaning of Print Room - wage allocation
58 - Printing & Signwriting	2609 - Cleaning	0000 - No Project	(1,000)	0	Transfer to 2590-4967
79 - Cultural Services - Regional Museum	2112 - Allowances	0000 - No Project	580	0	First aid allowance
79 - Cultural Services - Regional Museum	2438 - Fire Safety Expenses	6476 - Hawkesbury Regional Museum-Baker St Windsor	(208)	0	Offset safety training budget
79 - Cultural Services - Regional Museum	2570 - Safety Expenses & Training	4595 - Safety Exp & Training	208	0	Offset fire safety budget
79 - Cultural Services - Regional Museum	2602 - Water	6128 - Museum-Howes House,Thompson Square Windsor	272	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2602 - Water	6476 - Hawkesbury Regional Museum-Baker St Windsor	(272)	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2604 - Security	6476 - Hawkesbury Regional Museum-Baker St Windsor	4,980	0	Problem doors-costs offset by savings
79 - Cultural Services - Regional Museum	2606 - Maintenance - Buildings	6128 - Museum-Howes House,Thompson Square Windsor	144	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2606 - Maintenance - Buildings	6476 - Hawkesbury Regional Museum-Baker St Windsor	(144)	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2609 - Cleaning	6476 - Hawkesbury Regional Museum-Baker St Windsor	(4,980)	0	Saving due to delay in cleaning contract
79 - Cultural Services - Regional Museum	2968 - Commercial Waste Pick-Up Expenses	5810 - Administration Expenses	8	0	Minor budget adjustment



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
79 - Cultural Services - Regional Museum	2986 - Museum Program Expenses	4143 - Community Volunteering	(1,000)	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2986 - Museum Program Expenses	5564 - Merchandise for Resale Expenses	(1,000)	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2986 - Museum Program Expenses	5810 - Administration Expenses	1,000	0	Reallocation of budget
79 - Cultural Services - Regional Museum	2986 - Museum Program Expenses	9642 - Conservation & Collections Management Expenses	1,000	0	Reallocation of budget
90 - Visitor Information Centre	2601 - Electricity	0000 - No Project	(486)	0	Savings offset add VIC expenses
90 - Visitor Information Centre	2606 - Maintenance - Buildings	0000 - No Project	2,000	0	Additional funds covered by savings in V
90 - Visitor Information Centre	2609 - Cleaning	0000 - No Project	(4,000)	0	savings due to delay in contract
90 - Visitor Information Centre	2106 - Purchase Office Equipment	4170 - Hawkesbury Tourism	0	2,486	Add funds to cover exp, funded by saving
<b>TOTAL</b>			<b>(221,700)</b>	<b>(17,735)</b>	
<b>INFRASTRUCTURE SERVICES</b>					
34 - Sullage Disposal	2569 - Rehab & Remedial of Race Course Rd Depot	0000 - No Project	(70,000)	0	Racecourse Rd night soil not going ahead
34 - Sullage Disposal	3257 - Tfr from Rsvle Sullage Reserve	0000 - No Project	0	70,000	Racecourse Rd night soil not going ahead
46 - Roadworks-Roads to Recovery DOTARSGrant	1811 - Roads to Recovery Program-DOTARS Grant	8499 - Roads to Recovery Prog- BUO	(265,348)	0	0809 Rds to Recy Fundig
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8504 - Rds to Rec'y - Ham Street	48,215	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8824 - Rds to Recy-Supplement BUO	(418,275)	0	Tfr budget to projects
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8855 - Rds to Rec'y - Baker St, Windsor	51,425	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8857 - Rds to Rec'y - Castlereagh Rd,Wforce	27,775	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8860 - Rds to Rec'y - Chestnut Dr,Glossodia	32,000	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8864 - Rds to Rec'y - Church St,Sth Windsor	7,052	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8867 - Rds to Rec'y - Curtis Rd,Mulgrave	207,949	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2638 - Roadworks Maint-RoadsToRec'y supplement	8870 - Rds to Rec'y -George St, Wilberforce	43,859	0	Unspent B/Fwd Gr 182C-From P 8824
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8484 - Rds to Rec'y -Coobah Road	69,651	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8486 - Rds to Rec'y -Grand Parade	48,684	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8490 - Rds to Rec'y -Stephen St	22,000	0	Rds to Rcy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8492 - Rds to Rec'y -Gormley St	91,372	0	Rds to Rcy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8499 - Roads to Recovery Prog- BUO	(823,617)	0	Tfr funding to projects
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8822 - Rds to Rec'y-Wallace Rd	187,100	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8864 - Rds to Rec'y - Church St,Sth Windsor	30,189	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8867 - Rds to Rec'y - Curtis Rd,Mulgrave	391,048	0	Unspent B/Fwd & 0809 Gr 181i -Fr P8499
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8870 - Rds to Rec'y -George St, Wilberforce	41,900	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8871 - Rds to Rec'y -Moray St, Richmond	54,600	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8872 - Rds to Rec'y -Innals Lane	95,890	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8873 - Rds to Rec'y -Settlers Road	10,252	0	Rds to Recy Grant 181i funding
46 - Roadworks-Roads to Recovery DOTARSGrant	2639 - Roadworks Maint-Roads to Recovery Gr Exp	8879 - Rds to Rec'y -Rose St, Wilberforce	46,279	0	Rds to Recy Grant 181i funding
47 - Roads-RTA Grant Funded Projects	181F - Reg Roads-Ex 3x3 Block RTA Grant	8571 - 3x3 Reg Rds-RTA Block Grant 181F- BUO	128,000	0	Transfer Capital Grant 381F Proj 8526
47 - Roads-RTA Grant Funded Projects	181G - Reg Roads-Traffic Facilities Block RTA G	8981 - Reg Rds-Traffic Facilities RTA Block BUO	(3,000)	0	Increased RTA Block Grant-Traffic
47 - Roads-RTA Grant Funded Projects	181Q - Reg Roads-Repair Rehab Prog-RTA Gr	0000 - No Project	265,000	0	Reverse original budget-To Cap 381Q
47 - Roads-RTA Grant Funded Projects	2625 - Road Line & Signs Maintenance	8954 - Traffic Signs Construction-RTA Funded	40,000	0	RTA Block Grant-Traffic-Gr 181G
47 - Roads-RTA Grant Funded Projects	2625 - Road Line & Signs Maintenance	8955 - Traffic Lines-RTA Funded	188,000	0	RTA Block Grant-Traffic- Gr 181G
47 - Roads-RTA Grant Funded Projects	2625 - Road Line & Signs Maintenance	8964 - Road Sign Maintenance-RTA Funded	35,000	0	RTA Block Grant-Traffic - Gr 181G
47 - Roads-RTA Grant Funded Projects	2625 - Road Line & Signs Maintenance	8981 - Reg Rds-Traffic Facilities RTA Block BUO	(260,000)	0	Tfr Grant funding to projects
47 - Roads-RTA Grant Funded Projects	2640 - Roadworks Maintenance-General	0000 - No Project	(265,000)	0	Reverse Original budget-to P 9913
47 - Roads-RTA Grant Funded Projects	2640 - Roadworks Maintenance-General	8571 - 3x3 Reg Rds-RTA Block Grant 181F- BUO	(147,479)	0	Tfr budget to Bridge Const & StAlbans



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
47 - Roads-RTA Grant Funded Projects	2640 - Roadworks Maintenance-General	8665 - St Albans Rd-Sealing	19,479	0	Unspent 0807 Grant-Fr N3267 P8571
47 - Roads-RTA Grant Funded Projects	3267 - Tfr from Unexpended Grants Reserve	8571 - 3x3 Reg Rds-RTA Block Grant 181F- BUO	0	19,479	Tfr budget to St Albans Proj 8665
47 - Roads-RTA Grant Funded Projects	3267 - Tfr from Unexpended Grants Reserve	8665 - St Albans Rd-Sealing	0	(19,479)	Budget Tfrd from BUO Proj 8571
47 - Roads-RTA Grant Funded Projects	3809 - Timber Bridge Partnership Prog-RTA Grant	8526 - Reg.Rds Mtce.Creek Rdge R	0	(128,000)	New RTA Grant
47 - Roads-RTA Grant Funded Projects	381F - Reg Roads-Ex 3x3 Block RTA Cap Grant	8526 - Reg.Rds Mtce.Creek Rdge R	0	(128,000)	Budget transferred from Oper Grant 181F
47 - Roads-RTA Grant Funded Projects	381Q - Reg Roads-Repair Rehab Prog-RTA Gr	9913 - Freemans Reach Rd-Rehab failed pavement Gorricks Ln	0	(168,000)	RTA Repair Grant- See N 4720
47 - Roads-RTA Grant Funded Projects	4720 - Road Rehabilitation	9913 - Freemans Reach Rd-Rehab failed pavement Gorricks Ln	0	336,000	50/50 Cnl & RTA Funds- Grant-N381Q
47 - Roads-RTA Grant Funded Projects	4784 - Bridge Construction	8526 - Reg.Rds Mtce.Creek Rdge R	0	256,000	RTA Grant 3809 & Reg Rds 3s3 Grant 381F
50 - Parks	184V - Recreation Fishing Comunity Prog-DAFF Gr	7272 - Bring back the Fish to StAlbans-McDonRiv	(16,167)	0	Rec Fishing Comty Program-N2820
50 - Parks	188C - Estuary Mgmt Prog-Sth Creek Restoration-DpEnv&	9821 - Sth Creek Restoration Proj-Est Mgt Program	(5,000)	0	Estuary Mgm-Sth Creek Restore Grant
50 - Parks	18PE - Greenspace-Streeton Lookout Mgt Plan-Dept Plan	9750 - Streeton Lookout	(15,000)	0	Streeton Lookout Greenspace Gr-N2821
50 - Parks	18PF - Greenspace-Ham Common Mgt Plan-Dept Plan	9818 - Ham Common	(15,000)	0	Ham Com Mgt Plan Greenspace Gr-N2821
50 - Parks	18PG - Greenspace-Gr Rvr Walk-Wind Wharf to Gov Ph Re	9819 - Windsor Wharf to Governor Phillip Reserve	(40,000)	0	Great River Walk Greenspace Gr-N2821
50 - Parks	18PH - Greenspace-Gr Rvr Walk-Windsor Parks Mgt Plan-L	9754 - Windsor Parks-Plan of Management	(60,000)	0	Great River Walk Greenspace Gr-2821
50 - Parks	2101 - Salaries	0000 - No Project	65,428	0	Reallocation of salary fr C51
50 - Parks	2405 - Contribution to outside bodies	7035 - McMahon Park	4,002	0	Final Qtr 0708 subsidy to be paid 0809
50 - Parks	2820 - Grant Funded Operational Exp	7272 - Bring back the Fish to StAlbans-McDonRiv	16,167	0	Rec Fishing Cmty Prog Grant 184V
50 - Parks	2820 - Grant Funded Operational Exp	9821 - Sth Creek Restoration Proj-Est Mgt Program	5,000	0	Estuary Mgm-Sth Creek Restore Gr188C
50 - Parks	2821 - Grant Funded Consultancy Fees	9750 - Streeton Lookout	15,000	0	Street Lookout Mgt Greenspace Grant18PE
50 - Parks	2821 - Grant Funded Consultancy Fees	9754 - Windsor Parks-Plan of Management	60,000	0	Great River Walk Greenspace Gr 18PH
50 - Parks	2821 - Grant Funded Consultancy Fees	9818 - Ham Common	15,000	0	Ham Com Mgt Plan Greenspace Gr 18PF
50 - Parks	2821 - Grant Funded Consultancy Fees	9819 - Windsor Wharf to Governor Phillip Reserve	40,000	0	Great River Walk Greenspace Gr 18PG
50 - Parks	384Q - Greenspace-Rickabys Ck F/Bridge NSW Dep Plan	7883 - Rickabys Creek Footbrige Construct	0	(83,000)	Richabys Ck Greenspace Grant-N4820
50 - Parks	38PA - Greenspace-Wilberforce Park-Dep Plann Grant	7884 - Wilberforce Park Stage 1	0	(48,275)	Wilberforce Park Greenspace Grant-N4820
50 - Parks	38PI - Greenspace-Yarramundi Reserve-Stage 2-Dept Plan	7248 - Yarramundi Reserve	0	(56,570)	Y'mundi Reserve Greenspace Grant-N4820
50 - Parks	4820 - Parks - Capital Grants Funded Projects	7248 - Yarramundi Reserve	0	56,570	Y'mundi Reserve Greenspace Gr 38PI
50 - Parks	4820 - Parks - Capital Grants Funded Projects	7883 - Rickabys Creek Footbrige Construct	0	83,000	Rickabys Ck Bridge Greenspace Gr 384Q
50 - Parks	4820 - Parks - Capital Grants Funded Projects	7884 - Wilberforce Park Stage 1	0	48,275	Wilberforce Park Greenspace Gr 38PA
50 - Parks	4901 - Building Construction	6048 - Colbee Park Amenities McGraths Hill	0	(18,000)	Funds Trf to 1-60-4901-6341 Radio Tower
51 - Recreation	2101 - Salaries	0000 - No Project	(65,428)	0	Reallocation of salary fr C51
51 - Recreation	2922 - Pool M & R	7805 - Richmond Pool Expenditure Services	(11,995)	0	Purchase pool vacuum trf to 4114
51 - Recreation	38PN - Reg Sports Prog-Upgrade Richmond Pool-NSW Spor	6161 - Richmond Pool Richmond	0	(123,258)	Reg Sports Prog Grant-N4820
51 - Recreation	4114 - Purchase Other Assets	6161 - Richmond Pool Richmond	0	11,995	Purchase pool vacuum from to 2922
51 - Recreation	4820 - Parks - Capital Grants Funded Projects	6161 - Richmond Pool Richmond	0	123,258	Reg Sports Prog Grant 38PN
52 - Roadworks Maintenance	1819 - Financial Assistance Gr-L/Gvt Grants Com	0000 - No Project	(97,434)	0	Increase in FAG Grant
52 - Roadworks Maintenance	1926 - B/Hills Shire/Boundary Rd	8023 - Boundary Rd (BHSC)	50,000	0	BHSC in charge of Boundary Rd
52 - Roadworks Maintenance	2405 - Contribution to outside bodies	8023 - Boundary Rd (BHSC)	50,000	0	HCC Cont to BHSC as per new agreement
52 - Roadworks Maintenance	2640 - Roadworks Maintenance-General	8023 - Boundary Rd (BHSC)	(100,000)	0	\$50K transferred to 2405 cont to BHSC
52 - Roadworks Maintenance	2652 - Roadworks Maint-Cap Works Reseals Prog	0000 - No Project	97,434	0	Increase FAG Grant
53 - Roadworks Construction	1819 - Financial Assistance Gr-L/Gvt Grants Com	0000 - No Project	0	0	CPI Increase in FAG Grant
53 - Roadworks Construction	1924 - Contribution Road Works	9760 - Racecourse Road	(60,000)	0	Monies rec'd from HDAA & HRC
53 - Roadworks Construction	4701 - Road Construction	8040 - Settlers Rd fr ch1508	0	(41,494)	Tfr \$8417 to Proj 9728 & 15349139760
53 - Roadworks Construction	4701 - Road Construction	9728 - Thompson Square-Reconstruct road paving	0	8,417	Tfr budget fr Project 8040
53 - Roadworks Construction	4701 - Road Construction	9910 - March St-Install pedestrian crossing	0	(15,718)	Reallocation of saving to Racecourse Rd
53 - Roadworks Construction	4701 - Road Construction	9911 - March St-Pedestrian refuge	0	(22,094)	Reallocation of saving to Racecourse Rd



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
53 - Roadworks Construction	4720 - Road Rehabilitation	8697 - Rehab Road Pavement-Various Location	0	(145,000)	Tfr budget to Proj 9939
53 - Roadworks Construction	4720 - Road Rehabilitation	9913 - Freemans Reach Rd-Rehab failed pavement Gorricks Ln	0	(168,000)	Project trfd to comp 47
53 - Roadworks Construction	4720 - Road Rehabilitation	9939 - Road Rehabilitation-Various Locations	0	145,000	Budget Transferred from Proj 8697
53 - Roadworks Construction	4784 - Bridge Construction	8722 - Second Timber Bridge-Upper Colo Rd	0	(20,105)	Tfr remaining funds to 15349139760
53 - Roadworks Construction	4913 - Road Sealing	9760 - Racecourse Road	0	149,439	Incr budget-monies from HDAA & HRC
54 - Kerb, Guttering & Drainage	1819 - Financial Assistance Gr-L/Gvt Grants Com	0000 - No Project	(958)	0	CPI increase in FAG Grant
54 - Kerb, Guttering & Drainage	1915 - S94 Drainage Contribution	1600 - S94/S64 Drainage Contribution-Catchment 1	(15,970)	0	Add budget for contributions received
54 - Kerb, Guttering & Drainage	4213 - TFR to Rsvr S94 Drainage Reserve	1600 - S94/S64 Drainage Contribution-Catchment 1	0	15,970	Tfr to Res for contrib received
54 - Kerb, Guttering & Drainage	4760 - Drainage Construction	8611 - Upper Mcdonald Rd StAlban	0	(8,000)	Funds not required reallocated
54 - Kerb, Guttering & Drainage	4760 - Drainage Construction	9917 - Greens Rd nr Half Moon Rd-construct under road culvert	0	(3,500)	Funds not required reallocated
54 - Kerb, Guttering & Drainage	4760 - Drainage Construction	9921 - 521 Settlers Rd-construct piped drainage system	0	958	Increase in FAG Grant
56 - Bligh Park	2685 - Landscaping	0000 - No Project	25,000	0	Funding Landscaping-Bligh Park-N3266
56 - Bligh Park	3266 - Trf from Unspnt Cntrib Bligh Pk JV Resrv	0000 - No Project	0	(25,000)	Funding Landscaping-Bligh Park-N2685
56 - Bligh Park	3266 - Trf from Unspnt Cntrib Bligh Pk JV Resrv	7759 - Footpath Construction	0	(70,000)	Fund Footpath & Cycleway B/Park-N4730
56 - Bligh Park	4730 - Construct Footpaths	7759 - Footpath Construction	0	70,000	Fund footpath & cycleway B/Park-N3266
57 - Survey,Design and Mapping	2101 - Salaries	0000 - No Project	(5,000)	0	Re-allocated to Survey Op Exp
57 - Survey,Design and Mapping	2402 - Sundry Expenses	5211 - Survey Operat'g Expend	5,000	0	Re-allocated from Salaries
59 - Administrative Building	2608 - HCC Land Rates - Residential	6013 - Administration Building Windsor	159	0	Land rates exceed budget
59 - Administrative Building	4612 - Furniture & Fittings	6257 - Mayor's Office	0	8,390	reallocation from 15949016013
59 - Administrative Building	4901 - Building Construction	6013 - Administration Building Windsor	0	(8,390)	reallocation to 15946126257
60 - Community Buildings	2601 - Electricity	6128 - Museum-Howes House, Thompson Square Windsor	(10,000)	0	budgeted in Museum component
60 - Community Buildings	2601 - Electricity	6278 - Toll House Windsor	20	0	Minor adjustment to budget
60 - Community Buildings	2602 - Water	0000 - No Project	1,000	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6034 - Bligh Park Community Centre Bligh Park	695	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6069 - Glossodia Community Centre Glossodia	430	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6079 - Ham Street Hall South Windsor	73	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6080 - H'ville Long Day Care Centre Hobartville	585	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6113 - McGraths Hill LDC Centre McGraths Hill	512	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6130 - North Richmond NHC North Richmond	810	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6132 - North Richmond Pre-School North Richmond	425	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6154 - Richmond Neighbourhood Centre Richmond	1,600	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6162 - Richmond Pre-School Richmond	600	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6167 - Senior Citizens Centre Richmond	685	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6200 - W'force Long Day Care Centre Wilberforce	130	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6204 - W'force School of Arts Hall Wilberforce	116	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6394 - Old Hospital Site Catholic Health	6,066	0	Water rates not budgeted for 08 09
60 - Community Buildings	2602 - Water	6439 - 292 George Street Windsor	125	0	Water rates not budgeted for 08 09
60 - Community Buildings	2603 - Insurance	6013 - Administration Building Windsor	2,680	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6028 - Bilpin Hall Bilpin	164	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6032 - Blax'ds Ridge Comm'y Centre Blax'd Ridge	167	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6033 - Blaxland Ridge Old School Blaxland Ridge	22	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6034 - Bligh Park Community Centre Bligh Park	237	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6039 - Bowman Cottage Richmond	317	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6045 - Chas Perry Hall North Richmond	59	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6069 - Glossodia Community Centre Glossodia	168	0	Insurance premiums exp to exceed budget



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
60 - Community Buildings	2603 - Insurance	6070 - Glossodia Long Day Care Glossodia	211	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6076 - Greenhills LDC Centre South Windsor	268	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6079 - Ham Street Hall South Windsor	112	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6080 - H'ville Long Day Care Centre Hobartville	140	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6082 - Horrie Elly Community Hall Colo Heights	90	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6109 - Maraylya Community Hall Maraylya	70	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6112 - McGrath Hill Comm'y Ctr McGraths Hill	110	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6113 - McGraths Hill LDC Centre McGraths Hill	193	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6128 - Museum-Howes House, Thompson Square Windsor	217	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6130 - North Richmond NHC North Richmond	488	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6132 - North Richmond Pre-School North Richmond	164	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6133 - Nth Rich'd Pub Amenities North Richmond	32	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6148 - Richmond Band Room 137 March St Richmond	500	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6150 - Richmond Early Child Care (CWA) Richmond	117	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6154 - Richmond Neighbourhood Centre Richmond	402	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6162 - Richmond Pre-School Richmond	173	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6167 - Senior Citizens Centre Richmond	212	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6175 - St Albans School of Arts Hall St Albans	44	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6180 - Stewart St Child Care South Windsor	185	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6200 - W'force Long Day Care Centre Wilberforce	168	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6201 - Wilberforce Offices Wilberforce	550	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6203 - W'force Pre-School - (1996) Wilberforce	97	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6204 - W'force School of Arts Hall Wilberforce	130	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6209 - Windsor Early Childhood Centre Windsor	56	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6214 - Windsor Pre-school Windsor	175	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6236 - Childrens Centre Bligh Park	204	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6278 - Toll House Windsor	33	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6279 - Tiningi Comm'y Ctr Bligh Park Bligh Park	280	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6315 - Tourist Information Centre Clarendon	27	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6330 - Tiningi Youth Centre Bligh Park	125	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6391 - Yarramundi Community Centre Yarramundi	180	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6400 - McQuade Picnic Shelter Windsor	7	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6408 - Bensons Lane Shelter 1 Richmond	7	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6409 - Bensons Lane Shelter 2 Richmond	8	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6410 - Bensons Lane Shelter 3 Richmond	7	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6415 - Pool Park Shelter 1 South windsor	7	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6420 - Brinsley Park Picnic Shelter Pitt Town	8	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6421 - Peppercorn Place Windsor	165	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6444 - 23 Bosworth St Richmond	213	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2603 - Insurance	6500 - R'mond Community Ctre	139	0	Insurance premiums exp to exceed budget
60 - Community Buildings	2608 - HCC Land Rates - Residential	0000 - No Project	4,750	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6005 - 22 Bosworth Street Richmond	1,390	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6028 - Bilpin Hall Bilpin	1,265	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6032 - Blax'ds Ridge Comm'y Centre Blax'd Ridge	279	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6034 - Bligh Park Community Centre Bligh Park	1,116	0	Rates community bldgs no budgeted 0809



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
60 - Community Buildings	2608 - HCC Land Rates - Residential	6076 - Greenhills LDC Centre South Windsor	928	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6079 - Ham Street Hall South Windsor	428	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6109 - Maraylya Community Hall Maraylya	741	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6113 - McGraths Hill LDC Centre McGraths Hill	3,430	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6130 - North Richmond NHC North Richmond	5,391	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6167 - Senior Citizens Centre Richmond	3,215	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6175 - St Albans School of Arts Hall St Albans	986	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6180 - Stewart St Child Care South Windsor	1,486	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6204 - W'force School of Arts Hall Wilberforce	878	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6236 - Childrens Centre Bligh Park	1,872	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6279 - Tiningi Comm'y Ctr Bligh Park Bligh Park	7,083	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6292 - Woodlands Pony Club Wilberforce	1,619	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6391 - Yarramundi Community Centre Yarramundi	279	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6448 - Grose Vale Scout Hall	1,251	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2608 - HCC Land Rates - Residential	6500 - R'mond Community Ctre	1,116	0	Rates community bldgs no budgeted 0809
60 - Community Buildings	2614 - Air Conditioning	6130 - North Richmond NHC North Richmond	50	0	Minor adjustment to budget
60 - Community Buildings	2614 - Air Conditioning	6154 - Richmond Neighbourhood Centre Richmond	1,650	0	Additional funds required
60 - Community Buildings	2614 - Air Conditioning	6201 - Wilberforce Offices Wilberforce	2,250	0	Additional funds required
60 - Community Buildings	2614 - Air Conditioning	6429 - Deerubbin Centre	3,500	0	Additional funds required
60 - Community Buildings	3208 - Tfr from Rsve S94 Comm Facilities Catch 1	6458 - Kurrajong Community Facilities	0	(227,573)	Budget Transferred from Proj 6838
60 - Community Buildings	3208 - Tfr from Rsve S94 Comm Facilities Catch 1	6838 - S94 CFC1Kurrajong District Comm Facili	0	227,573	Budget transferred to Proj 6458
60 - Community Buildings	3242 - Tfr from Rsve Council S94 Allocation	6458 - Kurrajong Community Facilities	0	(62,220)	Budget transferred from Proj 6838
60 - Community Buildings	3242 - Tfr from Rsve Council S94 Allocation	6838 - S94 CFC1Kurrajong District Comm Facili	0	62,220	Tfr budget to Project 6458
60 - Community Buildings	4901 - Building Construction	6037 - Bowen Mountain Amenities Bowen Mountain	0	286	Additional funds to cover expenditure
60 - Community Buildings	4901 - Building Construction	6148 - Richmond Band Room137 March St Richmond	0	4,689	Tfr from Projects 9784 to 9787
60 - Community Buildings	4901 - Building Construction	6153 - Richmond Library Richmond	0	2,909	Additional funds to cover expenditure
60 - Community Buildings	4901 - Building Construction	6197 - Webbs Creek Ferry Amenities W'mans Ferry	0	(5,791)	Project complete - savings
60 - Community Buildings	4901 - Building Construction	6201 - Wilberforce Offices Wilberforce	0	4,800	Existing equipment needs replacement
60 - Community Buildings	4901 - Building Construction	6311 - Windsor C.W.A. Stall Windsor	0	1,727	Additional funds to cover expenditure
60 - Community Buildings	4901 - Building Construction	6341 - Radio Tower K'jong Hts Kurrajong Heights	0	111,000	Trf fr Projects 9943,6250,6048,6147
60 - Community Buildings	4904 - Building Services - IRP	6484 - Kitchen Community Ctrs	0	14,912	Transfer from project 9942 below
60 - Community Buildings	4904 - Building Services - IRP	9942 - IRP Proj - Replace Kitchens in various Comty buildings	0	(14,912)	Transfer to project 6484 above
60 - Community Buildings	4904 - Building Services - IRP	9943 - IRP Proj-Replace ceiling tiles in various comty bldgs	0	(63,000)	Transfer to 1-60-4901-6341
60 - Community Buildings	4906 - S94 Community Facilities	6069 - Glossodia Community Centre Glossodia	0	0	Not to proceed due to funding limit
60 - Community Buildings	4906 - S94 Community Facilities	6458 - Kurrajong Community Facilities	0	289,793	Budget Tfrd from Project 6838
60 - Community Buildings	4906 - S94 Community Facilities	6838 - S94 CFC1Kurrajong District Comm Facili	0	(289,793)	Tfr budget to Proj 6458
61 - Works Depot	2700 - Depot Expenses	4990 - Depot Expenses Wilberforce Depot Expense	(6,197)	0	Tfr to Nat 2702
61 - Works Depot	2702 - Small Plant Assets	0000 - No Project	6,197	0	Tfr'd from Nat 2700
62 - Operations Management	3253 - Tfr from Rsve Plant Reserve	0123 - Plant 123	0	(14,000)	Transfer from Plant Reserve
62 - Operations Management	4101 - Purchase of Plant	0117 - Mitsubishi Canter 4T Crew Cab-Plant 117	0	55,000	Trf from nat 4108
62 - Operations Management	4101 - Purchase of Plant	0123 - Plant 123	0	14,000	Purchase plant 123
62 - Operations Management	4101 - Purchase of Plant	0200 - Publicworks - Caterpillar Grader-Plant 0200	0	322,900	Trf from Nat 4108
62 - Operations Management	4108 - Purchase P/W Plant	0117 - Mitsubishi Canter 4T Crew Cab-Plant 117	0	(55,000)	Transfer to Natural 4101
62 - Operations Management	4108 - Purchase P/W Plant	0200 - Publicworks - Caterpillar Grader-Plant 0200	0	(322,900)	Transfer to Natural 4101
63 - Ancillary Facilities	2630 - Street Lighting Expenditure	0000 - No Project	48,000	0	Increased rate from 1/7/8 under budgeted



## QUARTERLY BUDGET VARIATION 2008/09 - DETAILS

### 1st Quarter 2008/09

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
63 - Ancillary Facilities	4730 - Construct Footpaths	9908 - Harpur Crescent/Loder Crescent	0	(994)	Footpath Cons Harpur Cr savings
63 - Ancillary Facilities	4730 - Construct Footpaths	9909 - Mileham St-new footpaving eastern side to Drummond S	0	(10,000)	Footpath Cons Milheam str savings
63 - Ancillary Facilities	4781 - Traffic Facilities	9733 - Grose Vale Rd-Replace guard rail-IRP	0	12,938	Add funds trf from projects 9735,9815
63 - Ancillary Facilities	4781 - Traffic Facilities	9735 - Lower Colo Rd-Replace failed rails	0	(4,702)	Tfr funds to Proj 9733
63 - Ancillary Facilities	4781 - Traffic Facilities	9815 - G/Vale Rd-Replace guardrail	0	(5,538)	Tfr funds to Proj 9733
64 - Ferry Operations	1934 - Ferry Cont Baukham Hills/Lw Portlan	4230 - Lower Portland Ferry Budget Use Only	(40,000)	0	Recharge of extra costs to BHSC
64 - Ferry Operations	2540 - Lower Portland Ferry	4231 - Lower Portland Ferry Contract	(26,000)	0	Adjusting contract estimate
64 - Ferry Operations	2540 - Lower Portland Ferry	4232 - Lower Portland Ferry Maintenance Ferry	58,472	0	Budget to fund Ferry Mtce
64 - Ferry Operations	2540 - Lower Portland Ferry	4233 - Lower Portland Ferry Maint Approaches	319	0	Budget to fund Ferry approaches mtce
64 - Ferry Operations	2540 - Lower Portland Ferry	4234 - Lower Portland Ferry Marine Insurance	2,040	0	Budget to fund Ferry Mtce
64 - Ferry Operations	2540 - Lower Portland Ferry	4235 - Lower Portland Ferry Overhaul Ferry	46,169	0	Budget to fund Ferry overhaul
67 - State Emergency Services	3101 - Sale of Plant	0151 - SES Landcruiser - Plant 151	0	(28,321)	Trade in from 2007/2008
67 - State Emergency Services	4101 - Purchase of Plant	0152 - SES Isuzu truck - Plant 152	0	172,700	Tfr budget from Plant 164
67 - State Emergency Services	4101 - Purchase of Plant	0164 - SES Vehicle-Plant 164 Rescue Truck	0	(172,700)	Tfr budget to Plant 152
88 - Co Generation Project	1162 - CoGen Gas Income	6479 - Deerubin Centre - Chapters Cafe	(1,200)	0	Budget correction
88 - Co Generation Project	1163 - CoGen Electricity Income	0000 - No Project	30,000	0	Transfer to correct projects
88 - Co Generation Project	1163 - CoGen Electricity Income	1398 - P/W Comty Groups-Peppercorn Services Inc	(12,000)	0	Transfer from project 0000
88 - Co Generation Project	1163 - CoGen Electricity Income	1905 - Shop/Office- Suite 3 Deerubbin DOCs	(15,000)	0	Transfer from project 0000
88 - Co Generation Project	1163 - CoGen Electricity Income	6389 - Johnson Bldg Action Insurance	(4,000)	0	Transfer from project 0000
88 - Co Generation Project	1163 - CoGen Electricity Income	6394 - Old Hospital Site Catholic Health	(7,500)	0	Transfer from project 0000
88 - Co Generation Project	1163 - CoGen Electricity Income	6477 - Suite 2 Deerubin Centre - Curves	(4,000)	0	Transfer from project 0000
88 - Co Generation Project	1163 - CoGen Electricity Income	6479 - Deerubin Centre - Chapters Cafe	(5,000)	0	Transfer from project 0000
88 - Co Generation Project	2601 - Electricity	6470 - Co Generation (Located at Deerubbin Cte)	2,700	0	Budget correction
88 - Co Generation Project	2607 - Maintenance - Plant & Equipment	6470 - Co Generation (Located at Deerubbin Cte)	16,000	0	consulant fees not in budget
89 - Waste Management Facility	2407 - Consultancy Fees	2273 - Depot Work Exp Monitoring Expenses	37,000	0	Trf from Nat 2963
89 - Waste Management Facility	2963 - Waste Depot Work Expenditure	2271 - Waste Depot Working Exp	(37,000)	0	Tfr \$37k to Nat 2407
51 - Recreation	2405 - Contribution to outside bodies	7995 - Leisure Centre Annual Subsidy	50,000	0	HLC defect adj to agreed funding levels
51 - Recreation	2606 - Maintenance - Buildings	6213 - H'bury Oasis Swimming Ctr Sth Windsor	(50,000)	0	Reduction in mtce to fund defect
66 - Fire Control	3101 - Sale of Plant	4295 - Changeover Group Captain Vehicle	0	(8,182)	Adjust budget as per Trade In value
66 - Fire Control	4101 - Purchase of Plant	4295 - Changeover Group Captain Vehicle	0	71,509	Budget Tfrd from Nat 4108
66 - Fire Control	4108 - Purchase P/W Plant	4295 - Changeover Group Captain Vehicle	0	(70,000)	Tfr Budget to Nat 4101
80 - Sewerage Schemes	2131 - OH&S Labour time	0000 - No Project	30,000	0	Tfr from Nat 2930
80 - Sewerage Schemes	2930 - Treatment Works Operating Expenditure	5935 - Treatment Works - McGraths Hill	(15,000)	0	Tfr to Nat 2131
80 - Sewerage Schemes	2930 - Treatment Works Operating Expenditure	5936 - Treatment Works-South Windsor	(15,000)	0	Tfr to Nat 2131
80 - Sewerage Schemes	3101 - Sale of Plant	0122 - Plant 122	0	(16,851)	Sale of Plant 122
80 - Sewerage Schemes	3101 - Sale of Plant	0123 - Plant 123	0	(14,000)	Sale of Plant 123
80 - Sewerage Schemes	3201 - Tfr from Rsve Capital - Sewer	0000 - No Project	0	(3,601,214)	Reallocation of reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	0000 - No Project	0	2,234,587	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	5877 - New Rising Main - Sewer Assets	0	91,998	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	5887 - Sewer Rehab'n Reticulation Mns General	0	292,525	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	6392 - Sewer Pump Station "O"	0	50,000	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	6469 - Sewer pump station 'G'	0	228,618	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	9770 - Bell St Bypass	0	400,000	Reallocation of Reserves
80 - Sewerage Schemes	3229 - Tfr from Rsve Sewer Operating Reserve	9771 - Sewer pipe relining program	0	373,496	Reallocation of Reserves
80 - Sewerage Schemes	4101 - Purchase of Plant	0000 - No Project	0	(50,000)	Funds not required



**QUARTERLY BUDGET VARIATION 2008/09 - DETAILS**  
**1st Quarter 2008/09**

Component	Natural	Project	Operational Variation	Capital Variation	Explanation for Variation
80 - Sewerage Schemes	4101 - Purchase of Plant	0407 - Plant 407-MHSTW-Front slung mower	0	(12,500)	Trf to fund purchase of plant 409
80 - Sewerage Schemes	4101 - Purchase of Plant	0409 - Plant 9409	0	12,500	Trf to fund purchase of plant 409
80 - Sewerage Schemes	4101 - Purchase of Plant	0416 - Plant 416-MHSTW-Front slung mower	0	(20,010)	Purchase complete
80 - Sewerage Schemes	4201 - TFR to Rsv Capital - Sewer	0000 - No Project	0	2,999,591	Reallocation of Reserves
80 - Sewerage Schemes	4229 - TFR to Rsv Sewer Operating Reserve	0000 - No Project	0	(3,103,671)	Reallocation of reserves
80 - Sewerage Schemes	4264 - TRF to Rsv S64 Sewerage Contributions	0000 - No Project	0	134,931	S64 Contribution Income -N4229
80 - Sewerage Schemes	4957 - Upgrade Pump Stations	0000 - No Project	0	(49,587)	Transfer to 7-80-4957-6335
80 - Sewerage Schemes	4957 - Upgrade Pump Stations	6335 - Sewer Pump Station 'P'	0	49,587	Transfer from 7-80-4957-0000
<b>TOTAL</b>			<b>20,190</b>	<b>116,198</b>	
<b>CITY PLANNING</b>					
12 - Community Administration	4901 - Building Construction	9784 - B/Pk Child Ctr-Shade structure	0	(1,145)	Tfr to Richmond Band Room Project
12 - Community Administration	4901 - Building Construction	9785 - B/Pk Child Ctr-Compactus	0	(400)	Tfr to Richmond Band Room Project
12 - Community Administration	4901 - Building Construction	9786 - Richmond OCC-Shade sturcture	0	(800)	Tfr to Richmond Band Room Project
12 - Community Administration	4901 - Building Construction	9787 - Senior Citz-upgrade kitchen toilets	0	(2,344)	Tfr to Richmond Band Room Project
30 - Heritage	2407 - Consultancy Fees	4691 - Heritage Advisor	28,145	0	Moved from Heritage Advisor 2502-0000
30 - Heritage	2502 - Heritage Adviser	0000 - No Project	(28,145)	0	Budget moved to Consultancy 2407-4691
32 - Development Control	1322 - Sect 149 Certificates	1219 - Sect 149 Certificates Urgency and/or Copy Fees	20,750	0	Council removed fee June 2008
33 - Sewerage Management Facilities	1310 - Septic Tank Permits	0000 - No Project	(3,600)	0	Previously C 30 Est based on current inc
33 - Sewerage Management Facilities	1350 - Sewer Magement Facility Income	0000 - No Project	(1,920)	0	Package treatment plant serv comp for FY
33 - Sewerage Management Facilities	4101 - Purchase of Plant	0000 - No Project	0	(26,000)	Transfer budget to Plant 0028
33 - Sewerage Management Facilities	4101 - Purchase of Plant	0028 - Purchase Leaseback - Plant 28	0	26,164	Budget transferred from 0000 to Plant 28
37 - Regulation & Enforcement	2000 - Plant Surplus - Running Costs	0000 - No Project	20,000	0	Plant 51 & 60 costs budget error
37 - Regulation & Enforcement	3101 - Sale of Plant	0051 - Plant 51 - Regulation & Enforcement	0	(8,891)	Trade in plant 51 not budgeted
37 - Regulation & Enforcement	3101 - Sale of Plant	0060 - Plant 60 - Regulation & Enforcement	0	(6,973)	Trade in plant 60 not budgeted
37 - Regulation & Enforcement	4101 - Purchase of Plant	0051 - Plant 51 - Regulation & Enforcement	0	(417)	Vehicles been paid for. Funds not req
37 - Regulation & Enforcement	4101 - Purchase of Plant	0060 - Plant 60 - Regulation & Enforcement	0	(417)	Vehicles been paid for. Funds not req
38 - Animal Control	4101 - Purchase of Plant	0061 - Plant 61 - Animal Control	0	540	Cargo barrier vehicle purchased in 0708
43 - City Planning	1869 - Community Projects Officer Subsidy-DOCS	4043 - Community Administration	(10,500)	0	Comty Project Officer DOCS Grant
43 - City Planning	2407 - Consultancy Fees	4887 - Residential Strategy	50,000	0	Residential strategy consultancy
43 - City Planning	2737 - Social Planning	4043 - Community Administration	10,500	0	Comty Project Officer DOCS Grant 1869
49 - Parking Patrol	2662 - Parking Patrol-Infringements proc exps	5425 - Parking Patrol-Car Parking	(10,000)	0	OSR fees over budgeted
94 - Section 94A Funding	3269 - Transfer from S94A Reserve	7206 - Colbee Park	0	4,091	Add funds to cover exp, funded by saving
94 - Section 94A Funding	3269 - Transfer from S94A Reserve	7726 - Richmond Park Landscaping	0	(10,000)	Increase Budget-Richmond Park-N4810
94 - Section 94A Funding	4810 - S94 Park Improvements	7726 - Richmond Park Landscaping	0	10,000	Increase Budget-Richmond Park-N3269
94 - Section 94A Funding	4907 - S94 Recreation Buildings	7206 - Colbee Park	0	(4,091)	Savings - Project complete
<b>TOTAL</b>			<b>75,230</b>	<b>(20,683)</b>	
<b>Total (Surplus)/Deficit</b>			<b>(57,490)</b>	<b>57,490</b>	

**NET (SURPLUS)/DEFICIT**

**0**



# Part 4

## Management Plan Performance





## General Managers Division

Component 16 - Insurance Risk Management

Component 17 - Workers Compensation

Component 40 - Strategic Activities

Component 65-Human Resources

Component 68-Corporate Communication

Component 69-Elected Members

Component 70-Executive Management

**General Manager - Operational Action Plan and Performance Indicators 2008/2009**

**Component 16 - Insurance Risk Management**  
**General Manager**  
**Officer: Manager Risk Management**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
707,272	707,272	453,138	707,436						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To provide an adequate level of civil liability protection and general insurance cover for Council activities and assets.	80%	565,818	362,510	565,949	-	-	-	-	-	-
2. To ensure strategies are in place to manage & minimise Council's exposure to public & internal risks.	20%	141,454	90,628	141,487	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Review and placement of insurance program.	All disclosures and renewal proposals completed satisfactorily and on time.	All Insurance programs have been renewed with marked increases in coverage but minimal costs.
1.2 Provide timely, accurate and quality Risk Management and insurance advice.	Advice to satisfaction of customers.	Regular reporting to Manex and Senior Staff continues.
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.	A quarterly Risk Newsletter is in planning and due for release in late November or early December. The newsletter will be supporting Risk initiative from Westpool.
1.4 Manage Council's insurance claims in a cost effective manner.	Monthly claims reviews and status reports of large claims reported to Manex.	monthly claims data to Manex continues and is being improved on regular basis.

**General Manager - Operational Action Plan and Performance Indicators 2008/2009**

**Component 17 - Workers Compensation  
General Manager  
Officer: Manager Risk Management**

**Total Income \$  
Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
564,204	564,204	175,125	134,132						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To ensure a safe workplace environment that meets legislative requirements and guidelines.	100%	564,204	175,125	134,132	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Monitor compliance with OH&S Act and regulations.	Monthly workplace inspection returns by 10th of each month.	Workplace inspections are now part of a System audit and whilst some areas occasionally fall behind the system drives compliance.
1.2 Develop a process for training employees on managing projects to reflect higher levels of OH&S compliance.	Continuous improvements assessed and implemented prior to commencing projects.	Training schedule due for presentation to Manex in November.
1.3 Develop and conduct safety training programs as required.	Complete Training Needs Analysis and initiate training for Core OHS elements.	Training Needs Analysis has been listed as a project over the next 12 to 18 months and is on target.
1.4 Monitor claims performance and provide monthly reports on claims made.	Acceptance by WorkCover of monthly claims data.	Monthly returns to WorkCover have been submitted on time and have all been accepted with minimal change.
1.5 Provide effective rehabilitation programs for staff with work related injuries and report monthly.	Accurate monthly reports to Manex for employee injury management and return to work programs.	Monthly reports Manex continue and have been formally noted.
1.6 OHS&IM System achieves compliance with WorkCover Model for Self Insurers.	Achieve compliance with WorkCover Self Insurers OHS Audit.	Councils OHS&IM program has been accepted by WorkCover and Council has now been returned to a 3 year OHS Audit cycle.
1.7 Maintain Workers Compensation Self Insurers licence.	Complete Annual Self Insurers licence renewal in accordance with Work Cover's Licensing policy by 31st October.	Licence renewal material is being compiled currently for submission as required in January 2009.
1.8 Achieve compliance with the WorkCover Self Insurers Case Management Guide.	90% compliance with Worker's Annual Case Management Audit.	Case Management Audit was completed on 3rd November 2008 with minimal problems. It is anticipated that another audit will be scheduled for November 2009 to confirm system compliance.
1.9 Information sharing and continuous improvement.	Actively support and attend peak bodies and industry group meetings.	Council continues to attend and participate in all activities of peak bodies that support Councils Risk Management programs including the Workers Compensation Self Insurers licence.

## General Manager - Operational Action Plan and Performance Indicators 2008/2009

### Component 40 - Strategic Activities General Manager Officer: Strategic Planner

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
381,156	381,156	89,505	34,624						

#### 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.*

#### Service Statements

	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Facilitate economic development and growth via strategies that build local workforce capabilities; support success through modern infrastructure; and attract new investment.	40%	152,462	35,802	13,850	-	-	-	-	-	-
2. Support business development activities that facilitate business networks, and encourage entrepreneurial alliances.	30%	114,347	26,852	10,387	-	-	-	-	-	-
3. Effectively and efficiently manage organisational resources to develop corporate capability, maintain integrity and appropriate employee skills.	30%	114,347	26,852	10,387	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

#### Key Performance Indicators

#### Target

#### Progress this quarter

Key Performance Indicators	Target	Progress this quarter
1.1 Tourism - Strategic & Marketing.	Develop Branding/Marketing Plan to support LGA in our market place, in consultation with key players, by September; work with adjoining Councils on tourism projects that place the LGA in relevant regions that consumers respond to (inc. Blue Mtns and Hawkesbury River markets), by June.	B/M Marketing plan subject to
1.2 Business Development - Future Business Leaders.	Sponsor a maximum of two high-school (youth) focused business training programs across the LGA, by June; undertake maximum of three joint industry activities that inform existing/ new business operators in area about local and business matters, by June.	School business training programs being coordinated with Schools Industry Partnerships (Federal Government) - Banago Traders for 5 December 2008 and Adopt a School Program 08 (Business Case Study) for first term of 09.
1.3 Hawkesbury River Festival Concept - Event Development.	Develop Bridge to Bridge Festival Advisory Committee capability to link into local & regional interests in proposed River Region-wide Event, by June; work with adjacent Councils & target Govt departments to attract interest in supporting & developing a regional flagship event, by June.	Committee set up delayed due to resources - achieve in next quarter. Liaising with adjacent Councils on support for a regional event. Liaison with State Government departments (eg. Tourism NSW) subject to recent changes in direction/ budgets.
1.4 Hawkesbury LGA Music Festival - Event Development.	(subject to regulatory & commercial matters), negotiate Agreement with proponent by December 2008 to development event as a key flagship event area (mutual benefit), work with proponent to make Inaugural event well-known & with tourism/ business to develop opportunities for event patrons, by March.	On hold until regulatory approvals required from Council are determined (eg. development application).
2.1 Local Business Excellence Awards.	Sponsor 2008 Awards, with contribution (prize money & attendance), completed by December.	Liaising with Awards organiser.
2.2 Friendship Program.	Sister Cities - ((a) Monitor Association's operation within budget quarterly, annual review with Association in December, undertake one joint project with Association, being a program brochure by June.	Budget monitored/ within budget. Liaising with Association about program direction and brochure.
	City-Country Alliance (Weddin & Cabonne CIs) - Endorse plan-of actions, to guide program activities by September.	Target date premature and reset for February 09. Liaising with Alliance councils about plans and undertaking projects on demand (eg. Cabonne-National Field Days).
2.3 Secondary Education relationships.	Undertake review of UWS Undergraduate Scholarship Agreement (2006-2011) twice pa., inc. annual review in June (with UWS).	First review due December 08 quarter.
2.4 Business Networks.	Establish relationships with Govt departments/agencies & industry groups to facilitate access to business networks & development opportunities, by June.	Ongoing & meet.
3.1 Executive support to Council and Committees of Council.	Undertake reporting via Council, Committees, Manex & newsletters by due dates and by attending meetings dates.	Ongoing & meet.

**General Manager - Operational Action Plan and Performance Indicators 2008/2009**

**Component 65 - Human Resources  
General Manager  
Officer: Manager Human Resources**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 5,000	- 5,000	- 1,248	- 5,519						
361,610	361,610	91,120	83,242						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
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.	100%	356,610	89,872	77,723	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
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 last quarter there were 12 appointments to permanent positions and 10 to casual positions vacant meeting qualifications, skills and experience required.
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, review and development of Operational Management Standards as required.
	All legislative changes and statutory requirements actioned and complied with.	All legislative and statutory requirements complied with.
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 or will be resolved through ongoing discussions.
	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 performance management and salary administration systems.	Annual and probationary performance reviews completed by scheduled dates.	Annual and probationary performance reviews given to Managers , compelled and returned by the scheduled date.
	Monitor, review and update Performance Management and Salary Administration Systems as required.	Draft Performance Management System discussed with GM and suggested changes to be incorporated with further discussion to take place.
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.	
	Provide learning opportunities including technical, personal and professional development that support Council's objectives.	Identification and sourcing of training courses and providers to meet individual and corporate training requests.
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 complied with.

**General Manager - Operational Action Plan and Performance Indicators 2008/2009**

**Component 68 - Corporate Communication**  
**General Manager**  
**Officer: Manager Corporate Communication**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
285,729	285,729	68,712	40,142						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To communicate and inform the community and other key stakeholders, of Council services and issues, in an efficient and effective manner.	100%	285,729	68,712	40,142	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Year 1 Objectives of Communication Strategy Undertaken.	95% completed by June.	Participated in review of structure of council's website and provided recommendations for proposed new format. Working towards gaining accreditation through the Customer Service Institute of Australia including assisting in developing customer service standards. New Residents Guide ready for distribution. Community Report prepared and issued with rates.
1.2 Media relationships reviewed and enhanced.	Review of media services contract Sept and March. Regular meetings and contact with all local media.	Council's relationship with media monitored with a view to giving consideration to entering into a new media services contract. Regular contact maintained with all local media. Media liaison provided at River Summit
1.3 Issues Management Advice and Monitoring.	Regular updates provided to General Manager.	Various issues monitored and appropriate advice provided to media. Most issues handled by issue of media release and media comment. Provided input to MANEX, and attended pre and post business paper meetings.
1.4 Media stories generated.	50% take up ratio of media releases in local newspapers. 90% of generated media releases published in at least one local newspaper.	48 media releases distributed by Council with 87.% of releases published in at least one local paper. 51% total pick up rate across all local media. 10 Mayoral Columns written. Pet of the Week and available breeds list distributed as required
1.5 Strategic Cross Functional Working Groups organised and progressed.	Project Plans accomplished within timeframes set.	Assisted cross functional teams including, Councillor Elections Committee, Intranet review, Dataworks Review, Website Review, Customer Service /Communication Strategy Coordination Team, 2010 Management.
1.6 Manage civic events, publications and public relation activities.	Programs reviewed by June.	Arranged and conducted Sports Medal Awards presentation, assisted with River Summit and CDSE presentation. Promoted Local Government Week activities. Assisted in production of Councillor Induction package, election related promotion and preparation for induction evenings. Planning for Richmond Pool Celebrations Day. Display for UWS open day. . Assistance with NAIDOC week, and Citizenship ceremony . Arrange participation in WSROC Environmental Debating Competition. Community Report published and distributed. 5 Speeches written





**General Manager - Operational Action Plan and Performance Indicators 2008/2009**

**Component 70 - Executive Management  
General Manager  
Officer: General Manager**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>										
<b>Total Expenditure \$</b>	975,044	975,044	243,663	215,832						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To ensure a safe workplace environment that meets legislative requirements and guidelines.	3%	29,251	7,310	6,475	-	-	-	-	-	-
2. Develop and maintain corporate procedures to ensure a safe workplace.	2%	19,501	4,873	4,317	-	-	-	-	-	-
3. To ensure effective salary and performance structures in place for executive management and monitor divisional performance.	95%	926,292	231,480	205,040	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 To assess compliance with OH&S Act and Regulations.	In accordance to system audit by Work Cover achieving 3 or greater.	System audit undertaken by WorkCover in September, 2008. Council achieved a rating of 3 or better in each of the 4 elements audited. Reliecing achieved.
2.1. To assess the effectiveness of Council's OH&S system and corporate compliance.	Reduce number of loss time injuries by 10% or at least match the Work Cover Industry average.	On target
2.2 Resource allocation to facilitate the implementation of OH&S strategies.	Consistent with comparable local government councils per staff unit.	Resource allocation consistent with other Councils.
3.1 The Annual Performance Review is conducted.	June.	Review commenced in June and completed in an appropriate time frame having regard to Council requirements.
3.2 To assess the effectiveness of managing and developing human resources.	Uncertified Sick leave days < 5.00.	Achieved.
	Training & Development \$ > 1% budget and 90% satisfaction with training courses.	Achieved.
3.3 To assess the effectiveness of managing financial resources.	Actual performance vs Budget +/- 5.00%.	Under review on an ongoing basis, with subsequent financial results considered to be satisfactory.
3.4 To assess the effectiveness of achieving strategic and operational performance objectives.	95% Strategic & Operational Targets Achieved.	Community Strategic Plan under review/development as shown targets and objectives have altered to improve objectives and direction.



## City Planning Division

- Component 12- Community Administration
- Component 30-Heritage
- Component 31-Building Control
- Component 32-Development Control
- Component 33- Sewage Management Facilities
- Component 35- Health Services
- Component 36- Pollution Control
- Component 37- Development Control & Regulation
- Component 38- Animal Control
- Component 43-Strategic Planner- Land Use
- Component 43-Strategic Planner- Community
- Component 43-Strategic Planner- Infrastructure
- Component 43-Strategic Planner- Corporate
- Component 43-Strategic Planner- Environmental
- Component 44- Road Safety Programs
- Component 49- Parking Control
- Component 81 - Domestic Water Management

## City Planning Division - Operational Action Plan and Performance Indicators 2008/2009

**Component 12 - Community Administration**  
**Director City Planning**  
**Officer: Executive Manager - Community Partnerships**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 104,546	- 104,546	- 14,387	- 14,360						
511,322	511,322	148,040	118,359						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Manage grants and donations programs.	15%	61,016	20,048	15,600	-	-	-	-	-	-
2. Resource and support the planning of activities and events which celebrate community diversity and promote community harmony.	16%	65,084	21,384	16,640	-	-	-	-	-	-
3. Identify funding options to establish programs to improve community linkages and meet the social, health, safety, leisure and cultural needs of the community.	12%	48,813	16,038	12,480	-	-	-	-	-	-
4. Work in conjunction with community and user groups to design and operationalise community facilities and building improvements (as identified in Council works programs).	5%	20,339	6,683	5,200	-	-	-	-	-	-
5. Provide Property Management Services for Council's community facilities portfolio.	13%	52,881	17,375	13,520	-	-	-	-	-	-
6. Provide Project Management Services.	39%	158,643	52,125	40,560	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
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.	CDSE Scheme for 2008 finalised with \$24970- distributed. Round 1 of Community Sponsorship Program determined with \$40,640 allocated (including \$18,000- for Hawkesbury Eisteddfod) leaving a balance of \$18, 360-.
2.1 Level of sponsorship provided.	Sponsorship agreements executed for events and activities within NSW Govt time frame.	Council has provided \$3,000 in sponsorship payments to Merana Aboriginal Community Association for NAIDOC Week celebrations.
3.1 Source external investments to expand establish services and activities.	10% growth in community service grant receipts.	Additional funding of \$189,245 for WYSH Project (Youth Services Capacity Building) and \$58,000 for Home Mowing Service (representing a 13% increase in community service grant receipts).
4.1 Complete design briefs for referral to Building Services.	Design briefs for 100% of proposed works completed within required time-frames.	Seniors Survey conducted to identify user needs for proposed redevelopment of Hawkesbury Seniors Leisure + Learning Centre.
5.1 Properties maintained to required standard.	Property maintenance requests responded to within 3 working days. Establish baseline data for usage of community facilities.	46 maintenance requests received and responded to within 3 working days. 3 requests for advice on administration matters of community facilities supplied. 1 AGM attended.
6.1 Achieve all funding and statutory requirements as negotiated.	Contracted outputs achieved.	Contracted service levels have been largely achieved (enrolments at child care centres continue to decline).



**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 31 - Building Control**  
**Director City Planning**  
**Officer: Building Coordinator**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 572,050	- 572,050	- 142,956	- 111,789						
509,967	509,967	127,437	127,921						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provide development assessment services for Class 1 -10 buildings.	32%	- 19,867	- 4,966	5,162	-	-	-	-	-	-
2. Provide building certification and inspection services.	50%	- 31,042	- 7,760	8,066	-	-	-	-	-	-
3. Provide 149D building certificate services.	3%	- 1,862	- 466	484	-	-	-	-	-	-
4. Regulate places of public entertainment.	4%	- 2,483	- 621	645	-	-	-	-	-	-
5. Provide technical advice to customers, via phone and counter.	11%	- 6,829	- 1,707	1,775	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Turn around time for Development Applications.	Average 40 days, Median 35 Days.	Average: 31.17 days: Median 19 days
1.2 Age of current Development Applications- ratio of Development Applications older than 40 days to newer than 40 days.	0.7:1.	0.4:1
1.3 Customer satisfaction.	80% overall satisfaction.	compliant
2.1 Market share of certification and inspection services.	80% of Market.	65%
2.2 Cost effectiveness of contestable services.	Full cost recovery.	compliant
2.3 Turn around time for Construction Certificates.	21 days after Development Application consent issued.	compliant
3.1 Ten day turnaround time for 149D Certificates.	80% compliance.	compliant
4.1 Issue licences within 40 days.	80% compliance.	compliant
5.1 Return telephone call within 48 hours on consecutive days.	90% compliance.	compliant
5.2 Attend to counter enquiries as required during allocated times, answer questions left with admin staff within 48 hours.	90% compliance.	compliant



**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 33 - Sewage Management Facilities**  
**Director City Planning**  
**Officer: Manager Regulatory Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 182,720	- 182,720	- 45,660	- 48,610						
247,674	247,674	61,896	60,170						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Conduct inspections of onsite Sewage Management Facilities (SMF) in the city for compliance with legislative requirements.	90%	58,459	14,612	10,404	-	-	-	-	-	-
2. Provide advice to the community on use and maintenance of sewage management facilities.	10%	6,495	1,624	1,156	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Inspections are conducted in accordance with Council's adopted program.	Complete 180 inspections / month.	713 inspections carried out this quarter, which is an average of 237 inspections per month
	Approvals to operate SMF are issued within 21 days of inspection.	Compliant
	Rectification work documentation is sent within 21 days from inspection.	Compliant
	Annual report completed in June on compliance to Council's adopted program.	Compliant
2.1 Accurate information is given to assist the community with on-site sewage management issues.	90% satisfaction of customers.	Compliant

**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 35 - Health Services**  
**Director City Planning**  
**Officer: Manager Regulatory Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 54,595	- 54,595	- 13,848	- 19,632						
268,318	268,318	67,270	69,014						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To enhance environmental protection and environmental health standards through education and statutory compliance.	90%	192,351	48,080	44,444	-	-	-	-	-	-
2. Work in partnership with the Dept of Health conducting mosquito surveillance for the detection of the Ross River Virus.	10%	21,372	5,342	4,938	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Conduct inspections, review of premises for compliance with the public health statutory requirements.	Complaints about unhealthy conditions responded to within 48 hours.	Compliant
	20 premises are inspected each month.	Compliant
1.2 Conduct Food Handling Training courses.	Three training courses are conducted each year.	Compliant
	90% customer satisfaction in training course from evaluation survey.	Compliant- 99 % satisfaction
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.	Compliant
2.1 Conduct mosquito surveillance program between December and April at nominated sites.	Completed in accordance with Dept of Health Surveillance Program.	Compliant





**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 37 - Development Control & Regulations**  
**Director City Planning**  
**Officer: Manager Regulatory Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 42,432	- 42,432	- 10,602	- 8,625						
228,751	228,751	57,165	60,112						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Investigate and take appropriate action in relation to unauthorised development.	60%	111,791	27,938	30,892	-	-	-	-	-	-
2. Control disposal of derelict and abandoned vehicles.	10%	18,632	4,656	5,149	-	-	-	-	-	-
3. Monitor compliance with development approval conditions.	30%	55,896	13,969	15,446	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Conduct inspection of suspected illegal development and implement actions.	Action initiated within 72 hrs.	Compliant
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 72 hrs.	Compliant
3.1 Complaints of non compliance with development consent conditions are investigated and appropriate action taken.	Responded to within 72 hrs.	Compliant

**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 38 - Animal Control**  
**Director City Planning**  
**Officer: Manager Regulatory Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 452,233	- 452,233	- 113,019	- 93,352						
508,346	508,346	127,032	143,154						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provide adequate care of animals housed at the animal shelter.	50%	28,057	7,007	24,901	-	-	-	-	-	-
2. Carry out patrols of the city area for roaming dogs.	30%	16,834	4,204	14,941	-	-	-	-	-	-
3. Provide education to the community on responsible pet ownership.	10%	5,611	1,401	4,980	-	-	-	-	-	-
4. Maintain registration and micro chipping records.	10%	5,611	1,401	4,980	-	-	-	-	-	-
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.			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Animals are cared for with adequate food and housing and homes are found for as many animals as possible.	80% dogs rehomed.	Compliant
2.1 Patrols are conducted where complaints are received of roaming dogs.	Within 48 hrs of receipt of the complaint.	Compliant
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.	Compliant
	Four school visits per year.	Compliant
4.1 Process records.	Registration and micro chipping records to be completed within 14 working days.	Compliant

**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 43 - City Planning**  
**Director City Planning**  
**Officer: Strategic Planner - Land Use**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 6,500	- 6,500	- 1,623	- 10,500						
680,886	680,886	211,254	111,659						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Maintain and update Hawkesbury Local Environmental Plan.	7.27%	49,028	15,240	7,354	-	-	-	-	-	-
2. Maintain and update Hawkesbury Development Control Plan.	9.53%	64,269	19,978	9,640	-	-	-	-	-	-
3. Service Council committees as required.	7.21%	48,623	15,114	7,294	-	-	-	-	-	-
4. Participate in State Government planning reforms and sub regional planning processes.	4.63%	31,224	9,706	4,684	-	-	-	-	-	-
5. Cor-ordinate/Manage Employment lands Strategy.		-	-	-	-	-	-	-	-	-
6. Preparation work for Land use / Residential Strategy.		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Prepare Local Environmental Plans as resolved by Council and/ or as directed by Dept of Planning.	Zero successful court challenges against LEP structure.	Compliant
2.1 Maintain and update Hawkesbury's Development Control Plan.	Zero successful court challenges against DCP structure.	Compliant
3.1 Service Council's Heritage Advisory Committee.	Quarterly.	Nil meetings during 1st quarter
4.1 Respond to the Dept of Planning requests for information and assistance.	As Directed by Dept Planning.	Actioned as required
5.1 Manage Employment land strategy.	Draft report to Council by May 2008.	Draft strategy placed on exhibition 10 Sept to 10 Oct 2008
6.1 Prepare work for Land Use / Residential Strategy.	June 2009.	Ongoing

**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 43 - City Planning**  
**Director City Planning**  
**Officer: Strategic Planner-Community**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 6,500	- 6,500	- 1,623	- 10,500						
680,886	680,886	211,254	111,659						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Establish processes that build community capacity to identify and respond to diversity and difference.	4.16%	28,054	8,721	4,208	-	-	-	-	-	-
2. Build community connections by supporting information linkages, life-long learning and access to local meeting spaces.	4.16%	28,054	8,721	4,208	-	-	-	-	-	-
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.	4.16%	28,054	8,721	4,208	-	-	-	-	-	-
4. Social planning requirements		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Liveability and diversity indexes - Principles developed	November.	To be completed
1.2 Social Planning Process- priorities for all directorates included in Strategic Plan.	June.	To be completed
2.1 Tasks for Community Planning Advisory Committee (CPAC).	Quarterly Meetings.	Completed - 1st quarter meeting.
3.1 Community Indicators Project (Stage 1) - Base line data developed.	October.	To be completed
4.1 Complete the Social Atlas 2008	December.	To be completed
4.2 Develop framework for new Social Plan.	April.	To be completed
4.3 Community survey plan for 2009.	March.	To be completed
4.4 Demographic analysis for strategies	June.	Completed



**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 43 - City Planning**  
**Director City Planning**  
**Officer: Strategic Planner- Corporate**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	6,500	6,500	1,623	10,500						
<b>Total Expenditure \$</b>	680,886	680,886	211,254	111,659						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Maintain and update Council's land use management information systems.	3.71%	25,020	7,777	3,753	-	-	-	-	-	-
2. Maintain and update Council's Section 94 and 94A Development Contribution Plans.	14.02%	94,549	29,390	14,182	-	-	-	-	-	-
3. Service Council Committees as required.	36.71%	247,567	76,956	37,135	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Update Policy Register upon resolution of Council.	Instruct relevant staff to update register within 14 days of Council resolution.	Council resolved to adopt five (5) policies.
1.2 Convert HLEP 1989 into Standard Template Local Environmental Plan.	New plan to Dept of Planning by April 2008.	Draft plan with Department of Planning for Section 65 certificate to enable exhibition
1.3 Maintain and update LEP, Section 149 Certificates, Proclaim and GIS system.	149 certificates 100% accurate, other updated within 7 days of gazetted changes.	Maintenance and additions to Proclaim and GIS occurred in order to improve and maintain accuracy of Section 149 certificate system. One (1) amendment to LEP occurred (SEPP Major Projects) Amendment (Pitt Town) 2008).
2.1 Maintain and update Section 94 & Section 94A developer contribution plans.	Reviewed annually.	Pitt Town amendments to Section 94 plan reported to Council in July 2008. Waiting on Minister for Planning to make new plan and release of guidelines for new Developer Contribution system from Department of Planning.
3.1 Service Council's Floodplain Management Committee.	As adopted by Council.	One (1) Committee meeting during reporting period

**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 43 - City Planning**  
**Director City Planning**  
**Officer: Strategic Planner- Environmental**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
6,500	6,500	1,623	10,500						
680,886	680,886	211,254	111,659						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Enhance, preserve and protect the environment through a strategic environmental management approach that is transparent, efficient and dynamic.	12.31%	83,017	25,806	12,453	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.0 Produce the State of the Environment Report.	November.	Consultant engaged and completion date on target
1.2 Maintain the State of the Environment Reporting Indicators Database.	September.	Consultant engaged and completion date on target
1.3 Prepare annual progress report for the Water Savings Action Plan and submit to DEUS.	August.	Revised Water Savings Action Plan completed 30 September 2008
1.4 Prepare annual progress report for the Energy Savings action Plan and submit to DEUS.	November.	Revised Energy Savings Action Plan completed 30 September 2008
1.5 Provide comments and advise to external and internal bodies on environmental issues.	Within 21 days of request.	Comments provided in response to target.
1.6 Service Council's' Waste Advisory Committee.	Twice a year.	New committees reelected 30th September 2008. Meetings on target



**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 44 - Road Safety Programs**  
**Director City Planning**  
**Officer: Executive Manager - Community Partnerships**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
-	45,000	-	45,000	-	-	-	-	-	-
95,364	95,364	64,253	395						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provide a road safety program which incorporates a comprehensive approach to preventing road trauma through the development of integrated education, engineering and enforcement programs.	10%	5,036	6,425	40	-	-	-	-	-	-
2. Identify the mobility needs of vulnerable road users and develop solution to address these needs.	90%	45,328	57,828	356	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1. 1 Develop and implement Council/RTA Action Plan to reflect local trends, statistics and priorities.	Action Plan developed. Project strategies and timelines met by September.	Ongoing staff vacancy has precluded any actions for this quarter. Position to be filled 13.10.2008
1.2 Links established with partner organisations to develop local interventions and solutions.	Meetings of Road Safety Forum held (with representatives from Police, Health and RTA).	Ongoing staff vacancy has precluded any actions for this quarter. Position to be filled 13.10.2008
1.3 Links developed within Council to deliver a whole-of-Council approach to the prevention of road trauma.	Coordinator attends 95% of the Local Traffic Committee meetings.	Ongoing staff vacancy has precluded any actions for this quarter. Position to be filled 13.10.2008
2.1 Oversee the development of a Mobility Plan for the Hawkesbury LGA.	Mobility plan developed with consultation from relevant Council departments and stakeholders by June.	Ongoing staff vacancy has precluded any actions for this quarter. Position to be filled 13.10.2008



**City Planning Division - Operational Action Plan and Performance Indicators 2008/2009**

**Component 81 - Domestic Waste Management**  
**Director City Planning**  
**Officer: Manager Regulatory Services**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	- 5,981,937	- 5,981,937	-1,494,888	-5,644,490						
<b>Total Expenditure \$</b>	5,517,650	5,517,650	1,378,863	957,733						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To provide the waste collection service.	40%	- 185,715	- 46,410	-1,874,703	-	-	-	-	-	-
2. To provide the recycling service for the community.	40%	- 185,715	- 46,410	-1,874,703	-	-	-	-	-	-
3. To provide the Kerb Side Collection Service.	15%	- 69,643	- 17,404	- 703,014	-	-	-	-	-	-
4. Provide waste education to the Hawkesbury community.	5%	- 23,214	- 5,801	- 234,338	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Service missed bins.	24 hours from notification.	Compliant
2.1 Manage recycling contracts.	Zero non conformance to contract conditions.	Compliant
2.2 Increase domestic recycling activities and community participation through education and the provision of increased recycling service.	5% annual increase.	Compliant
3.1 Manage kerbside collection service contracts.	100% compliance with contract conditions.	Compliant
4.1 Education programs are developed and presented to the community to encourage recycling and waste avoidance.	Annual program designed by March.	Compliant



## Infrastructure Services Division

- Component 34-Sullage Services
- Component 46-Roads To Recovery
- Component 47-RTA Funding
- Component 48-Environmental Stormwater
- Component 50-Parks
- Component 51-Recreation
- Component 52-Roadworks Maintenance
- Component 53-Roadworks Construction
- 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 66-Fire Control
- Component 67-Emergency Services
- Component 88-Cogeneration Plant
- Component 89- Hawkesbury City Waste Management Facility



**Infrastructure Services - Operational Action Plan and Performance Indicators 2008/2009**

**Component 46 - Roads to Recovery**  
**Director Infrastructure Services**  
**Officer: Manager Construction and Maintenance**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	- 574,696	- 574,696	- 143,616	- 246,120						
<b>Total Expenditure \$</b>	574,696	574,696	810,812	107,447						

*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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Undertake Roads to Recovery works.	100%	-	667,196	- 138,673	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Identify suitable works program for consideration by Council.	Inspections conducted of road condition and data base maintained.	Compliant
	Reports prepared on time.	Compliant
	Implement adopted works program over 3 years.	Ongoing
	Accept funding within the required timeframe.	Compliant







**Infrastructure Services - Operational Action Plan and Performance Indicators 2008/2009**

**Component 50 - Parks**  
**Director Infrastructure Services**  
**Officer: Manager Land Management**

**Total Income \$**  
**Total Expenditure \$**

Budget 2007/08									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 172,597	- 172,597	- 40,396	- 49,681						
3,683,717	3,683,717	1,334,165	#####						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To manage all passive open space under Council's care and control.	56%	1,966,227	724,511	569,677	-	-	-	-	-	-
2. To manage all bushland under Council's care and control.	8%	280,890	103,502	81,382	-	-	-	-	-	-
3. To manage all cemeteries under Council's care and control.	4%	140,445	51,751	40,691	-	-	-	-	-	-
4. Contributions to outside bodies for action recreation.	27%	948,002	349,318	274,666	-	-	-	-	-	-
5. To manage trees on nature strips and road verges.	5%	175,556	64,688	50,864	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Open space is maintained for passive recreational purposes.	According to the level of usage, lawns kept below 150mm.	Lawns maintained to appropriate levels.
	All toilets/facilities cleaned and bins emptied weekly (as per works schedule).	Completed as per works schedule.
2.1 Maintain and restore Bushland areas.	Match funds for at least four bush regeneration projects.	Non at this stage
3.1 Richmond Cemetery to be managed in an effective manner.	Lawns maintained below 150mm.	Lawns maintained to appropriate levels.
4.1 External recreational providers (377 Committee's) are supported.	Funds allocated quarterly.	Funds allocated
	Attend at least 2 meetings of the Sports Council.	AGM attended
	Attend at least 2 meetings of the McMahons Park Committee.	No meeting attended at this stage
5.1 Street trees maintained for aesthetic and safety purposes.	Develop a Street Tree Master Plan for Key streets in Richmond.	Works to commence in the next quarter.

## Infrastructure Services - Operational Action Plan and Performance Indicators 2008/2009

**Component 51 - Recreation**  
**Director Infrastructure Services**  
**Officer: Manager Land Management**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 118,000	- 118,000	- 500	- 195						
772,098	772,098	236,192	197,824						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Manage all Council's recreational assets	30%	196,229	70,708	59,289	-	-	-	-	-	-
2. Supervise all the operation of Richmond Swimming Pool	70%	457,869	164,984	138,340	-	-	-	-	-	-
3. Manage the Deed for the Management of the Oasis Aquatic Centre and the Hawkesbury Indoor Stadium		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1. Council's recreational playgrounds and skate parks managed to an acceptable level.	Quarterly safety inspection undertaken of all Skate parks and playgrounds. · Recreation information published on internet and updated quarterly.	Quarterly inspection carried out. Spring recreation program developed and placed on the web
2.1 Manage Richmond Pool to service the community.	100% compliance to Dept of Health guidelines. Richmond Pool open to the community as per advertised opening hours.	Richmond Pool is currently being upgraded to meet these requirements. Delay in power attachment has led to the delay in the opening of the pool this season
3.1 Deed of Management of the Hawkesbury Leisure Centre	Meet with YMCA every 3 months Carry out review of Deed of Management prior to 30/6/2009 Ensure that reports are received from YMCA in accordance with Deed,	Meeting held on the 29 August meeting Completed and check list established and provided to YMCA for appropriate action. Reports are now been received.

**Infrastructure Services - Operational Action Plan and Performance Indicators 2008/2009**

**Component 52 - Roadworks Maintenance**  
**Director Infrastructure Services**  
**Officer: Manager Construction and Maintenance**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	- 465,084	- 465,084	- 116,226	- 124,421						
<b>Total Expenditure \$</b>	4,071,764	4,071,764	1,438,394	832,082						

*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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Undertake roadworks maintenance to ensure a safe and healthy community.	100%	3,606,680	1,322,168	707,661	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Completion of maintenance program for roads.	Works are completed within budget.	The majority of projects are completed within budget. However some over runs occur.
	Works are completed on time.	The St Albans Road Project has experienced sever delays due to contractor issues.
1.2 Measure the response to road damage.	95% urgent repairs made safe within 24 hours and repaired within 1 month.	Compliant
	Generate PMS reports for sealed roads.	Compliant

**Infrastructure Services - Operational Action Plan and Performance Indicators 2008/2009**

**Component 53 - Roadworks Construction**  
**Director Infrastructure Services**  
**Officer: Manager Construction and Maintenance**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 900,173	- 900,173	- 224,952	- 287,378						
1,276,420	1,276,420	318,981	151,978						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Undertake roadworks construction program to ensure a safe and healthy community.	100%	376,247	94,029	- 135,400	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Completion of construction program for roads.	Tendering /quotation process commences within four weeks following receipt of design details.	Compliant
	Works are completed within budget following the completed tendering process.	Some projects were subject to justifiable variations resulting in an over expenditure
1.2 Measure the response to road damage.	Appropriate programs are prepared to identify and repair the subject road conditions.	On target
	95% urgent repairs made safe within 24 hours and repaired within 1 month.	Compliant

































## Support Services Division

- Component 10- Computer Services
- Component 11- Records
- Component 15- Library
- Component 18-Financial Planning
- Component 19-Accounting Services
- Component 20-Rating Services
- Component 21-Investment Debt Servicing
- Component 22-Corporate Services & Governance
- Component 23-Word Processing
- Component 24-Supply
- Component 25-Property Development
- Component 28-Reception
- Component 29-Fleet Management
- Component 39- Gallery
- Component 42- Legal Services
- Component 58-Printing & Sign Writing
- Component 79- Museum
- Component 90- Tourist Information Centre

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 10 - Computer Services**  
**Director Support Services**  
**Officer: Chief Information Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
11,500	11,500	2,874	-						
2,272,733	2,272,733	752,696	506,131						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1 To provide agreed levels of system availability.	60%	1,356,740	449,893	303,679	-	-	-	-	-	-
2. To reduce operating cost of IT infrastructure & services.	23%	520,084	172,459	116,410	-	-	-	-	-	-
3. To provide continuous improvement of IT services to make traditional aspects of Council business more effective.	15%	339,185	112,473	75,920	-	-	-	-	-	-
4. To provide additional IT services for new and non-traditional aspects of Council business that would pave way for revenue generation.	2%	45,225	14,996	10,123	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Infrastructure Strategy.	Disaster recovery plan implemented - 3rd quarter.	Committee formed and quotes obtained.
	New Storage Area Network [SAN] implemented - 2nd quarter.	Final stages of evaluation. May need to extend to 3rs quarter.
1.2 Internal Capabilities Strategy.	IT Governance framework implemented - 4th quarter.	No progress this quarter.
2.2 Internal Communications Strategy.	DataWorks workflows refined - 2nd quarter.	5% progress
2.2 Collaborative Working Strategy.	At least one partnership with an external body established - 1st quarter.	Established a partnership with University of Technology Sydney for a project. Target achieved.
3.1 Business Systems Strategy.	All business systems up 98% of the time - on going.	Target achieved
	Leases replaced or renewed within 2 months of expiry - on going.	Target achieved
3.2 Client Delivery Strategy.	On-line DA lodgement system implemented - 4th quarter.	Purchased "Enquirer" and "Amendments" modules. Training provided to staff by vendor DCP being updated.
4.1 Stakeholder Management Strategy.	IT steering committee meets at least 4 times a year.	Target achieved
	Access to helpdesk 8am to 5:30pm 98% of the time.	Target achieved

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 11 - Records  
Director Support Services  
Officer: Chief Information Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 3,540	- 3,540	- 885	- 2,674						
578,345	578,345	144,525	123,664						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To enable seamlessness and continuity of Council business by executing its records keeping function effectively.	55%	316,143	79,002	66,545	-	-	-	-	-	-
2. To reduce physical storage requirements by maintaining records effectively in an electronic format.	25%	143,701	35,910	30,248	-	-	-	-	-	-
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.	10%	57,481	14,364	12,099	-	-	-	-	-	-
4. To comply with government legislation in terms of retention and destruction of records.	10%	57,481	14,364	12,099	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Registration of daily inwards paper correspondence.	90% within 8 business hours, 100% within 12 business hours - on going.	Target achieved.
1.2 Record keeping rules.	Thesaurus prepared and communicated to staff - 2nd quarter.	Thesaurus prepared and being communicated to all staff. 79% complete.
1.3 Refine existing records.	Precis of existing documents cleaned up as per the thesaurus - 4th quarter.	Precis rules created and incorporated into the training programme. An OMS is being prepared. More than 50,000 existing documents changed as per the new rules.
1.4 Training.	DataWorks training programme for new employees developed and implemented - 1st quarter.	Target achieved. Training will be on-going.
2.1 Reduction of paper based records through increasing electronic records.	A new procedure for invoice registering developed and implemented - 4th quarter.	Being driven by Financial Services. New procedures presented to MANIX and being trialled with key staff.
3.1 Retrieval of information.	100% subpoenas processed as per the subpoena procedure - on going.	Target achieved.
4.1 GDA10 based sentencing and destruction scheme.	Implement a GDA10 based subject system in DataWorks - 3rd quarter.	More than 50% of the new subjects already implemented in DataWorks.

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 15 - Library  
Director Support Services  
Officer: Manager Cultural Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
139,900	139,900	9,471	10,824						
1,522,821	1,522,821	377,474	332,666						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
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.	80%	1,106,337	294,402	257,474	-	-	-	-	-	-
2. Encourage community participation in lifelong learning.	15%	207,438	55,200	48,276	-	-	-	-	-	-
3. Effectively and efficiently manage cultural services and promote community use of the Cultural Precinct.	5%	69,146	18,400	16,092	-	-	-	-	-	-
3. 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.		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Promote use of the library.	200,000 library visitors per year.	Exceeded target. 57,101 people visited both libraries during Jul-Sep 08
	40% of LGA population are library members.	Exceeded target. Membership is 30,596 which is approximately 50.82% of the Hawkesbury population (62,211), which is above the baseline suggested by the State Library of NSW.
	300,000 loans per year.	Exceeded target. 81,549 items were loaned during Jul-Sept 08 period.
	Maintain an active and well trained volunteer based of 20.	There are 15 Library Volunteers active in housebound service. The Volunteer Coordinator is currently reviewing Library Volunteer activities and will grow the service over the year.
	Produce and distribute Library Program information at least twice a year - incorporating a 5% increase in digital distribution per annum.	Underway Local Priority Grant funds will be directed towards achieving this target.
2.1 Enable access to the latest collections & technology.	3% net increase in library stock per year.	Exceeded target. 3,032 net stock growth during Jul-Sept 08, 1,970 more than the previous period of Jul-Sept 07 (1,062)
	PC use is 60% of total available time.	Exceeded target. PC use is 65% of total available time. 10,663 computer bookings were recorded for both libraries. The number of public access PCs was increased by four in response to the continuing trend in demand two at Central Library and two at Richmond Library. There is now a total of 20 public access PC's.
2.2 Promote community's use of the Cultural Precinct including community rooms in the Deerubbin Centre.	5% increase in number of hours community rooms are used.	Rooms were booked for a total of 1209.5 hours which is an increase of 4,94% compared with 1,152 hours for the 06/07 Sept quarter.

**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 18 - Financial Planning**  
**Director Support Services**  
**Officer: Chief Financial Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
440,374	440,374	110,052	112,914						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Financial Planning - to manage based on a comprehensive financial strategy.	40%	176,150	44,021	45,166	-	-	-	-	-	-
2. Management Reporting - maintain effective and informative internal management reporting to meet corporate requirements.	40%	176,150	44,021	45,166	-	-	-	-	-	-
3. Systems Management - develop and maintain the accounting systems.	20%	88,075	22,010	22,583	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 To ensure a planned approach to Council programming.	Management Plan adopted by June.	Target achieved.
	Quarterly Reviews completed within 60 days of end of quarter.	On target
1.2 Assess the effective implementation of Council's Long Term Financial Strategy.	Review LTFP annually.	No progress this quarter
2.1 Ensure that financial reporting is timely, accurate and informative.	Executive reports within 14 days of EOM.	Target achieved.
	Managers Reports distributed within 5 days EOM.	Target achieved.
2.2 Assess the ability of Council to properly budget for and manage the resources that are available to fulfil its management plan.	Carried forward < 25% funding.	Not on target.
	Actual Performance vs budget forecasts +/- 5%.	Target achieved.
3.1 Ensure the integrity of the financial systems.	Review FSP annually.	No progress this quarter.
	Review project strategy monthly.	Target achieved.

**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 19 - Accounting Services**  
**Director Support Services**  
**Officer: Chief Financial Officer**

**Total Income \$** - 2,900,500 - 2,900,500 - 725,123 - 740,164  
**Total Expenditure \$** 747,635 747,635 186,680 219,495

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 2,900,500	- 2,900,500	- 725,123	- 740,164						
747,635	747,635	186,680	219,495						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Accounts Payable - To ensure the prompt and accurate payment of Council's Creditors.	30%	- 645,860	- 161,533	- 156,201	-	-	-	-	-	-
2. Payroll - To ensure the timely and accurate processing of payroll.	25%	- 538,216	- 134,611	- 130,167	-	-	-	-	-	-
3. Debtors - To ensure the timely and accurate processing of accounts receivable.	25%	- 538,216	- 134,611	- 130,167	-	-	-	-	-	-
4. Statutory Compliance - To ensure Council's compliance with external regulatory and taxation legislation.	5%	- 107,643	- 26,922	- 26,033	-	-	-	-	-	-
5. Cash Management - To ensure Council has sufficient cash resources to meet future commitments.	10%	- 215,287	- 53,844	- 52,067	-	-	-	-	-	-
6. Financial reporting - To provide statutory financial accounts to stakeholders in compliance with the legislative requirements.	5%	- 107,643	- 26,922	- 26,033	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Assess the effectiveness of payment processing of creditors.	85% invoices paid by due date.	Target achieved.
2.1 Assess the accuracy of payroll processing and meet deadlines.	99% accuracy in payroll processing.	Progressing to target.
3.1 Assess effectiveness of Debtor accounts settlement.	90% debtors accounts paid within 90 days.	Not on target-this process has been outsourced to improve results in this area.
	Debtors on arrangements paid within 12 months.	Not on target-this process has been outsourced to improve results in this area.
4.1 Assess the accuracy and timeliness of S94 Register Updates.	S94 Register reconciled within 5 days EOM.	Target achieved.
4.2 Assess the adequacy of and strategically manage Council's reserves.	Reconciliation of reserves within 5 days EOM.	Target achieved.
4.3 Assess Council's compliance with taxation and other regulatory legislation.	BAS & Diesel Fuel submitted within 5 days EOM.	Target achieved.
	FBT submitted by due date.	Target achieved.
	ABS & DLG returns submitted by due date.	Target achieved.
5.1 Assess the effectiveness of Council's cash flow management.	Bank Reconciliation within 5 days EOM.	Target achieved.
	Unrestricted Current Ratio > 2.00.	Target achieved.
6.1 Ensure that financial reporting is timely and accurate.	Statutory financial reports submitted by due date.	On target
6.2 Ensure that audit recommendations are implemented in a timely manner.	95% audit recommendations implemented by due date.	Progressing to target.
6.3 Assess the effectiveness of Council's financial management practices & policies and compliance with prescribed legislation.	Unqualified Audit Opinion.	Target achieved.

**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 20 - Rating Services**  
**Director Support Services**  
**Officer: Chief Financial Officer**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	- 23,292,500	- 23,292,500	- 23,193,862	- 22,788,949						
<b>Total Expenditure \$</b>	689,186	689,186	247,991	179,170						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Rating Services - To ensure the accuracy of Council's computer based rating and property information system and efficient collection of rate revenue.	50%	- 11,301,657	- 11,472,936	- 11,304,890	-	-	-	-	-	-
2. Debt Recovery - To minimise Council's exposure to outstanding debts through effective debt recovery procedures.	25%	- 5,650,829	- 5,736,468	- 5,652,445	-	-	-	-	-	-
3. Cashiers - To ensure the accurate processing of receipts.	25%	- 5,650,829	- 5,736,468	- 5,652,445	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Assess the accuracy and timeliness of distributing rating notices.	Rate Notices issued by due dates with 95% accuracy.	Target achieved.
1.2 Assess the turnaround time for issuing s603 certificates.	Issued within 3 Working Days.	Target achieved.
1.3 Assess the accuracy of Council property database.	Updates within 5 Working Days.	Target achieved.
2.1 Assess the effectiveness of Council's collection process for outstanding rates.	Rate Arrears < 5.00%.	Not on target- this process has been outsourced to improve results in this area.
3.1 Assess the effectiveness and accuracy of Council's receipting system.	Ensure cash discrepancies are less than 0.1% of total receipts.	Target achieved.



**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 21 - Investment Debt Servicing**  
**Director Support Services**  
**Officer: Chief Financial Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 1,301,500	- 1,301,500	- 390,375	- 548,165						
50,000	50,000	-	3,945						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To ensure the investment strategy maximises the return on Council's investment portfolio.	95%	- 1,188,925	- 370,856	- 517,009	-	-	-	-	-	-
2. To ensure the appropriate utilisation of loan facilities in accordance with policy.	5%	- 62,575	- 19,519	- 27,211	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Assess the effectiveness of Council's investment strategies to maximise returns on investment.	ROI > 90 Day Bank Bill Rate.	Target achieved.
1.2 Ensure that Council's investment strategy compares with industry standards.	Review Investment Policy annually.	Investment Policy will be reviewed in the 2ns quarter, so as to incorporated the DLG guidelines
2.1 Ensure the prompt and accurate payment of loan interest and redemption.	Payments made by due date.	Target achieved.
2.2 Assess the ability of Council capacity to service outstanding debt.	Debt Service Ratio < Industry Benchmark 10%.	Target achieved.



## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 23 - Word Processing**  
**Director Support Services**  
**Officer: Manager Corporate Services and Governance**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
133,187	133,187	33,285	29,536						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Compile and distribute Council Meeting agendas, minutes and action items and provide an efficient and effective typing and document presentation and processing system for Council.	100%	133,187	33,285	29,536	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Compilation of Council Business Papers.	Forwarded to Publishing Manager by 12 noon on the Thursday prior to the Meeting.	Business Papers for 5 Ordinary and 1 Special Meetings produced within time.
1.2 Compilation of Council Meeting Minutes.	Draft completed and distributed to Senior Staff within 48 hours after meeting.	Minutes of 6 Meetings held produced within target
1.3. Distribution of Action Items from Council Meeting Minutes.	Distributed to Senior Staff within 4 working hours from approval of draft minutes.	Target met
1.4. Distribution of Questions Without Notice.	Distributed to Senior Staff within 8 working hours from approval of draft minutes.	Target met
1.5. Council Business Papers completed for publication on Council's website.	Forwarded to IT prior to 12 noon on the Friday before the meeting.	Business Papers for 5 Ordinary and 1 Special Meetings completed for publication on time.
1.6. Provide word processing, software user and help desk support.	Requests for support are responded to within 1 working hour.	Target met
1.7. Preparation of word documents.	Completed and returned within 2 working days.	Target met

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 24 - Supply**  
**Director Support Services**  
**Officer: Chief Financial Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
5,000	5,000	1,248	2,377						
239,730	239,730	59,904	82,511						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Maintain a manageable inventory stock level to satisfy Council's requirements and cost.	30%	70,419	17,597	24,040	-	-	-	-	-	-
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.	70%	164,311	41,059	56,094	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Minimal inventory investment and inventory losses.	95% Inventory Accuracy as reported in stock takes.	Target achieved.
2.1 Procurement strategies are aligned with Corporate objectives.	100% compliance.	Progressing to target.
2.2 Develop Procurement Guidelines.	December.	Progressing to target.
2.3 Training and support of Purchasing system users.	95% competency level maintained.	Progressing to target.
2.4 Implement cost effective methods of procurement for low cost items.	Relative reduction in the annual purchase costs.	Progressing to target.
2.5 Response to Supply enquires.	General enquiries within 24 hours.	Target achieved.
2.6 Response to Quotation requests.	Quotation requests within 10 working days- for non complex needs and 25 working days for complex needs.	Target achieved.

**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 25 - Property Development**  
**Director Support Services**  
**Officer: Manager Corporate Services and Governance**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 1,932,295	- 1,932,295	- 522,128	- 669,659						
780,787	780,787	307,758	230,344						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Co-ordination and management of Council's property portfolio including the acquisition and sale of property, leasing of property, road closures and openings.	100%	- 1,151,508	- 214,370	- 439,315	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Vacancies for leased premises in Council's property portfolio.	Greater than 90% occupancy rates.	Target met
1.2 Inspections of Council's leased residential properties.	Each residential property inspected annually during October to December.	Not applicable in first quarter.
1.3 Inspections of Council's leased commercial/retail properties.	Each commercial/retail property inspected annually during January to March.	Not applicable in first quarter.
1.4 Consumer Price Index reviews implemented for the relevant leases.	100% of CPI reviews implemented within 2 months of review date.	Target met
1.5 Process lease options and lease renewals.	100% of tenants notified within 3 to 6 months of termination dates.	Target met
1.6 Monitoring payments of property rentals for leased premises in Council's property portfolio.	85% or greater property rentals paid when due.	Target met
1.7 Actioning of Council resolutions regarding property sales and acquisitions.	Initial action commenced within 5 working days of approved Council resolutions.	Target met



**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 29 - Fleet Management**  
**Director Support Services**  
**Officer: Chief Financial Officer**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 125,000	- 125,000	- 31,236	- 33,932						
413,469	413,469	103,326	111,298						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To manage Council's fleet to meet corporate objectives.	100%	288,469	72,090	77,366	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Managed in accordance with policies and procedures.	Vehicles to achieve minimum 25,000 km annualised.	Target achieved
	Monthly reports completed and communicated.	Target achieved
	Vehicles to be maintained in accordance with manufacturers recommendations.	Target achieved
	All vehicles are inspected quarterly to ensure maintained.	Target achieved
	Vehicles are replaced on time and within budget.	Target achieved

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 39 - Gallery**  
**Director Support Services**  
**Officer: Manager Cultural Services**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
4,000	4,000	700	3,500						
406,449	406,449	96,076	99,186						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provide free and accessible visual art exhibitions to the people of the City of the Hawkesbury as well as the wider community.	75%	301,837	71,532	71,765	-	-	-	-	-	-
2. Encourage community participation in visual arts.	20%	80,490	19,075	19,137	-	-	-	-	-	-
3. Build and maintain a City-wide profile and a reputation in the wider arts community and create strategic partnerships with community groups, arts sector and government.	5%	20,122	4,769	4,784	-	-	-	-	-	-
Opening hours Monday to Friday -10am - 4pm; Saturday & Sunday 10am - 3pm (closed Tuesdays).			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Provide a program of exhibitions.	Seven exhibitions per year.	On target. Waterways- Ana Pollak, Jenny Pollak and David Collins 20 June- 27 July. Liminal 1 August-7 Sept 2008. The Year of the Bird, 12 Sept-26 Oct 2008
	7,500 Gallery visitors per year.	1856 visitors to the gallery, 400 to Julie Harris (Tamworth) + workshop participation
	80% satisfaction rating from visitors.	Exceeded target 90% visitor satisfaction.
2.1 Increase community participation in visual arts.	14 public programs per year.	Exceeded target. 2x curator talks, three artists talks, one general talk (Jill Dark, Cumberland Bird Observers) four school holiday workshops
	Gallery supports four visual arts activities held in Stan Stevens Studio per year.	Exceeded target. Accessible Arts workshop held each Tuesday
	Maintain an active and well trained volunteer base of 35.	Exceeded target: 42 trained gallery volunteers
3.1 Promote use of the Gallery.	Produce and distribute Gallery program information at least twice a year - incorporating a 5% increase in digital distribution per annum.	On target: Sept 08- Feb 09 Gallery Program published and distributed via 600 e-invites as well as direct mail.





## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 58 - Printing and Sign Writing**  
**Director Support Services**  
**Officer: Manager Corporate Services and Governance**

**Total Income \$**  
**Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 25,200	- 25,200	- 6,297	- 6,985						
279,216	279,216	69,792	59,998						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provision of a consistent quality and efficient printing and sign writing service for Councillors, Council staff, the public and external customers.	100%	254,016	63,495	53,013	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Accurate and timely printing and binding of Council Business Papers.	Councillors - completed by 4:00pm on the Thursday prior to the meeting. Others-completed by 12 noon on the Friday prior to meeting.	Business Papers for 5 Ordinary and 1 Special Meetings produced within time. Business Papers for 5 Ordinary and 1 Special Meetings produced within time.
1.2 Provide timely quotations to external organisations for printing and sign writing requests.	Quotations provided within 2 working days of request.	Target met
1.3 Acceptance of competitive quotations provided to external customers.	Acceptance of 80% of quotes provided.	All quotes accepted - target achieved
1.4 Preparation of emergency signage for road closures, diversions and the like.	Provided within 1 working day from request.	All completed within 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.	Target met
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.	Target met - cleaned and maintained to specifications

**Support Services- Operational Action Plan and Performance Indicators 2008/2009**

**Component 79 - Museum  
Director Support Services  
Officer: Manager Cultural Services**

**Total Income \$  
Total Expenditure \$**

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
- 2,499	- 2,499	- 250	-						
291,804	291,804	147,049	75,180						

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

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Provide free and accessible history and heritage exhibitions to the people of the City of the Hawkesbury as well as the wider community.	70%	202,514	102,759	52,626	-	-	-	-	-	-
2. Encourage community participation in history and heritage.	25%	72,326	36,700	18,795	-	-	-	-	-	-
3. Provide high quality heritage programs that contribute to cultural tourism in the Hawkesbury.	5%	14,465	7,340	3,759	-	-	-	-	-	-
4. Opening hours: Wednesday to Friday 10am - 4pm; Saturday & Sunday 10am - 3pm (Closed to general public Monday & Tuesday but available to pre-booked groups, including tour and school groups)		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
1.1 Provide a program of exhibitions.	An ongoing program of exhibitions is developed.	Target met exhibitions include. The Collectors- Eric Mitchell Boat Collection. Scheyville Migrant Centre. A collection of chairs Niomi Sands; permanent exhibition Land, River, People installed; video Hawkesbury Flood 1913 from Film and Sound Archive.
2.1 Increase community participation in history and heritage.	Maintain an active and well trained volunteer base of 40.	Exceeded target 52 trained meuseum volunteers, not including historical society members, who participate as guides, heritage walk tour guides, receptionists, researchers and exhibition assistants.
	12 public programs per year.	Exceeded target, One heritage walk per week. 12 since August, 1 Woodworking demonstration organised in collaboration with Rouse Hill, Historic Houses Trust NSW
3.1 Promote use of the museum.	Produce and distribute Museum program information at least twice a year - incorporating a 5% increase in digital distributions per annum.	On target: Museum brochure produced and distributed by direct mail. An e-list is currently being developed.

## Support Services- Operational Action Plan and Performance Indicators 2008/2009

**Component 90 - Visitor Information Centre**  
**Director Support Services**  
**Officer: Manager Cultural Services**

	Budget 2008/09									
	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
<b>Total Income \$</b>	6,000	6,000	1,500	1,334						
<b>Total Expenditure \$</b>	201,794	201,794	49,958	39,709						

**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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. Operate a visitor information service that provides accurate information and advice on visiting the Hawkesbury and environs		-	-	-	-	-	-	-	-	-
2. Support promotion of the Hawkesbury		-	-	-	-	-	-	-	-	-
Opening hours Monday to Friday -9am - 5pm; Saturday & Sunday 9am - 4pm, Closed Good Friday and Christmas Day		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
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 VIC Visitor number (3,693) and enquiries (2450) and referrals in the area (3668), including 1403 to cultural and recreation services and events.
	Staff are trained and skilled in customer service and local tourism	On target. Ten staff have received training in three subjects from the Certificate 111 Tourism (VIC). Two staff have been trained in first aid and emergency evacuation.
2.1 Monitor available promotional material on the Hawkesbury	Review and update maps or information brochures on the Hawkesbury area - within resource constraints	In progress. Maps are being reviewed.



# Business Activities

Component 80-Sewage

**Business Activities - Operational Action Plan and Performance Indicators 2008/2009**

**Component 80 - Sewerage**  
**Director Infrastructure Services**  
**Officer: Manager Waste Management**

**Total Income \$** - 4,163,656  
**Total Expenditure \$** 3,203,845

Budget 2008/09									
Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
Original Budget	Amended Budget	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
4,163,656	-4,163,656	-3,536,392	-3,579,593						
3,203,845	3,203,845	786,237	686,450						

*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.*

Service Statements	Full Year Budget		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
	%	\$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$	YTD Budget	Actual YTD \$
1. To provide and maintain a high quality sewage treatment service to the community.		-	-	-	-	-	-	-	-	-
2. To provide and maintain a high quality trade waste service to the community.		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-

Key Performance Indicators	Target	Progress this quarter
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.	90% compliance - Breaches are 50% and 100% Total Suspended Solids at MHSTP, 90% Ammonia and sludge spill from Memcor at SWSTP
2.1 Monitor trade waste.	Keep database updated.	On Target