



LITHGOW CITY COUNCIL

AGENDA

POLICY AND STRATEGY COMMITTEE
MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

05 AUGUST 2008

AT 6.00pm

AGENDA

PRESENT

QUESTIONS FROM THE PUBLIC GALLERY - NIL

PRESENTATIONS - NIL

CONFIRMATION OF THE MINUTES OF THE POLICY AND STRATEGY COMMITTEE MEETING OF COUNCIL HELD ON 1 JULY 2008

DECLARATION OF INTEREST

NOTICES OF MOTION - NIL

NOTICES OF RESCISSION - NIL

CORRESPONDENCE AND REPORTS

Mayoral Minute

General Manager Reports

Regional Services Report

Community and Corporate Reports

REPORTS FROM DELEGATES - NIL

COMMITTEE MEETINGS - NIL

CLOSED REPORTS

Update on Sale of Old Gas Works Site

Update on Aboriginal Place Nominations and Management of Crown Land

QUESTIONS WITHOUT NOTICE

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MAYORAL MINUTE

ITEM:1 **MAYORAL MINUTE - 05/08/08 - REVIEW OF COUNCIL MEETING
DAY AND TIMES**

REFERENCE

Nil.

COMMENTARY

Following a number of months of having the new system of Council meetings being on a Tuesday and starting at 6.00pm, I believe it is time to review this procedure.

Even though these meeting times had the acceptance of Council at the time, there has been some indications to me that it may be the reason for some Councillors not to be as regularly available on a Tuesday as a Monday and it may be the reason for a lower turn out of visitors to the public gallery in recent times.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

RECOMMENDATION

THAT the new Council review the day and times of its Council Meetings.

GENERAL MANAGER REPORTS

**ITEM:2 GM - 05/08/08 - TABULAM COTTAGES (PORTLAND HOSPITAL)
 DEVELOPMENT APPLICATION**

REFERENCE

NIL

SUMMARY

Correspondence has been received from the Parliamentary Secretary for Health in regards to the Tabulam Cottages (Portland Hospital) Development Application.

COMMENTARY

The Parliamentary Secretary for Health referred to correspondence Council had forwarded to the Minister for Health, the Hon Reba Meagher MP concerning the Tabulam Cottages (Portland Hospital) Development Application.

Professor Boyages, Chief Executive of Sydney West Area Health Services (SWAHS) had advised the Parliamentary Secretary that the NSW Department of Commerce, on behalf of SWAHS, met with Council Officers on April 8th 2008 and is currently working with Council to resolve any outstanding issues from the development application.

Professor Boyages also advises that the community Working Group established to ensure community participation in the project has met and developed plans for beautification of the site. It is planned to commence work in the autumn planting season. Meanwhile staff have been allocated on a regular basis to tidy existing grounds.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information be noted.

ITEM:3 GM - 05/08/08 - CONFIDENTIAL - SALE OF OLD GASWORKS SITE

Reason for Confidentiality

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(d)(iii) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) commercial information of a confidential nature that would if disclosed:
 - (iii) reveal a trade secret

It is not in the public interest to reveal details of the information provided. The Company has provided sensitive information about their proposed operations in the confidence that their details will not be made public by council. The practice of publication of sensitive information provided in the proposal could result in the withholding of such information in the future and reduction in the provision of information relevant to council's decision.

REFERENCE

- 06-143 - Ordinary Council Meeting held on 15/05/06
- 07-06 - Policy and Strategy Committee Meeting held on 5/2/07
- 07-57 - Ordinary Council Meeting held on 19/02/07
- 07-161 - Policy and Strategy Committee Meeting held on 7/5/07
- 07-347 - Policy and Strategy Committee Meeting held on 6/8/07
- 07-429 - Ordinary Council Meeting held on 17-9/07
- P08-23 - Policy and Strategy Committee Meeting held on 03/03/08
- P08-39 - Policy and Strategy Committee Meeting held on 07/04/08
- P08-54 - Policy and Strategy Committee held on 6 May 2008

SUMMARY

This report provides an update on the sale of the Old Gasworks site.

RECOMMENDATION

THAT Council consider this report in closed Council pursuant to Section 10A(2)(d)(iii) of the Local Government Act 1993.

ITEM:4 GM - 05/08/08 - RESIGNATION OF SUPERINTENDENT TOM SHIRT - DISTRICT MANAGER NSW RURAL FIRE SERVICE

REFERENCE

NIL

SUMMARY

Correspondence has been received from the District Manager NSW Rural Fire Service (RFS) advising of his resignation.

COMMENTARY

Correspondence has been received from Superintendent Tom Shirt, District Manager NSW RFS, Blue Mountains District in relation to his resignation from the Lithgow RFS.

As Council is aware, Tom Shirt has been acting in the position of NSW Rural Fire Service District Manager Blue Mountains for the past four months. He has recently been informed that his application for the position was successful and that his duties in the Blue Mountains commence immediately.

Tom advised that his time as a volunteer and later as Salaried Officer in the Lithgow District has been a major part of his adult life. He will certainly miss the close friendships formed, camaraderie and the robust debate that has always been part of the Lithgow District RFS.

Tom wishes the Mayor, Councillors, Council staff and RFS Acting District Manager Superintendent Greg Wardle all the best for future and hopes the solid friendships and understanding formed with Council will continue under Greg Wardle's leadership.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

NIL

RECOMMENDATION

THAT the information be noted.

ITEM:5 GM - 05/08/08 - LITHGOW COUNCIL RIVER LETT - CATCHMENT IMPROVEMENT PROJECT

REFERENCE

NIL

SUMMARY

Correspondence has been received in relation to the Lithgow Council's River Lett Catchment Improvement Project.

COMMENTARY

Correspondence has been received from the Chairman of the Hawkesbury - Nepean Catchment Management Authority (HNCMA) in relation to the Lithgow Council River Lett Catchment Improvement Project.

The Hawkesbury Nepean CMA are writing to Lithgow City Council to congratulate them on the successful delivery of the River Lett Catchment Improvement Project that was funded by the Hawkesbury Nepean Catchment Management Authority.

Extended thanks have come from the HNCMA and appreciation to staff and volunteers of both the Council and the Lithgow Oberon Landcare Association, especially Paul Anderson (former General Manager Lithgow Council), David Drury and Trish Kidd for the valuable contributions to the projects' success.

Project works carried out as part of this project included vehicle management, weed control and tree-planting at Londonderry Reserve and Hartley Reserve and vehicle management and erosion control at Hyde Park. At each of these locations Council achieved an appropriate balance between the recreational, ecological and cultural demands placed upon these sites.

The HNCMA were particularly impressed with the community engagement process that council implemented to develop the Management Plan for the reserve and the range of "soft and hard" engineering works that were carried out at Hyde Park to control soil erosion.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT the information be noted.

ITEM:6 GM - 05/08/08 - COMMUNITY RELATIONS COMMISSION

REFERENCE

Nil

SUMMARY

Correspondence has been received from the Chairperson of the Community Relations Commission regarding the Community Relations Report 2007.

COMMENTARY

Council is in receipt of information from the Chairperson of the Community Relations Commission regarding the Community Relations Report 2007.

The Community Relations Report 2007, which has been prepared under the Community Relations Commission and Principles of Multiculturalism Act 2000 is tabled for Councils information.

The report was launched by the Hon Barbara Perry MP, Minister for Juvenile Justice, Minister for Western Sydney and Minister Assisting the Premier on Citizenship, at Parliament House, Sydney on 26th June 2008.

The Report provides an overview of achievements and developments in community relations in New South Wales and reports on the ongoing implementation of the Principles of Multiculturalism through the Ethnic Affairs Priorities Statement program. It follows on from, and builds on, the previous Community Relations Reports to provide an analysis of community relations and cultural diversity arrangements in NSW, grouped under the four Principles of Multiculturalism.

During 2007 a number of wide-ranging initiatives were undertaken to promote community harmony and these are detailed in the Report. This includes highlights of programs and projects undertaken by public sector agencies and a separate section devoted to local council initiatives across a broad range of activities.

The Report also includes a section devoted to awards presented during the year, which recognise the positive contribution to our society by ethnic communities and individuals from culturally and linguistically diverse backgrounds.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

1. The Community Relations Report 2007 (tabled)

RECOMMENDATION

THAT the information be noted.

ITEM:7 GM - 05/08/08 - MODEL CODE OF CONDUCT - CONDUCT REVIEW COMMITTEE

REFERENCE

Minute 07-453 – Council Meeting 15 October 2007

Minute O08-31 – Council Meeting 17 March 2008

Minute P08-77 – Policy and Strategy Committee 1 July 2008

SUMMARY

This report tables six names nominated for the Council's Code of Conduct Review Committee.

COMMENTARY

At its Policy and Strategy Committee Meeting held on 1 July 2008, the Council adopted the new Model Code of Conduct for Local Councils in NSW.

One of the major changes to the Model Code concerned the conduct review committee. Councils can now have conduct review committees or sole reviewers. These will now be independent of council and can act in the role for more than one council. The operating guidelines are provided in the Model Code. The General Manager and Mayor will no longer be members of the conduct review committee. They may only act in an advisory capacity to the conduct review committee or sole conduct reviewer. Conduct reviewers must be independent, qualified persons of high standing in the community who are appointed by council. The council must appoint 3 or more persons with a sole conduct reviewer being chosen from the appointed persons. Council may determine whether it is going to meet out of pocket expenses and/or pay a fee for the service.

In order to ensure that a Conduct Committee could be called under the new terms, the Council resolved:

Delegate to the acting general manager the responsibility of liaising with Oberon Shire Council, Mid-Western Regional Council, and other councils should it be required, to seek the services of five (5) eligible persons to fulfill the role of conduct review committee members.

The General Manager contacted both Oberon Shire Council and Mid-Western Regional Council with six eligible persons being identified. These are:

- Mr Tim Le Fevre, Solicitor, Lithgow LGA
- Mr Ian Woodward, Solicitor, Lithgow LGA
- Mr Steve Flynn, Solicitor, Mid-Western LGA
- Mr Russel Seare, Solicitor, Mid-Western LGA
- Mrs Margaret Conn, Solicitor, Mid-Western LGA
- Mr Pat Bird, Solicitor, Oberon LGA

POLICY IMPLICATIONS

The revised Model Code of Conduct for Local Councils in NSW replaces the Council's adopted Code of Conduct from 20 June 2008.

FINANCIAL IMPLICATIONS

The Council may determine whether it is going to meet out of pocket expenses and/or pay a fee for the service.

LEGAL IMPLICATIONS

Councils under section 440 of the Local Government Act 1993 must adopt a code of conduct.

ATTACHMENTS

NIL

RECOMMENDATION

THAT the Council appoints the following persons to be members of the Council's Code of Conduct Review Committee:

- Mr Tim Le Fevre, Solicitor, Lithgow LGA
- Mr Ian Woodward, Solicitor, Lithgow LGA
- Mr Steve Flynn, Solicitor, Mid-Western LGA
- Mr Russel Seare, Solicitor, Mid-Western LGA
- Mrs Margaret Conn, Solicitor, Mid-Western LGA
- Mr Pat Bird, Solicitor, Oberon LGA

REGIONAL SERVICES REPORTS

ITEM:8 REG - 05/08/08 - PORTLAND AND WALLERAWANG SEWERAGE UPGRADE OPTIONS

REPORT BY: GROUP MANAGER REGIONAL SERVICES - ANDREW MUIR

SUMMARY

This report advises Council on the options studies carried out in relation to sewerage system upgrades

COMMENTARY

In order to determine the most cost effective and environmentally sustainable long term option of providing upgrades to sewerage treatment facilities for Portland and Wallerawang, Council engaged NSW Department of Commerce to undertake studies into alternatives. These works examined the following options:

- Sewage transfer from Wallerawang to Portland comprising a transfer main and augmentation of Portland STP (ie one major plant at Portland);
- Sewage transfer from Portland to Wallerawang comprising a transfer main and Wallerawang STP augmentation (ie one major plant at Wallerawang)
- Separate Wallerawang and Portland STP augmentations (ie two separate upgraded plants)

The main drivers to examine the possibilities of one major plant servicing both towns were the possible long term savings in a reduction of running costs and the environmental benefits of eliminating a discharge into the Sydney drinking water catchment. The results of the studies are as follows:

Option	Capital Cost	Annual Cost	NPV (to 2031 at 7%)
A			
Sewage Transfer to Wallerawang			
Transfer System	\$8,924,000	\$56,000 to \$157,000	
Wallerawang STP Augmentation	\$9,194,000	\$181,000 to \$262,000	
Total	\$18,118,000	\$237,000 to \$419,000	\$19,968,000
B			
Separate Schemes			
Wallerawang STP Augmentation	\$6,540,000	\$105,000 to \$148,000	
Portland STP Augmentation	\$6,855,000	\$105,000 to \$121,000	
Total	\$13,481,000	\$306,000 to \$325,000	\$14,806,000
C			
Sewage Transfer to Portland			
Transfer System	\$9,964,000	\$57,000 to \$159,000	
Portland STP Augmentation	\$9,344,000	\$181,000 to \$232,000	
Total	\$19,308,000	\$237,000 to \$391,000	\$20,688,000

The Net Present Value (NPV) seeks to calculate the overall costs of an option up until 2031. Due to the relatively minor cost differential between options A & C, option A has been eliminated as it does not have the benefits to the Sydney Drinking Water Catchment. Option C is still worth pursuing on environmental and drinking water catchment enhancement grounds, but could only occur if an external source of funding could be sourced. In this regard, as the drinking water catchment and environs would be the biggest beneficiary it is suggested that the Sydney Catchment Authority be approached to ascertain whether it would fund any shortfall in capital and operating costs of Option C due to the positive impact on the Sydney Drinking Water Catchment. If the SCA declines then Option B would be pursued and in order of priority the finalisation of the design of an upgraded Wallerawang STP would be pursued in 2008/2009 with construction timetabled for 2009/2010. Portland design would then occur in 2009/2010 with construction in 2010/2011.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Essentially the subject of this report. Funding is provided in 2008/2009 budget for design works associated with a stand-alone plant at Wallerawang or transfer to Portland. In choosing any option, Council may reasonably expect funding of up to approximately 40% of the capital cost of the cheapest option under the Country Towns Water and Sewerage Scheme, in this case Option B. Council would be required to fund the balance unless external funding could be secured.

LEGAL IMPLICATIONS

Under the terms of its Environment Protection Licences for Wallerawang and Portland Sewerage Treatment Plants, Council is required to complete upgrades by 30 June 2009. As this will not be possible, variations have been sought to these licence conditions.

ATTACHMENTS

Nil

RECOMMENDATION

THAT

1. Correspondence be forwarded to the Sydney Catchment Authority requesting funding for any shortfall not covered by Council and the Country Towns Water and Sewerage Scheme for the capital and operating costs of option C as outlined in this report due to the positive benefits to the Sydney Drinking Water Catchment and environs.
2. Should the Sydney Catchment Authority decline Council's request, then Option B be pursued with the design of an upgraded Wallerawang Sewerage Treatment Plant being finalised in 2008/2009.

COMMUNITY AND CORPORATE SERVICES REPORTS

ITEM:9 COMM - 05/08/08 - CONFIDENTIAL - UPDATE ON ABORIGINAL PLACE NOMINATION & MANAGEMENT OF CROWN LAND

REPORT FROM: GROUP MANAGER COMMUNITY AND CORPORATE – SUZANNE LOLLBACK

Reason for Confidentiality

In accordance with the Local Government Act 1993 and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

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- (e) information that would, if disclosed, prejudice the maintenance of law
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- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(h) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land

This matter is classified confidential as it contains information on the location of an item of Aboriginal heritage. It is of significant cultural value to the local indigenous community and therefore it is not in the public interest to reveal the details of the site.

REFERENCE

Minute 07-430 Council Meeting 17 September 2007

Minute P08 – 49 Policy and Strategy Meeting 6 May 2008

SUMMARY

This report provides an update on the nomination of an Aboriginal Place.

RECOMMENDATION

THAT Council consider this report in closed Council pursuant to Section 10A(2)(h) of the Local Government Act 1993.

QUESTIONS WITHOUT NOTICE

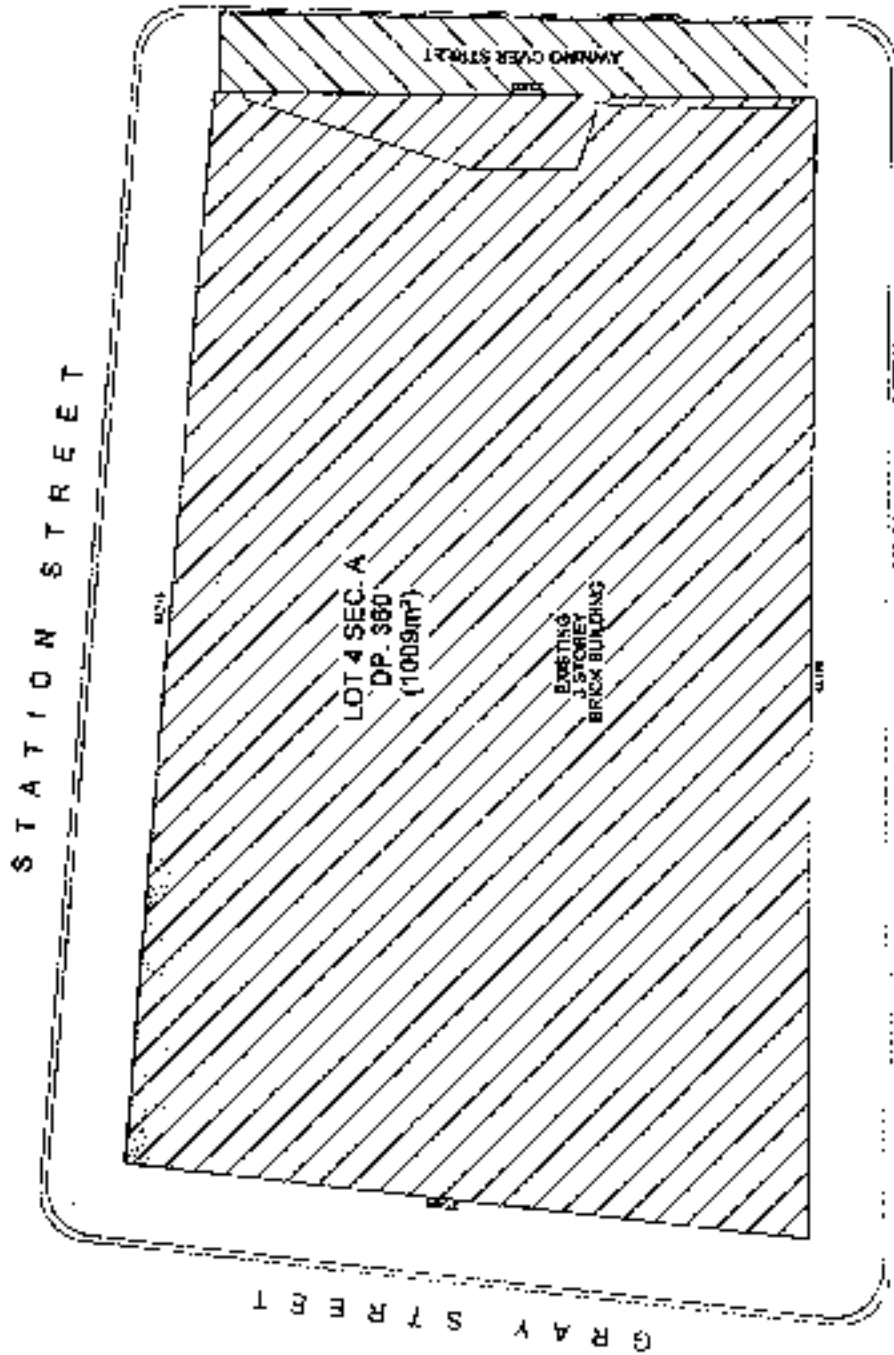
Nil.

ATTACHMENTS

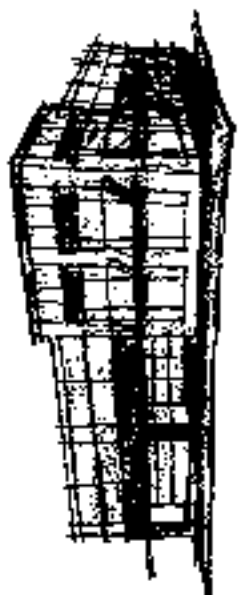
158 MAIN STREET, LITHGOW

ALTERATIONS TO EXISTING BRACEY'S BUILDING

- DRAWING SCHEDULE**
- DA-01 SITE PLAN & LOCATION PLAN
 - DA-04 SUBMIT FLOOR PLAN
 - DA-02 CONCRETE FLOOR PLAN
 - DA-03 FRET-A-DOOR PLAN
 - DA-05 PROPOSED EXISTING BRICK HOUSE
 - DA-06 PROPOSED EXISTING ELEVATION
 - DA-08 PHOTO



EXISTING BUILDING



2D SIGN PROPOSAL

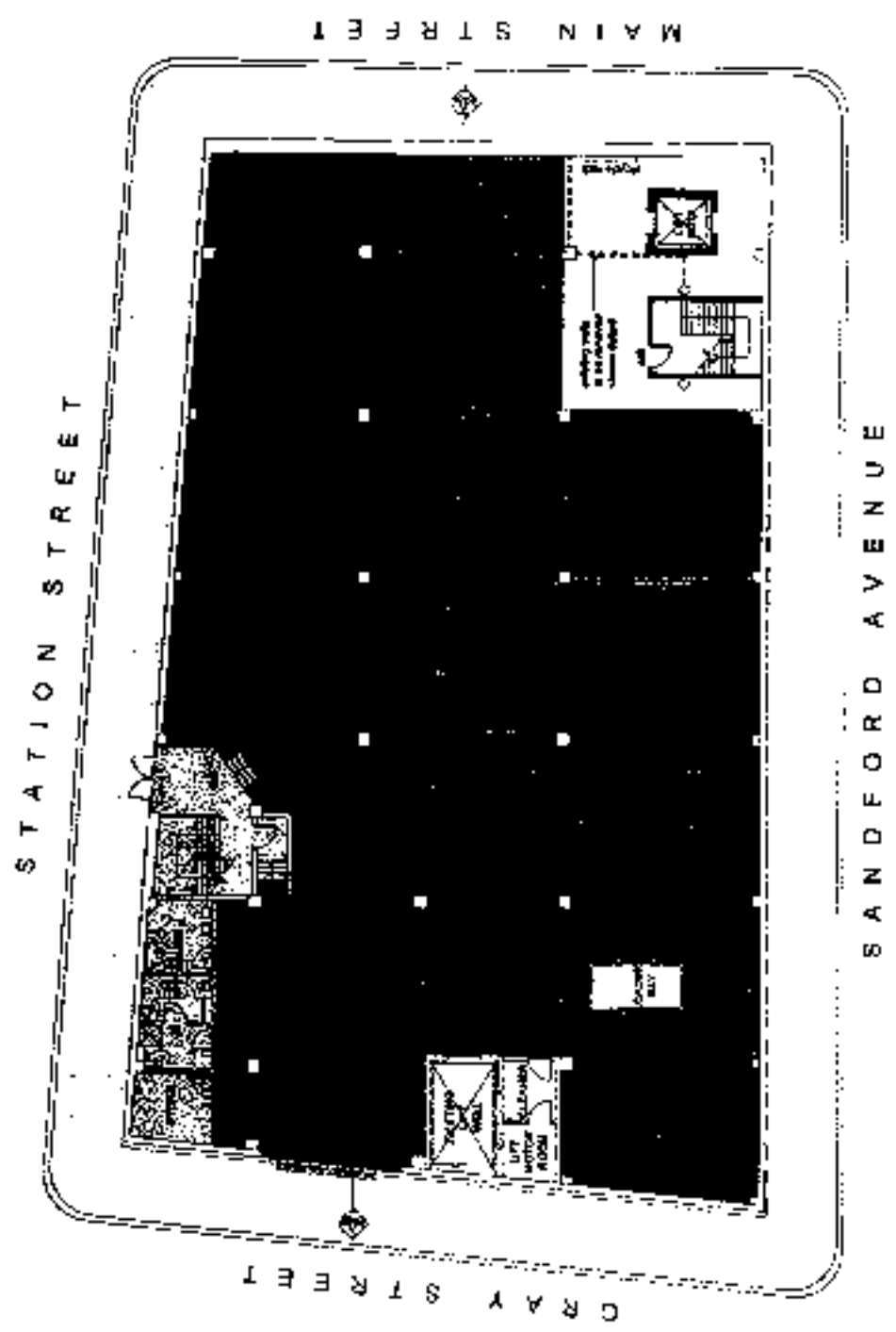


CONCEPT ELEVATION



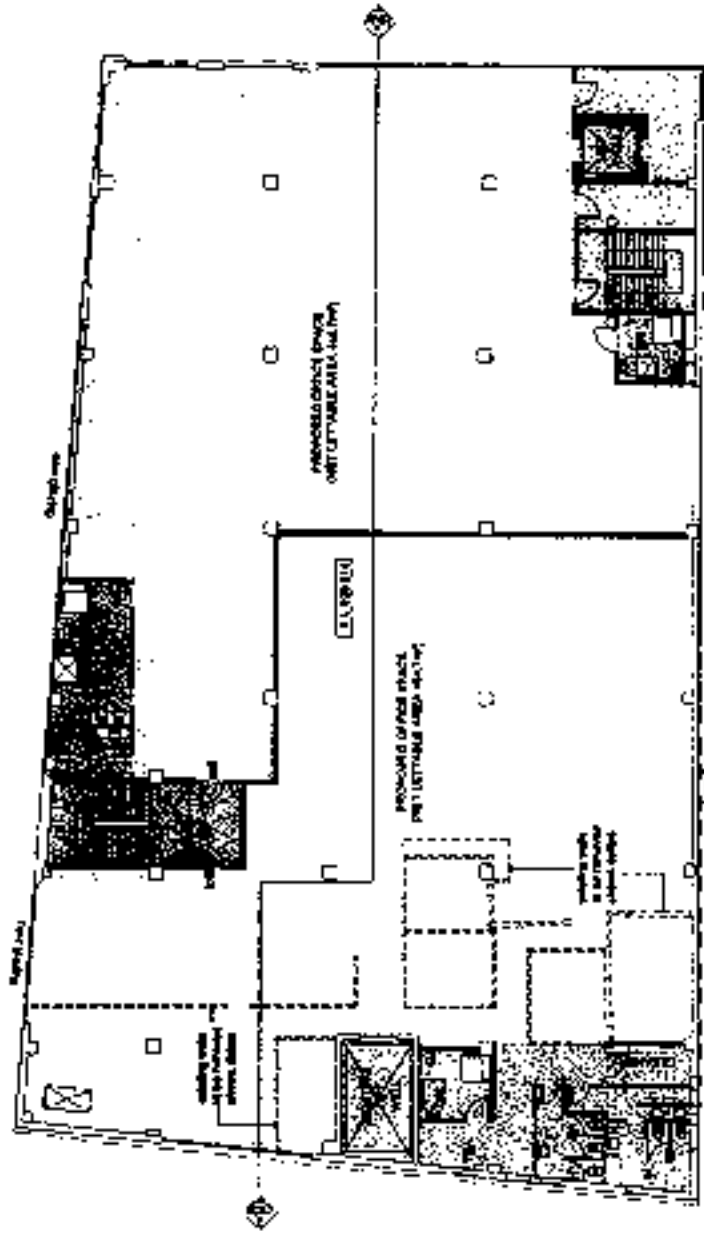
SITE LOCATION

AMENDMENTS No. 1 Date: 10/10/2011	PRELIMINARY AT THE AUTHOR'S RISK	 THE ARCHITECT LITHGOW 158 MAIN STREET LITHGOW	PRELIMINARY AT THE AUTHOR'S RISK	PRO ARCHITECTS 158 MAIN STREET LITHGOW	No. 273 PLAN Date: 10/10/2011 Title: 158 MAIN STREET



EXISTING BASEMENT PLAN

AMENOMENTS ALL 1	DATE: 10/1/11	SHEET: 1 OF 1	PROJECT: 1000000000	DRAWN BY: J. B.	CHECKED BY: J. B.	IN CHARGE: J. B.	SCALE: AS SHOWN
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PREPARED BY: J. B. ARCHITECTS 1000000000 1000000000 1000000000			PROJECT: 1000000000 PROJECT NAME: 1000000000 PROJECT ADDRESS: 1000000000 PROJECT CITY: 1000000000 PROJECT STATE: 1000000000 PROJECT ZIP: 1000000000			PROJECT: 1000000000 PROJECT NAME: 1000000000 PROJECT ADDRESS: 1000000000 PROJECT CITY: 1000000000 PROJECT STATE: 1000000000 PROJECT ZIP: 1000000000	



EXISTING FIRST FLOOR PLAN

AMENDMENTS	
NO.	DATE
1	4/10/08
2	4/10/08
3	4/10/08
4	4/10/08
5	4/10/08
6	4/10/08
7	4/10/08
8	4/10/08
9	4/10/08
10	4/10/08

ALTERATIONS & SUPPLEMENT TO EXISTING BRACKET BUILDING

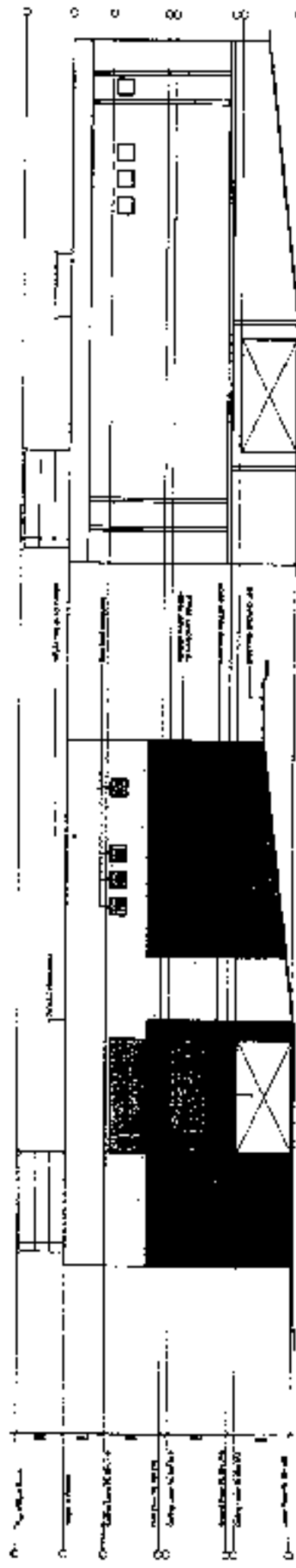
181 Main Street
LYNDON
N.J. 07036-1611



PRELIMINARY
BY THE ARCHITECT

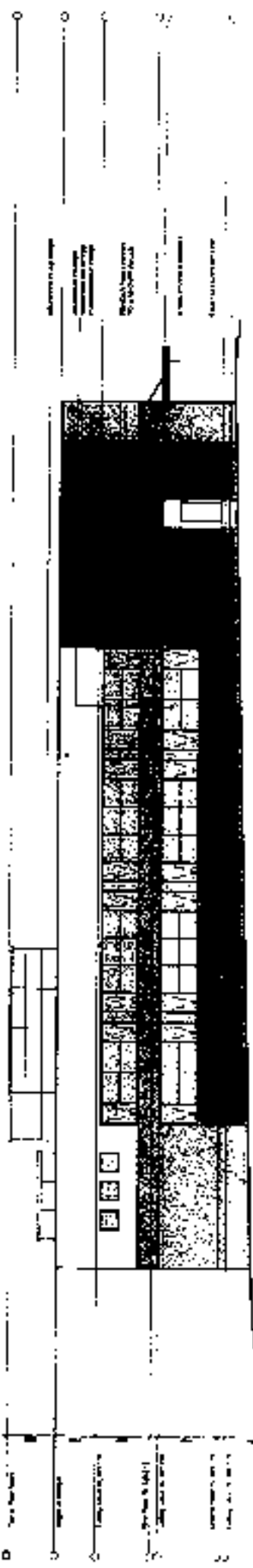
W.D. ARCHITECTS
181 Main Street
Lyndon, NJ 07036
Tel: 908.486.1111
Fax: 908.486.1112
www.wdarchitects.com

NO. 18111001 PLAN
DATE: 4/10/08
DRAWN: [Signature]
CHECKED: [Signature]

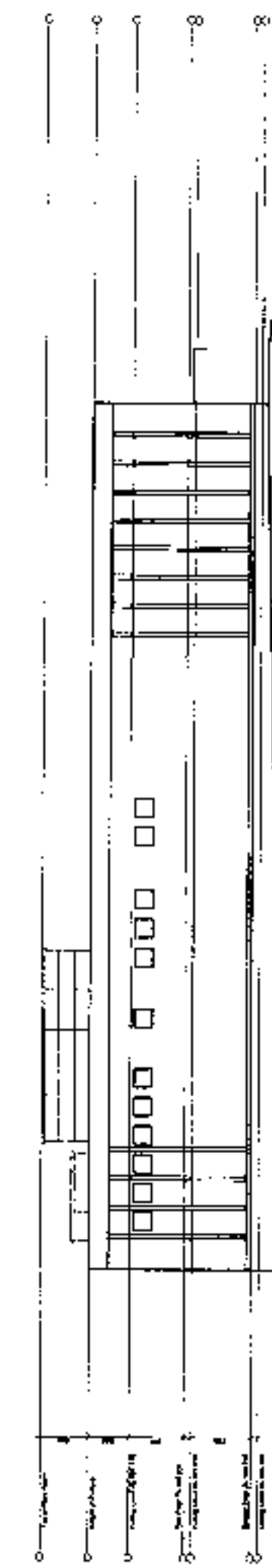


EXISTING SOUTH ELEVATION FROM GRAY STREET

PROPOSED SOUTH ELEVATION FROM GRAY STREET

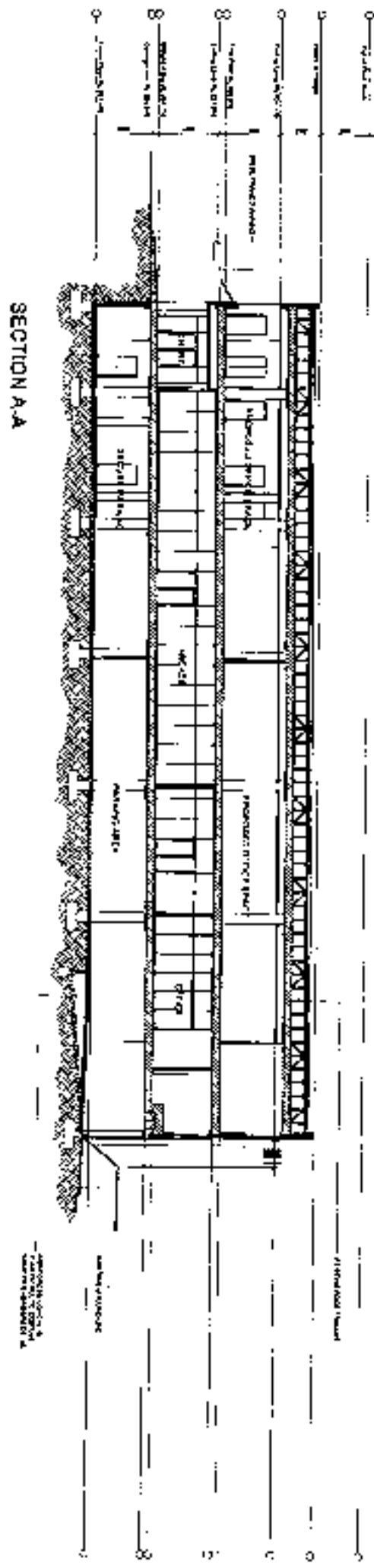


PROPOSED WEST ELEVATION FROM SANDFORD AVENUE



EXISTING WEST ELEVATION FROM SANDFORD AVENUE

<p>AMENDMENTS</p>	<p>ALTERATIONS & REVISIONS TO EXISTING BRADLEY BUILDING</p>	<p>THE LANS DOWN OFFICE No. 14110000000000000000</p>		<p>PRO ARCHITECTS 14110000000000000000</p>	<p>NOTICE: THESE DRAWINGS Do not constitute a contract No. 14110000000000000000</p>
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SECTION A-A

AMENDMENTS No. 1 Description Date		DATE 11/11/11		PROJECT ALLEGANES & BURNINGBUSH TO BEHIND BAYVIEW BUILDING		SCALE 1/8" = 1'-0"				DESIGNER PRELIMINARY				DATE 11/11/11	
NO. 1		DATE 11/11/11		PROJECT ALLEGANES & BURNINGBUSH TO BEHIND BAYVIEW BUILDING		SCALE 1/8" = 1'-0"				DESIGNER PRELIMINARY				DATE 11/11/11	

Upper Macquarie County Council

Chief Weeds Officer's Report Submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso on Friday 1st August, 2008.

CHIEF WEEDS OFFICER D.F. BALDWIN –JULY, 2008:

INSPECTIONS:

1. **737 Cow Flat Road, Cow Flat – 20.28ha.**
Scattered heavy patches of blackberry on the western side of the property. Contacted owner to spray this coming season.
2. **32 Evernden Lane Cow Flat – 68.3ha.**
Property consists mainly of timber country. Found scattered blackberry on the western side along fence lines. Contacted owner to spray the infestation this season.
3. **968 Rockley Road, Rockley M1 – 249.4ha.**
Scattered to small patches of serrated tussock was aerial sprayed two years ago. Owner has spot sprayed light regrowth this season.
4. **776 Cow Flat Road, Cow Flat – 9.58ha.**
Inspection found scattered light blackberry. Owner spot sprayed the infestations with satisfactory results.
5. **1292 Rockley Road, Fosters Valley – 40.6ha.**
Scattered light tussock plants along creek running through the property. Contacted new owner to eradicate the infestations as soon as possible
6. **256 Cow Flat Road, Cow Flat – 147ha.**
Inspection of the property with the owner. No noxious weeds found on the property. A satisfactory weed control program in place.
7. **133 Spring Close, Willow Tree Lane, M1 Rankin.**
Inspection with owner to identify serrated tussock infestations. Light scattered infestations found in two paddocks, owner will spray the infestations this season.

REINSPECTIONS:

8. **236 James White Drive, Fosters Valley – 17.13ha.**
Scattered light serrated tussock infestations. An inspectors report has been sent to the owner.

Certificate

This is page 1 of 5 pages of the Chief Weeds Officers report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

Upper Macquarie County Council

Chief Weeds Officer's Report Submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday 1st August, 2008.

9. 260 James White Drive Fosters Valley – 26.33ha.

Scattered to heavy patches of serrated tussock. Inspection carried out with the owner. Recent eradication work has been carried out with good results. Owner to continue working to control the infestations on the property.

10. 109 James White Drive, Fosters Valley – 23.4ha.

Light scattered tussock plants in front paddock has been sprayed with good results.

11. 190 James White Drive, Fosters Valley – 18.56ha.

Scattered to thick patches of tussock. No evidence of any eradication work having been carried out since last inspection. Notice of Intent has been sent to the owners.

12. 32 James White Drive, Fosters Valley – 16.15ha.

Medium to heavy patches of serrated tussock. No evidence of any eradication work having been carried out since last inspection. Notice of Intent has been sent to the owners.

13. 123 Black Mountain Road, Rockley – 24.18ha.

Scattered isolated serrated tussock regrowth. Owner treated the infestations last seasons and will follow up scattered regrowth this season.

14. 112 James White Drive, Fosters Valley – 17.36ha.

Scattered to small patches of tussock - eradication work is required. Inspectors report has been sent to owner.]

15. 210 James White Drive, Fosters Valley – 13.32ha.

Scattered patches of tussock, no evidence of any work having previously been carried out. Inspectors report has been sent to the owner.

16. 110 James White Drive, Fosters Valley – 15.4ha.

Scattered light tussock plants. No work carried out, inspectors report has been sent to the owners.

<p>Certificate This is page 2 of 3 pages of the Chief Weeds Officers report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.</p> <p>Chairman..... General Manager.....</p>

Upper Macquarie County Council

Chief Weeds Officer's Report Submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday 1st August, 2018.

- 17. **226 James White Drive, Fosters Valley – 114.8ha.**
Scattered patches of tussock. Owner has previously sprayed some infestations but more work is required. Have contacted owner.
- 18. **7 Megalong Place, Hartley - 10.37ha.**
Scattered to heavy areas of serrated tussock. no evidence of any recent work having been carried out to control serrated tussock. I have made contact with owner, work to be carried out by contractor.
- 19. **43 Megalong Place, Hartley – 12.15ha.**
Scattered to patches of serrated tussock. Previous eradication of serrated tussock has been carried out, but further work is required to control the infestations. Inspectors report has been sent to the owners.
- 20. **99 Kanimbla Drive, Hartley – 10.61ha.**
Scattered to medium patches of tussock. Previous work has been carried out on tussock control but further work is required. Will contact owner.
- 21. **107 Megalong Place, Hartley – 13.57ha.**
Light scattered tussock patches. Good work has been carried out previously in the control of serrated tussock. Some follow up spraying of regrowth is required. Contact has been made with the owner.
- 22. **Lot 11 Carinya Close, Hartley – 28.76ha.**
Scattered patches of serrated tussock. Aerial spraying of the infestations were previously carried out but follow up work is required on regrowth. Inspectors report has been sent to the owner.
- 23. **Lot 9 Carinya Close, Hartley - 10.18ha.**
Scattered patches of tussock. Previous work has been carried out but follow up spraying is required to control the infestations. Have contacted owner to carry out work this season.
- 24. **7 Carinya Close, Hartley – 9.99ha.**
Scattered patches of serrated tussock. Previous work has been carried out to control the infestations and further work on regrowth will again be carried out this season.

Certificate
 This is page 3 of 5 pages of the Chief Weeds Officers report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2018.

Chairman..... General Manager

Upper Macquarie County Council

Chief Weeds Officer's Report Submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday 1st August, 2008

25. Lot 26 Carinya Close, Hartley - 14.63ha.

Scattered to heavy patches of serrated tussock. Previous eradication work has been carried out and follow up work will again take place this coming season.

Private Property Inspections Program Statistics

Bathurst Regional Council & Lithgow Shire	Total
Total Ground Inspections	25
Actual Properties Inspected	25
Properties Surveyed from Air	
Nurseries Inspected	
Other Businesses Inspected	
Section 18 Notices issued	
Section 20 Entries	
Successful Prosecutions	
Unsuccessful Prosecutions	
Penalty Notices Issued	
Programmed Surveys	
Resolution to Prosecute	
Roadside Inspections	

WORK REPORT:

Time spent on administration, chemical stores duties, reports etc.

Travel to Ben Bullen, Lithgow Shire with Inspector Austen to attend a meeting with landholders concerning problems of serrated tussock infestations in the area. A number of properties will be inspected and the landholders contacted to carry out eradication work.

Certificate

This is page 4 of 5 pages of the Chief Weeds Officer's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

Upper Macquarie County Council

Chief Weeds Officer's Report Submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday 1st August, 2008.

MONTHLY INSPECTION PROGRAMS FOR AUGUST, 2008:

Chief Weeds Officer – D. F. Baldwin

Administration and property inspections where required

C R Austen – Lithgow Council

Property inspections where required and commencement of annual leave

C.K. Roweth – Blayney Shire

Property inspections in the Fitzgeralds Mt, Newbridge and Barry/Neville areas.

L. Willott – Bathurst Regional Council

Property inspections in the Sunny Corner, Yetholme and Tarana areas.

D J Hotham – Oberon Council

Property inspections in the Duckmaloi, Edith, Hazelgrove and Lowes Mt areas.

Toyota Speedo = 26.077 Travelled = 2,273km

.....
D.F. Baldwin

Certificate

This is page 5 of 5 pages of the Chief Weeds Officers report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

INSPECTORS REPORTS

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

INSPECTOR C R AUSTEN – LITHGOW COUNCIL – JULY,

INSPECTIONS:

1. **130 Jerrys Meadow Road, Sodwalls – 280ha.**
Scattered and medium blackberry and nodding thistle treated last season by owner with good results
2. **289 Cuthill Road, Hampton – 250ha.**
Scattered blackberry, sweet briar and serrated tussock treated by owner last season with good results. Program will continue in the coming season.
3. **69 Irondale Road, Pipers Flat – 47.6ha.**
Inspection with owner prior to spraying being carried out as part of Pipers Flat Project.
4. **P/N 113023 Portland/Wallerawang Road, Pipers Flat – 47.29ha.**
Met Manager and inspected areas of light and scattered serrated tussock. Area to be treated as part of Pipers Flat Project by owner.
5. **340 Mutton Falls Road, Tarana – 87ha.**
Scattered blackberry and serrated tussock treated by owner during past season with good results.
6. **P/N 99914 Great Western Highway, Lithgow – 2ha.**
Light blackberry treated by owner annually.
7. **212 Great Western Highway, Lithgow – 5.5ha.**
Light scattered blackberry, broom and gorse treated by owner annually with good results.
8. **P/N 102390 MacAuley Street, Lithgow – 120ha.**
Inspection after initially contacting owner. Medium and some heavy areas of English Broom. Owner has carried out some spraying in recent seasons with mixed results. Work may be carried out in spring as part of broom project.
9. **Carol Drive, Hartley – 4ha.**
No weeds found on block.

Certificate

This is page 1 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

10. P/N 104687 Fullagar Avenue, Lithgow – 99ha.

Owner made contact after initial inspection. Medium and some heavy areas of English Broom adjacent to Farmers Creek. Work may be carried out as part of broom project in spring.

11. Great Western Highway, Lithgow.

Light and medium blackberry have been treated by owner in recent seasons with good results.

12. 176 Hartley Valley Road, Lithgow – 10ha.

Medium and some heavy blackberry and English Broom sprayed by contractor as requested last season with good results.

13. P/N 22640 Inch Street, Lithgow – 3.5ha.

Area contains scattered and some medium blackberry which has been treated in past two seasons with good results. Only follow up required next season.

14. 1167 Cox's River Road, Little Hartley – 41.3ha.

Scattered and some medium patches of serrated tussock becoming evident. Past work has been carried out, inspectors report to be sent to owner.

15. 278 Lowther Siding Road, Kanimbla Valley – 36.5ha.

Scattered and some small patches of serrated tussock, work carried out over recent seasons. Follow up required - inspectors report to be sent

16. P/N 101810 Clarke Simpson Road, Little Hartley – 40ha.

Scattered and some patches of serrated tussock require follow up and continuation. Medium and heavy blackberry some sprayed by air last season with good results. Inspectors report sent to owner.

17. P/N 104744 Brays Lane, Wallerawang – 24.6ha.

Scattered medium and some heavy areas of serrated tussock treated by contractor last season with excellent results.

18. P/N 103836 Brays Lane, Wallerawang – 14.9ha.

Scattered serrated tussock treated last season by contractor, some follow up required. Owner to be notified.

<p>Certificate This is page 2 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008</p> <p>Chairman General Manager</p>
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Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

- 19. **644 Portland Road, Wallerawang – 85ha.**
Scattered and some small patches of serrated tussock treated by owner. Follow up has been carried out with good results.
- 20. **388 Portland Road, Wallerawang – 17.4ha.**
Light scattered serrated tussock has been treated by owner.
- 21. **38 Willow Vale Road, Wallerawang – 30ha.**
New owner has treated scattered and some small patches of serrated tussock as part of Pipers Flat Project and will follow up program prior to seeding.
- 22. **218 Willow Vale Road, Wallerawang – 40ha.**
Scattered and some small patches of serrated tussock along boundary area. Initial treatment carried out as part of Pipers Flat Project, some follow up has now been carried out.

Private Property Inspections Program Statistics

LITHGOW COUNCIL	Total
Total Ground Inspections	22
Actual Properties Inspected	22
Properties Surveyed from Air	
Acquaria/Pet Shops Inspected	
Nurseries Inspected	
Other Businesses Inspected	
Section 18 Notices issued	
Section 20 Entries	
Successful Prosecutions	
Unsuccessful Prosecutions	
Penalty Notices Issued	
Programmed Surveys	
Resolution to Prosecute	
Roadside Inspections	

Certificate

This is page 3 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

OTHER TIME SPENT:

One day spraying as part of Pipers Flat Project.

Time spent with Chief Weeds Officer at landowner meeting at Ben Butler.

Half day with Hawkesbury/Nepean Catchment Management Authority Officer inspecting Pipers Flat Project area.

Ford Speedo = 62.500

Travelled - 2,600km

INSPECTOR D J HOTHAM – OBERON COUNCIL – JULY:

INSPECTIONS:

- 23. **361 Sheepstation Road, Edith – 14ha.**
Scattered patches of serrated tussock, work has been carried out on serrated tussock last season with good results.
- 24. **389 Sheepstation Road, Edith – 21ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out
- 25. **365 Sheepstation Road, Edith – 10ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out.
- 26. **367 Sheepstation Road, Edith – 17ha.**
Scattered patches of serrated tussock. Work has been carried out since last season with good results.
- 27. **484 Dog Rocks Road, Black Spring - 280ha.**
Owner sprayed scattered patches of serrated tussock and nodding thistle with good results.
- 28. **469 Junction Road, Duckmaloi – 120ha.**
Owner has sprayed scattered patches of blackberry and serrated tussock with good results.

<p>Certificate This is page 4 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.</p> <p>Chairman: General Manager:</p>

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2018

29. 802 Duckmaloi Road, Duckmaloi – 250ha.

Scattered patches of serrated tussock. Owner to spray tussock this season.

30. 1000 Dog Rocks Road, Black Springs – 340ha.

Scattered to heavy patches of serrated tussock. Owner aerial sprayed 10 hectares last season with good results. Follow up work will be carried out this season.

31. Arkstone Road, Burruga – 10ha.

Medium to heavy patches of serrated tussock were aerial sprayed last season with good results

32. 169 Moss Grove Road, Burruga – 180ha.

Scattered to heavy patches of serrated tussock. Work has been carried out in recent years with good results. Follow up work will be carried out this season.

33. 937 Campbells River Road, Black Springs – 9ha.

Scattered patches of serrated tussock. Work has been carried out on tussock with good results.

34. 179 Nupiers Road, Porters Retreat – 149ha.

Scattered to heavy patches of serrated tussock. Owner aerial sprayed 10 hectares last program and will carry out follow up work this season.

35. 72 Nupiers Road, Porters Retreat –

Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out.

36. 577 Murray's Lane, Oberon – 112ha.

Scattered patches of serrated tussock and nodding thistle were sprayed last season with good results.

37. 239 Murray's Lane, Oberon – 49ha.

Scattered patches of serrated tussock and blackberry. Owner had contractor spray last season with good results.

38. 740 Mozart Road, Black Springs – 112ha.

Scattered patches of serrated tussock and nodding thistle have been sprayed this season with good results.

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This is page 5 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2018.

Chairman..... General Manager.....

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

39. 659 Mozart Road, Black Springs – 128ha.

No weeds found on inspection.

40. 756 Mozart Road, Black Springs – 96ha.

Scattered patches of serrated tussock have been sprayed last season with good results.

41. 542 Mt Olive Road, Oberon – 29ha.

Owner sprayed scattered patches of serrated tussock last season with good results.

NOTICE OF INTENT:

42. 2311 Beaconsfield Road, Wisemans Creek – 71ha.

Scattered to heavy patches of serrated tussock and blackberry. No work has been carried out since last inspection. Notice of Intent issued

Private Property Inspections Program Statistics

OBERON COUNCIL		Total
Total Ground Inspections		20
Actual Properties Inspected		20
Properties Surveyed from Air		
Nurseries Inspected		
Other Businesses Inspected		
Section 18 Notices issued		
Section 20 Entries		
Successful Prosecutions		
Unsuccessful Prosecutions		
Penalty Notices issued		
Programmed Surveys		
Resolution to Prosecute		
Roadside Inspections		

OTHER TIME SPENT:

Three days annual leave

Fuel Speedo – 83,968

km Travelled – 2,020

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This is page 6 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman..... General Manager.....

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday 1st August, 2008

**INSPECTOR L A WILLOTT – BATHURST REGIONAL COUNCIL
– JULY, 2008:**

NOTICE OF INTENT:

- 43. 1977 Tarana Road, Gemalla – 148ha.**
Notice of Intent issued on the owner for the control of heavy areas of serrated tussock.
- 44. Rockley Road, Rockley – 1.2ha.**
Notice of Intent issued on owner for the control of heavy infestation of serrated tussock.

PROPERTY INSPECTIONS:

- 45. 3 Yetholme Drive, Walang – 40.65ha.**
Owner will aerial spray 10 hectares of heavy infestation of serrated tussock this aerial spraying program.
- 46. Sibley Road, Walang –**
Work required on heavy areas of serrated tussock. Will contact Forestry to arrange spraying.
- 47. 201 Tarana Road, Walang**
Work required on heavy areas of serrated tussock. Inspectors report sent to owner requesting work be carried out.
- 48. 64 Common Road, Rockley – 71ha.**
Owner working on medium to scattered serrated tussock with more work required to control.
- 49. 388 Schumachers Road, Rockley – 238ha.**
Owner remove scattered serrated tussock by digging.
- 50. 203 Schumachers Road, Rockley – 162ha.**
Work required on medium to scattered serrated tussock. Inspectors report sent to owner requesting work be carried out.

<p>Certificate This is page 7 of 51 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008</p> <p>Chairman..... General Manager.....</p>
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Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

Private Property Inspections Program Statistics

BATHURST REGIONAL COUNCIL	Total
Total Ground Inspections	8
Actual Properties Inspected	8
Properties Surveyed from Air	
Nurseries Inspected	
Other Businesses Inspected	
Section 18 Notices issued	
Section 20 Entries	
Successful Prosecutions	
Unsuccessful Prosecutions	
Penalty Notices Issued	
Programmed Surveys	
Resolution to Prosecute	
Roadside Inspections	

OTHER TIME SPENT:

Bathurst Regional Council property information.

Seven days carers leave.

Five days annual leave

Ford Speedo = 61,130

km Travelled = 1,730

INSPECTOR C K ROWETH – BLAYNEY COUNCIL – JULY:

REINSPECTIONS:

51. 67 Somers Lane, Mandurama – 6.37ha.

Owner has made an attempt to control blackberry and serrated tussock to comply with expired Notice.

52. 183 Newry Downs Road, Lyndhurst – 43.64ha.

Owner has carried out extensive spraying to comply with Notice

Certificate

This is page 8 of 41 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman

General Manager

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

53. 90 MacKellars Lane, Hobbys Yards – 16.85ha.

No work carried out to comply with Notice. New Notice to be issued early in spring for control.

54. 93 MacKellars Lane, Hobbys Yards – 25.5ha.

No work evident to comply with Notice. New Notice to be issued.

55. 281 MacKellars Lane, Hobbys Yards – 87.4ha.

No work evident. New Notice to be issued next spring

PROPERTY INSPECTIONS:

56. 1285 Three Brothers Road, Hobbys Yards – 150ha.

Some spot spraying has been carried out on scattered blackberry infestation this season.

57. 4822 Mid Western Highway, Carcoar – 198ha.

Dozers are being used to push up blackberries and boom spraying of serrated tussock to be carried out this season.

58. 10 Plumb Street, Blayney – 1.7ha.

Scattered serrated tussock has been sprayed by owner.

59. 1467 Curragh Road, Trunkey – 319ha.

Owner has been spot spraying some scattered tussock and will be involved in up coming aerial spraying program

60. 1463 Curragh Road, Trunkey – 340ha.

Owner to be contacted regarding being involved in up coming aerial spraying program. Scattered to heavy infestation of serrated tussock found on property.

61. 1465 Curragh Road, Trunkey – 375ha.

Owner has been carrying out some good blackberry control work. Isolated areas of serrated tussock found on property. Owner to be contacted regarding aerial spraying program.

62. Bakers Road, Burnt Yards.

Good results of spraying of blackberry and briar infestations. Lessee to follow up with spot spraying of serrated tussock

63. 238 Bakers Road, Burnt Yards – 340ha.

Scattered blackberry has been sprayed by owner.

Certificate

This is page 9 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman General Manager

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2018

64. **80 Wells Lane, Burnt Yards – 34ha.**
Scattered blackberry has been controlled on property.
65. **1027 Millthorpe Road, Millthorpe – 44ha.**
Contractor has been employed to spray thistle infestation including isolated patches of true scotch thistle.
66. **334 Mt Macquarie Road, Carcoar – 413ha.**
Scattered tussock has been sprayed and chipped by owner.
67. **241 Warburtons Lane, Tallwood – 46ha.**
Scattered blackberry has been controlled by owner this season.
68. **171 Warburtons Lane, Tallwood – 105ha.**
Owner has prevented scattered nodding thistle from seeding on property this season.
69. **942 Curragh Road, Trunkey – 356ha.**
Owner employed a contractor to do extensive spraying of serrated tussock.
70. **119 Hagars Lane, Forests Reefs – 83.7ha.**
Inspectors report sent to owner requesting work be carried out on scattered to heavy area of serrated tussock.
71. **345 Watsons Lane, Forests Reefs – 171.3ha.**
Inspectors report sent to owner requesting work be carried out on scattered serrated tussock found on property.
72. **66 Somers Lane, Mandurama – 5ha.**
Some ploughing has been carried out to control serrated tussock along with spot spraying.
73. **24 Somers Lane, Mandurama – 9ha.**
Inspectors report sent to owner requesting work be carried out on serrated tussock infestation.

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This is page 10 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2018.

Chairman: General Manager:

Upper Macquarie County Council

Inspectors Report submitted to the Ordinary Meeting of the Upper Macquarie County Council to be held at the Council Chambers, Kelso, on Friday, 1st August, 2008

Private Property Inspections Program Statistics

BLAYNEY COUNCIL	Total
Total Ground Inspections	23
Actual Properties Inspected	23
Properties Surveyed from Air	
Nurseries Inspected	
Other Businesses Inspected	
Section 18 Notices issued	
Section 20 Entries	
Successful Prosecutions	
Unsuccessful Prosecutions	
Penalty Notices Issued	
Programmed Surveys	
Resolution to Prosecute	
Roadside Inspections	

OTHER TIME SPENT:

Office Work, Notices, Reports etc.

Four weeks annual leave.

Ford Speedo = 23,761

km Travelled = 3,372

Certificate

This is page 11 of 11 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1st August, 2008.

Chairman General Manager

Upper Macquarie County Council

General Manager's report to the **Ordinary Meeting** of the Council to be held at the Council Chambers, Kelso, on **Friday, 1 August 2008**

Item A

Meeting dates

Councillors are reminded that the scheduled meeting date for the next Ordinary Meeting of the Council is -

5 September 2008

No meeting is scheduled for October

This date has been advertised as required by Section 4 of the *Local Government Act 1993*.

In accordance with Council's Code of Meeting Practice the Ordinary Meetings of the Council are scheduled to commence at 2.30 pm

For the information of Council.

Item B

Quarterly review of Management Plan

Section 407 of the *Local Government Act 1993* requires the General Manager to report to the council within 2 months after the end of each quarter as to the extent to which the performance targets set by the council's current management plan have been achieved during that quarter

In accordance with this requirement I have prepared a report in respect of the quarter ended on 30 June 2008

The report is attached to the Business Paper (**Attachment 1**)

Recommendation

That the Council adopt the General Manager's review of the Management Plan for the quarter ended 30 June 2008

Item C

Budget Review Statement

Clause 203 of the *Local Government (General) Regulation 2005* requires that not later than 2 months after the end of each quarter, the responsible accounting

Certificate	
This is page 1 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008	
Chairman	General Manager

officer of a council (the General Manager in the case of Upper Macquarie County Council) must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the management plan that the council has adopted for the relevant year, a revised estimate of the income and expenditure for that year.

The budget review statement must include or be accompanied by:

- (a) a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure, and
- (b) if that position is unsatisfactory, recommendations for remedial action.

A budget review statement must also include any information required by the Code of Accounting Practice and Financial Reporting to be included in such a statement.

In accordance with the Clause 203 requirement I have prepared a Budget Review Statement in respect of the quarter ended on 30 June 2008.

The Statement is attached to the Business Paper (Attachment 2)

I believe that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure.

Roy Jennison
Responsible Accounting Officer

Recommendation

That the Council adopt the General Manager's Budget Review Statement and report for the quarter ended 30 June 2008.

Item D

Vacancy in office of member of the County Council

The General Manager of Bathurst Regional Council has written to advise that the Civic Office previously held by Mr Gordon Crisp became vacant at the close of the Ordinary Meeting of the Bathurst Regional Council held on 16 April 2008. A copy of the General Manager's letter is attached.

The Bathurst Regional Council has received legal advice to the effect that the Civic Office previously held by Mr Crisp became vacant pursuant to Section 234 of the *Local Government Act 1993* which provides that -

(1) A civic office becomes vacant if the holder

Certificate

This is page 2 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelsu on Friday, 1 August 2008.

Chairman General Manager.....

(d) is absent from 3 consecutive ordinary meetings of the council without:
(i) prior leave of the council, or
(ii) leave granted by the council at any of the meetings concerned.

Mr Crisp was absent from Ordinary Meetings of the Council on 19 March, 2 April and 16 April 2008 and was not granted leave by the Council

Section 192(1) of the *Local Government Act 1993* provides that

(1) A member of a county council vacates that office on ceasing to be a councillor of a constituent council

Since Mr Crisp ceased to be a councillor of Bathurst Regional Council at the close of the Ordinary Meeting of the Council on 16 April 2008 it follows that he vacated his office as a member of the county council at the same time.

Bathurst Regional Council does not intend to elect a replacement for Mr Crisp as a member of the County Council

Since Mr Crisp would not receive formal notice of the County Council's meeting on 1 August 2008, and in order to ensure that he is aware of his legal position vis-a-vis the County Council, I have written to him enclosing a copy of the Business Paper and reminding him that should he wish to do so he is welcome to attend the meeting as a member of the public

I have also requested Mr Crisp to repay to the County Council the annual member fee paid to him, or on his behalf, by the County Council in respect of the period since 31 April 2008 and any allowances paid to him in respect of any event on or after 17 April 2008

For the information of Councillors I have included in Councillors envelopes a copy of the letter which I have sent to Mr Crisp

I believe that it would be appropriate for the Council to write formally to Mr Crisp acknowledging his service as a member of the County Council and thanking him for his contribution

Recommendation

That the Council

- note that the office of member of the County Council previously held by Mr Gordon Crisp has been vacant since 16 April 2008,
- note that Mr Crisp has been requested to repay to the County Council the annual member fee paid to him, or on his behalf, by the County

Certificate

This is page 3 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008

Chairman

General Manager

Council in respect of the period since 31 April 2008 and any allowances paid to him in respect of any event on or after 12 April 2008.

- note that Hathurst Regional Council does not intend to elect a replacement for Mr Crisp as a member of the County Council, and
- formally write to Mr Crisp acknowledging his service as a member of the County Council and thanking him for his contribution

Item E.

Private use of council motor vehicles by members of staff

Councillors may be aware that with the exception of the Chief Weeds Officer no member of the Council's staff is permitted to use a Council vehicle for private purposes

The Chief Weeds Officer has since his employment in that role been permitted to use the Council vehicle supplied to him for private travel to and from his home to the Council office

One of the matters raised at the Staff/Councillor forum held on 14 May 2008 was the private use of council motor vehicles with several staff expressing a possible interest in being permitted such use

Many councils throughout the State allow the private use of council motor vehicles supplied to staff primarily for use on council business. The terms of these arrangements vary from council to council but usually they involve some payment by the staff member to the council and the imposition of conditions of use

I consider that it would be reasonable for the Council to grant its employees the right to the private use of the motor vehicle provided to them primarily for use in carrying out their Council duties. It is not proposed that any employee who does not require a vehicle to carry out their Council duties will be provided with a vehicle

I propose that employees who wish to be granted the private use of a Council motor vehicle (other than the limited private use currently granted to the Chief Weeds Officer) will be required to sign an appropriate agreement which, among other things, requires the employee to pay to the Council any Fringe Benefits Tax arising from the private use of the vehicle and for which the Council will be liable

I have prepared a draft form of agreement, a copy of which is included in Councillor's envelopes.

It will, of course, be optional for employees to be granted the right to private use of their vehicles and to enter into an agreement relating to such use

Certificate

This is page 4 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008

Chairman General Manager

Private use of vehicles by employees can be expected to add to the Council's vehicle maintenance expenses, but this is not likely to be great unless there is excessive private use, which can be controlled under the agreement. I propose that in future the costs associated with each vehicle will be accounted for separately in order to permit the costs to be monitored and compared. While the employees could be required to make some contribution to the additional cost it would be difficult to quantify, although a nominal payment could be required should the Council consider that this would be appropriate.

My view is that employees are not likely to abuse the private use right and that for the Council to grant such use in return only for the payment of the FBT for which the Council will be liable should be seen, and will be seen by the employees, as an acknowledgement of the value of the employees to the Council and an appreciation of the duties which they carry out beyond their formal working hours and which are vital to the efficient operation of the Council.

There are a number of matters which I still need to resolve before any agreement granting private use can be entered into (mainly concerned with insurance and any excesses payable) however I anticipate that these will not prove to be an obstacle to the granting of private use of motor vehicles.

Prior to the Council making a decision on this matter there is a relevant matter which I wish to raise and I suggest that the Council might consider closing the meeting to the public, and excluding all staff other than the General Manager for the purpose of discussing personnel matters concerning particular individuals.

Recommendation

That the meeting be closed to the public, and that all staff other than the General Manager be excluded, during discussion on personnel matters concerning particular individuals (other than councillors) in accordance with Section 10A(2)(a) of the *Local Government Act 1993*.

Recommendation

That -

1. the Council grant to its employees the right to the private use of the motor vehicle provided to them primarily for use in carrying out their Council duties, subject to the individual employees entering into a form of agreement satisfactory to the General Manager and which requires the employees to pay to the Council the FBT arising from such private use, and
2. the Council delegate to the General Manager the power to enter into appropriate forms of agreement with employees relating to private use of

Certificate

This is page 5 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008.

Chairman General Manager

motor vehicles

Item F

Future funding of Upper Macquarie County Council

In accordance with the Council resolution at the July Ordinary Meeting of the Council I have written

- to the General Managers of Bathurst Regional Council, Lithgow City Council and Oberon Council enclosing a copy of my report to the County Council and asking whether their Councils will fund their proportion (based on the agreed funding formula) of the cost of the County Council employing an additional Weeds Officer notwithstanding the inability of Blayney Shire Council to contribute to the additional cost, and
- to the General Manager of Blayney Shire Council requesting that the County Council's request for the Council to financially support the employment by the County Council of an additional Weeds Officer be placed before the Council for further consideration, and
- to each Councillor of the Blayney Shire Council sending a copy of my letter to the General Manager of the Blayney Shire Council together with a copy of my report to the County Council

At the time of preparation of this report no response has been received to any of these letters.

For the information of Council.

Item G

Investments and available funds

I list for Council's information the amount standing to the Council's credit in the following Westpac accounts as at the close of business on 22 July 2008

Westpac Max-i Direct account 22 July 2008			
Rate	Amount	Term	Due Date
6.5%	\$206,328.57	No set term	No due date
TOTAL:	\$206,328.57		

Westpac Business Max-i Bonus account 22 July 2008			
Rate	Amount	Term	Due Date
7.7%	\$310,146.37	No set term	No due date
TOTAL:	\$310,146.37		

Councillors should note that the report does not include the amount in the Council's cheque account, which is the operating account, but the amount in this

Certificate

This is page 6 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008

Chairman.....

General Manager

account is kept to the minimum necessary for the short term operation of the Council in order to maximise the interest earned on the available funds

For the information of Council.

Item J
Correspondence

Roy Jenkinson
General Manager

Certificate

This is page 7 of 7 pages of the General Manager's report to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 1 August 2008

Chairman

General Manager

This is **Attachment 1** to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

Upper Macquarie County Council

Review of Management Plan for quarter ended 30 June 2008

Exception report

For convenience, repeated here is any item which has been commented upon in the full review otherwise than solely with the response "All targets met this quarter" or "No specific targets to be met this quarter"

Only the action item heading and the comment for the current quarter have been repeated here.

Update council policy register.

30 June 2008	Some Council administration policies are due for review and this will occur after the Ordinary Council elections in September
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Maintain and update as required the council's records management system.

30 June 2008	No specific targets to be met this quarter. Council's record keeping procedures require upgrading and this remains a priority item
--------------	--

Actively pursue the control of noxious weeds on private lands

30 June 2008	All targets met this quarter. 293 inspections of private land were carried out. Work on the serrated tussock eradication program at Pipers Flat carried out in cooperation with Hawkesbury Nepean Catchment management Authority completed and final report submitted
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This is page 1 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman

General Manager

MANAGEMENT PLAN

2007/2008 - 2009/2010

REVIEW FOR QUARTER ENDED

30 June 2008

VISION STATEMENT

To protect the environment and agricultural pursuits through noxious weed control.

MISSION STATEMENT

Actively pursue the reduction of noxious weeds throughout the county area in a manner that is economically and environmentally sustainable and responsible.

UPPER MACQUARIE COUNTY COUNCIL

Lee Street
Kelso NSW

This is page 2 of 20 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

UPPER MACQUARIE COUNTY COUNCIL

Introduction by the General Manager

Upper Macquarie County Council and its functions

Section 387 of the *Local Government Act 1993* empowers the Governor to establish county councils by proclamation

The proclamation is, in effect, the constitution of the county council

The county council must have a governing body which is responsible for managing the affairs of the county council. The members of the governing body are elected from among the councillors of the constituent councils (Section 390)

The functions of the county council are set out in the proclamation and may comprise "any one or more of the functions of a council under" the Act. A council may not undertake a function conferred on a county council but it may do so if the county council delegates the function to the constituent council (Section 394). With limited exceptions, including the power to make and levy an ordinary rate, the Act applies to county councils and members of county councils in the same way as it applies to councils and councillors.

The method of constitution of a county council is no different to that of other councils. Only the method of election of councillors and the particularity of the functions of county councils differentiates them from councils. The method of election is similar to collegiate voting and provides indirect election; nevertheless the role of a member of a county council is the same as that of a councillor as set out in Section 232.

The Upper Macquarie County Council was originally constituted by proclamation on 18 February 1949. Part 7 of Schedule 7 to the *Local Government Act 1993* operated to constitute the county council as if it had been constituted under Section 387 with an area of operations the same as its former county district.

As presently constituted, the constituent councils of Upper Macquarie County Council are

- Bathurst Regional Council
- Lithgow City Council
- Blayney Shire Council
- Oberon Shire Council

Under Section 8 of the *Local Government Act 1993* Upper Macquarie County Council has the following charter:

This is page 7 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment E to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman General Manager

- to provide directly or on behalf of other levels of governments, after due consultation, adequate, equitable and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively
- to exercise community leadership
- to exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism
- to promote and to provide and plan for the needs of children
- to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development
- to have regard to the long term and cumulative effects of its decisions
- to bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible
- to facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government
- to raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants
- to keep the local community and the State government (and through it, the wider community) informed about its activities
- to ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected
- to be a responsible employer

Being a county council upon which noxious weed control functions for its area of operations have been conferred the Upper Macquarie County Council is a local control authority as defined in Section 35 of the *Noxious Weeds Act 1925*. As such the county council has the functions set out in Section 36 of that Act

These functions are

- responsibility for the control of noxious weeds by occupiers of land (other than public authorities or local control authorities),
- control of noxious weeds on land owned or occupied by the Upper Macquarie County Council and on certain roads and watercourses, rivers or inland waters as provided by the Act,
- to ensure, so far as practicable, that owners and occupiers of land (other

This is page 6 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

Council Chairman

General Manager

than public authorities or other local control authorities) carry out obligations to control noxious weeds imposed under this Act,

- to develop, implement, co-ordinate and review noxious weed control policies and noxious weed control programs,
- inspection of land within the local area in connection with its noxious weed control functions,
- to report, at the request of the Minister, on the carrying out of the Upper Macquarie County Council's functions under the Act,
- to co-operate with local control authorities of adjoining areas to control noxious weeds, where appropriate,
- any other functions that are conferred or imposed on the Upper Macquarie County Council by or under the Act.

Significantly, these functions include the responsibility for the control of noxious weeds by occupiers of land (other than public authorities) in the local area (the county council's area of operations) and the control of noxious weeds on roads in the local area as required by Section 14 (although this is a joint obligation with any occupier required to control weeds on roads under Section 17)

In summary, the Upper Macquarie County Council is a single purpose authority, created by the New South Wales Government, as the local control authority for noxious weeds under the *Noxious Weeds Act 1993* over the areas of Bathurst Regional Council, Lithgow City Council, Oberon Shire Council and Blayney Shire Council.

Constituent Councils

	Population (est.)	Length of Roads	Total Area
BATHURST	36,080	1256 km	2,875 sq. km
BLAYNEY	6,700	1,523 km	1,523 sq. km
LITHGOW	19,835	858 km	2,500 sq. km
OBERON	5,200	847 km	3,659 sq. km

Number of Councillors

Upper Macquarie County has 10 members on its governing body, two each from Blayney, Lithgow and Oberon Councils and four from Bathurst Regional Council. One of the Bathurst Regional Council positions has not been filled by that Council. The Council, with the concurrence of all the constituent councils has requested the Minister to have the number of members reduced to 8, that is, 2 per constituent council.

The Council's Management Plan

Section 402 of the *Local Government Act 1993* requires the Council to prepare a Management Plan with respect to its activities for at least the next three years and its Revenue Policy for the ensuing year. The Plan must also define the following:

This is page 5 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

- (a) The Principal Activities which Council proposes to conduct,
- (b) The Objectives and Performance Targets for each Principal Activity,
- (c) The Means by which Council proposes to achieve the Performance Targets,
- (d) The proposed manner of assessment of Performance in respect of the Principal Activities
- (e) and,
- (f) Other matters required by Regulations

Council will be monitoring this Plan continuously in accordance with statutory requirements to gauge the extent to which the performance targets set by Council are being achieved.

Community Involvement:

Important in the development of the Management Plan is the role that the County Community might play in submitting comment on its contents. The Draft Management Plan will be placed on Public Exhibition for 28 days, during which period members of the public are invited to make submissions

Council, at all times, welcomes input from its constituent landowners whether it be comments on the Management Plan or reporting outbreaks of noxious weeds

Issues confronting Council

Council is facing increasing pressure to maintain its existing level of services in a period of reducing funding and increasing costs. The grants received from the State Government have not kept pace with inflation during recent years. The cost of wages has increased dramatically but the constituent Councils are struggling to provide increased funding for weed control as they have many other competing interests and limited funds and are subject to government control in the raising of revenue, including revenue to support the County Council

In an effort to maintain its current service levels Council is continually looking at ways of increasing its productivity and reduce its costs

As well, the Council proposes to change various aspects of its operations so that it is able to recover the true cost of providing some of its services from those for whose benefit the services are provided.

Council's main priorities are to:

- carry out its functions under the *Noxious Weeds Act 1993* in an efficient and effective way;
- assist its community to understand the requirements that the *Noxious Weeds Act 1993* places on them with regard to the control of noxious weeds,

This is page 6 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman _____ General Manager _____

- educate its community as to the impact that noxious weeds have on the environment, people and agricultural production and why control is important,
- provide advice to its community as to how they might comply with their obligations with regard to the control of noxious weeds,
- control noxious weeds on roadsides,
- where necessary, to enforce the *Noxious Weeds Act 1993* against those members of its community who are not complying with their obligations to control noxious weeds; and
- encourage public authorities to comply with their obligations under the *Noxious Weeds Act 1993* to control noxious weeds.

The Council's strategy for the carrying out of its noxious weeds functions is set out in its *Noxious Weeds Strategy* a copy of which is available at the Council's offices

The summary of the goals sought to be achieved by the Strategy is as follows.

- 1 Increase public awareness of the impact of noxious weeds on the community and the cost to the community of noxious weeds
- 2 Improve communications between the Council and its community
- 3 Improve the accountability of the Council to its community
- 4 Develop an efficient and effective Council administration, including the provision of adequate record keeping and computer facilities, for the management of noxious weeds
- 5 Secure the Council's financial position
- 6 Secure funding, where possible, to assist occupiers in their management of noxious weeds
- 7 Build strong relationships with other natural resource managers having responsibilities in, or adjacent to, the Council's area of operations.
- 8 Enhance the educational and advisory role of the Council
9. Improve the effectiveness of the control of noxious weeds on roads
- 10 Improve the effectiveness of the Council's regulatory role

The Council intends in the forthcoming and subsequent years to be more open in its operations and more accountable to its community

It will regularly conduct public meetings and other forums throughout its area of operations to keep its community informed of its operations and to receive feedback from its community. The Council invites and encourages any member of its community with comment on the Council's operations to make those comments known to the Council

I commend to you the Management Plan of the Upper Macquarie County Council

Roy Jennison
General Manager

This is page 7 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2002/2003 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2003

County Chairman

General Manager

Statement of Principal Activities and Services to be provided

Administration

Corporate Support:

Corporate Support involves meeting all legal requirements and providing administrative services to Council. It is also responsible for Council's internal and external communications and public relations.

Corporate Services provide a variety of support services for Council. These include:

Administration and General Management

Financial Services

Human Resources

Plant & Vehicles

Risk Management

Occupational Health and Safety

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

Health

Noxious Weeds Control

This is Council's sole purpose. It is a single purpose authority created by the New South Wales Government as the local control authority for noxious weeds under the *Noxious Weeds Act 1993* over the areas of Bathurst Regional Council, Lithgow City Council, Oberon Shire Council and Blayney Shire Council.

Council carries out this activity through:

- Education,
- Assistance,
- Control of weeds on roadsides,
- Enforcement
- Encouragement of public authorities to control noxious weeds,
- Co-ordination of spraying programs on private and government owned land
- Cooperation with other Natural Resource Managers, including participation in Regional Weed Control Plans covering the Macquarie Valley.

This is page 8 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

**Objectives, Performance Targets, Statement of Means,
and
Performance Assessment.**

Administration

Goal

To implement financial and administrative policies and procedures to allow the management of all Council activities in a manner that ensures the economic sustainability of the Council and protects Council and Community assets

The administration function is broken up into several categories (sub-headings) with their own separate goals that, together, direct the activities of this section towards achieving the overall goal stated above. These categories include:

- Governance
- Legislative Requirements
- Finance
- Intergovernmental Relations
- Risk Management
- Staff Matters
- Information Technology
- Asset Maintenance
- Plant and Vehicles
- Business Activities

This is page 9 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman

General Manager

Governance

Goal

To provide effective, relevant local government through community consultation, availability of information to the public and council, public access to Councillors and liaison with other councils and relevant government bodies.

Action: ADM 01

Provide information to Council to allow decisions at Council Meetings.

Required Task	Resp.	Target Date
1. Ensure Business Paper is ready for distribution	GM	1. Six working days prior to Council meeting.
2. Provide recommendations to council when possible		2. In business paper to allow council to consider
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	All targets met this quarter
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter
30 June 2008	All targets met this quarter

Action: ADM 02

Respond to Councillor inquiries related to the administration function.

Required Task	Resp.	Target Date
1. Provide information to Councillors within council's policy guidelines	GM	1. On day requested, where possible, or within 3 working days (unless request requires detailed investigation)
2. Provide written information as requested		2. Within 3 working days (unless request requires detailed investigation)
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter

Action: ADM 03

This is page 10 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman _____ General Manager _____

Update council policy register.

Required Task	Resp.	Target Date
1 Update new or amended administration policies in Council's policy register	GM	1 Within 14 days of adoption or amendment
2 Review Council administration policies		2 Within 2 months of expiry of policy or every 2 years

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	Some Council administration policies are due for review and this will occur as soon as workload permits.
31 December 2007	Some Council administration policies are due for review and this will occur early in 2008
31 March 2008	Some Council administration policies are due for review and this will occur as soon as workload permits
30 June 2008	Some Council administration policies are due for review and this will occur after the Ordinary Council elections in September

Action: ADM 04**Provide information to public in a timely and effective manner.**

Required Task	Resp.	Target Date
1 Ensure council business papers are made available in hard copy at council's office	GM	1 At least three working days before council meeting
2 Ensure other public information is made available at council's office.		2 As soon as practicable after it becomes public information
3 Ensure business papers are provided to constituent Councils.		3 Posted with Councillors business papers

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter
30 June 2008	All targets met this quarter

Legislative requirements

This is page 11 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Goal

To ensure that stakeholders are informed of council progress through provision of information as required under statutory and department of local government requirements

Action: ADM 05

Ensure all statutory financial returns are completed and lodged by the due date.

Required Task	Resp.	Target Date
1. June Quarterly Financial and Management Plan Reviews to Council.	1 CIM	1 August Meeting
2. Audited Financial Statements to Department of Local Government		2 31/10/07
3. Financial Data collection return		3 7/11/07
4. September Quarterly Financial and Management Plan Reviews to council		4 November Meeting
5. Notice of meeting at which audited reports are to be presented		5 25/11/07
6. Audited financial reports presented to public.		6 2/12/07
7. December Quarterly Financial and Management Plan Reviews to council		7 February Meeting
8. March Quarterly Financial and Management Plan Reviews to council		8 May Meeting
9. Management Plan to be adopted.(see financial actions)		9 30/6/08

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	All targets met this quarter
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter

This is page 12 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 4 to the General Manager's report to the Ordinary Meeting of the Council on 7 August 2008

County Chairman

General Manager

Action: ADM 06**Ensure all other statutory returns are completed and lodged by the due date.**

Required Task	Resp.	Target Date
1 Pecuniary Interest Returns	1 GM	30/9/07
2 Council Annual Report prepared and forwarded to Minister		2 30/11/07
3 Grants Commission Data return		3 30/11/07
4 Freedom of Information - Summary of Affairs submitted to Government Printer		4 11/12/07
5 Freedom of Information - Summary of Affairs and Statement of Affairs to be submitted to Government Printer		5 30/6/08
Performance Measure		
Satisfactory completion of task in accordance with target level.		

Quarterly review comments	
30 September 2007	All targets met this quarter
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter
30 June 2008	All targets met this quarter

Action: ADM 07**Implementation of council decisions.**

Required Task	Resp.	Target Date
1 Implement council decisions following council meeting.	GM	1 Within 10 working days of council meeting
		2 For prosecutions within 2 months of council resolution.
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter.
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

This is page 13 of 24 pages of the Upper Murrumbidgee County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 4 August 2008

County Chairman

General Manager

Finance

Goal

Provide the framework for council to undertake its activities in a financially responsible and economically sustainable manner that protects council and community assets.

Action: ADM 08

Continue current financial management direction and develop strategic long term plan.

Required Task	Resp.	Target Date
1. Update long term financial strategy	GM	1 31/3/08
2. Provide adequate funds for employee leave entitlements		2 Maintain cash at 50% of Long Service liability

Performance Measure

Satisfactory completion of task in accordance with target level.

Quarterly review comments

30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter

Action: ADM 09

Provide financial information and advice to Council.

Required Task	Resp.	Target Date
1 Provide other information as required	GM	1 At council meeting
2 Provide quarterly update on financial trends relating to council's expenditure		2 At Council Meeting following end of quarter

Performance Measure

Satisfactory completion of task in accordance with target level.

Quarterly review comments

30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

Action: ADM 10

This is page 14 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Ensure that Council's 2008/2009 Annual Management Plan is considered in order to allow adoption of the Management Plan by the due date.			
	Required Task	Resp.	Target Date
1	Draft Plan to be presented to council	GM	1 30/4/08
2	Draft plan to be adopted to allow 28 day public exhibition		1 31/5/08
3	Draft Plan to be adopted following consideration of any submissions received		2 30/6/08
Performance Measure			
Satisfactory completion of task in accordance with target level			

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
31 June 2008	All targets met this quarter.

Intergovernmental relations

Goal

To promote the interests of the County Council stakeholders through active interaction and participation with other Council bodies (such as Macquarie Valley Noxious Weeds Advisory Committee and the Shires Association) and through active pursuit of politicians.

Action: ADM 11

Promote the county interests through participation in council bodies.

	Required Task	Resp.	Target Date
1	Participate in Macquarie Valley Noxious Weeds Advisory Committee through attendance at meetings and supply of information as required to assist the lobbying of state and federal governments	GM	1 Attend meetings and provide information as requested
Performance Measure			
Satisfactory completion of task in accordance with target level			

This is page 15 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman

General Manager

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter. The Council has not participated in the Committee's Group Funding Program for some years. The Council has recently taken steps to ensure that it receives correspondence from the Committee.
31 December 2007	No specific targets to be met this quarter. The Council is once again actively participating in Macquarie Valley Noxious Weeds Advisory Committee activities. The Council has not participated in the Committee's Group Funding Program for some years and this is not expected to change while the present grant arrangements remain in place.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Action: ADM 12

Provide active support to the Shires Association.

Required Task	Resp.	Target Date
1. Provide information as requested by Shires Association to assist them to lobby governments.	GM	1. Information to be provided by the date requested.
2. Utilise the services of the Shires Association to further Council's interests.		2. As and when required by council.
Performance Measure		
Satisfactory completion of task in accordance with target level.		

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter.
31 December 2007	No specific targets to be met this quarter.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Action: ADM 13

Actively pursue politicians to further the council's interests.

Required Task	Resp.	Target Date
1. Invite politicians to attend Council meetings on a regular basis.	GM	1. At least 2 politicians to be invited to council annually.
2. Meet with state and federal politicians to promote the interests of the council.		2. As required.
Performance Measure		
Satisfactory completion of task in accordance with target level.		

This is page 10 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Quarterly review comments	
30 September 2007	The Council has maintained close contact with Mr Gerard Martin MP concerning the Council's funding situation. The General Manager and Chairman met with the Minister for Local Government on 5 June 2007. Mr Kerry Bartlett MP, Federal Member for Macquarie attended the Council's Ordinary Meeting on 6 July 2007. Mr Bob Debus, the Labor candidate for Macquarie, attended the Council's Ordinary Meeting on 4 August 2007.
31 December 2007	The Council has maintained close contact with Mr Gerard Martin MP concerning the Council's funding situation. The General Manager and Chairman met with the Minister for Local Government on 5 June 2007. Mr Kerry Bartlett MP, Federal Member for Macquarie attended the Council's Ordinary Meeting on 6 July 2007. Mr Bob Debus, the Labor candidate for Macquarie, attended the Council's Ordinary Meeting on 3 August 2007. The General Manager met with the former Commonwealth Minister for Fisheries, Forestry and Conservation on 7 October 2007.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Risk Management

Goal

To minimise Council's potential exposure to risk and provide a safe work environment for staff and a safe environment for county landholders.

Action: ADM 14

Minimise the risks associated with all functions of Council.

Required Task	Resp.	Target Date
1. Identify new risks associated with the functions of council.	GM	1 Ongoing
2. Analyse and prioritise all risks identified		2 Within 3 months after identification
3. Minimise exposure through rectification of risks		3 As possible within budget constraints
4. Update policy on the use of contractors		4 Ongoing

This is page 17 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment E to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman:

General Manager:

3. Review risk management policy T.S. Ongoing

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter.
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

Staff Matters

Goal

To provide a committed, well informed, well-trained and positive staff that is able to respond to the council and community needs.

Action: ADM 15

Ensure Council staff are aware of their rights and responsibilities in relation to Occupational Health & Safety (OH & S) and Risk Management.

Required Task	Resp.	Target Date
1. Provide training to staff on OH & S Regulation and Act	GM	1 Ongoing as identified
2. Provide training on Equal Employment Opportunity to staff.		2 Ongoing as required
3. Provide staff with training on risk management		3 Ongoing as required
4. Review and update staff training program.		4 Annually
5. Review FEO Management Plan.		5 As required

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter.
31 December 2007	No specific targets to be met this quarter.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Information technology

This is page 18 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Goal

To provide an effective information technology service that provides relevant, accurate and timely information to council, staff and other stakeholders

Action: ADM 16

Implement system of information technology capable of providing information that is relevant and timely.

Required Task	Resp.	Target Date
1. Monitor reporting system ability to provide information requirements	GM	1. Ongoing
2. Monitor technology improvements and assess future requirements.		2. Ongoing
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter. Negotiations with Bathurst Regional Council in relation to IT and electronic mapping support to the Council have not progressed owing to other priority work. This matter remains a priority and will receive attention during the coming year.
31 December 2007	No specific targets to be met this quarter. Negotiations with Bathurst Regional Council in relation to IT and electronic mapping support to the Council have not progressed but this remains a priority and will receive attention during the coming year. Council is participating in a Committee established to evaluate electronic mapping for weed control purposes and steps have been taken to enter into arrangements with constituent councils to acquire base mapping data as a preliminary step to the introduction of electronic mapping.
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Action: ADM 17

Maintain and update as required the council's records management system.

Required Task	Resp.	Target Date
1. Monitor record keeping procedures to ensure that they provide the best method of maintaining an accurate record of council activities.	GM	1. Ongoing
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
This is page 19 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.	
County Chairman	General Manager

30 September 2007	No specific targets to be met this quarter. Council's record keeping procedures require upgrading and this remains a priority item.
31 December 2007	No specific targets to be met this quarter. Council's record keeping procedures require upgrading and this remains a priority item.
31 March 2008	No specific targets to be met this quarter. Council's record keeping procedures require upgrading and this remains a priority item.
30 June 2008	No specific targets to be met this quarter. Council's record keeping procedures require upgrading and this remains a priority item.

Asset management

Goal

To develop an affordable maintenance program that will protect and maintain council and community assets.

Action: ADM 18

Compile accurate data on the condition of current council and community assets for which council is responsible.

Required Task	Resp.	Target Date
1. Maintain assets register for all assets valued over \$2,000	GM	1 Ongoing
2. Monitor the condition of those assets		2 Ongoing
3. Identify maintenance requirements for those assets		3 Ongoing
4. Cost maintenance requirements and incorporate in budget		4 As identified
Performance Measure		
Satisfactory completion of task in accordance with target level.		

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

Plant and vehicles

This is page 20 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Goal

To ensure that council's plant and vehicle fleet are satisfactory to council's needs and maintained in a serviceable condition so as to minimise down time.

Action: ADM 19**Compile data on current plant and vehicle fleet condition and usage.**

Required Task	Resp.	Target Date
1 Analyse council's current plant fleet, its activities and assess future plant needs.	GM	Ongoing
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter.
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

Business activities**Goal**

To provide Council with additional funds to carry out its noxious weed control works through the undertaking of commercial activities that are financially sound.

Action: ADM 20

Provide access to competitively priced chemicals for participants in council noxious weed control programs and purchasers of bulk supplies.

Required Task	Resp.	Target Date
1 Provide access to chemicals at commercially competitive prices	GM	As required
Performance Measure		
Satisfactory completion of task in accordance with target level		

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter.
30 June 2008	No specific targets to be met this quarter.

Health

This is page 21 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman ..

General Manager ..

Noxious Weed Control

Goal

To provide a regulatory and advisory role to stakeholders and landowners that improves the natural environment through a reduction in the invasion of noxious weeds.

Action: ADM 21

Actively pursue the control of noxious weeds along the roadsides in the council area.

	Required Task	Resp.	Target Date
1	Inspect Council roadsides prior to control works to ensure that control programs are efficient	CWO	1 At least one week prior to spraying.
2	Carry out necessary control works in line with Council's budget allocations		2 28/02/08 or as seasonal conditions permit
3	Respond to reports of noxious weeds problem areas.		3 Carry out inspection within 7 days of notification

Performance Measure

Satisfactory completion of task in accordance with target level.

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter. Extensive roadside weed control works have been undertaken this quarter but seasonal conditions have resulted in a massive increase in weeds on roadsides. Every effort will be made, within budget limitations, to continue the control of roadside weeds in the coming quarter.
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

Action: ADM 23

Actively pursue the control of noxious weeds on private lands.

	Required Task	Resp.	Target Date
1	Through inspection of private lands assist landowners to fulfil their legal responsibilities in relation to noxious weeds	CWO	1 At least 250 inspections per quarter
2	Provide information to landowners on noxious weed control.		2. If not done at time of inspection within 1 week
3	Respond to noxious weed		

This is page 23 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

complaints

3. Initial inspection within 10 working days.

Performance Measure

Satisfactory completion of task in accordance with target level.

Quarterly review comments	
30 September 2007	All targets met this quarter. 330 inspections of private land were carried out. Work on the serrated tussock eradication program at Pipers Flat being carried out in cooperation with Hawkesbury-Nepean Catchment Management Authority continued.
31 December 2007	All targets met this quarter. 360 inspections of private land were carried out. Aerial spraying was also carried out during the quarter. Work on the serrated tussock eradication program at Pipers Flat being carried out in cooperation with Hawkesbury-Nepean Catchment Management Authority continued. Council has also entered into an agreement with the Authority for the management of a program to control broom on private land.
31 March 2008	All targets met this quarter. 390 inspections of private land were carried out. Aerial spraying was also carried out during the quarter. Work on the serrated tussock eradication program at Pipers Flat being carried out in cooperation with Hawkesbury-Nepean Catchment Management Authority continued.
30 June 2008	All targets met this quarter. 293 inspections of private land were carried out. Work on the serrated tussock eradication program at Pipers Flat carried out in cooperation with Hawkesbury-Nepean Catchment management Authority completed and final report submitted.

Actions: ADM 24**Actively pursue the control of noxious weeds on vacant crown lands.**

Required Task	Resp.	Target Date
1. Through inspection of vacant lands assist landowners to fulfil their legal responsibilities in relation to noxious weeds	CWO	1. Inspect vacant crown land parcels prior to submission of grant application
2. Provide information to Department of Lands on noxious weed control requirements		2. Within 10 working days of inspection.
3. Respond to noxious weed complaints		3. Initial inspection within 10 working days

Performance Measure

Satisfactory completion of task in accordance with target level.

This is page 23 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 2 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter.
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

Action: ADM 25**Actively pursue the control of noxious weeds on government owned lands.**

Required Task	Resp.	Target Date
1. Through inspection of government owned (both State and Federal) lands assist land managers to fulfil their legal responsibilities in relation to noxious weeds.	CWO	1. Inspect government owned land parcels prior to submission of grant application or prior to spraying programs.
2. Provide information to relevant department on noxious weed control requirements		2. Within 10 working days of inspection
3. Respond to noxious weed complaints		3. Initial inspection within 10 working days

Performance Measure

Satisfactory completion of task in accordance with target level

Quarterly review comments	
30 September 2007	All targets met this quarter.
31 December 2007	All targets met this quarter.
31 March 2008	All targets met this quarter.
30 June 2008	All targets met this quarter.

Action: ADM 26**Initiate a series of block inspections to target heavy areas of infestation and to maintain a public profile throughout the county area.**

Required Task	Resp.	Target Date
1. Carry out block inspections (involving all inspectors) in at least 2 different locations throughout the county area	GM	1. 30.6.07
2. Publicise block inspections in local media to ensure maximum exposure	GM	2. At least one week prior to inspections
3. Map results of inspections for future	CWO	3. As inspections are done

This is page 24 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008.

County Chairman

General Manager

reference.	
Performance Measure	
Satisfactory completion of task in accordance with target level	

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

Action: ADM 27

Actively pursue regional resource sharing with neighbouring councils to provide cost benefits to council in provision of services.

Required Task	Resp.	Target Date
1. Pursue resource sharing through regular interaction with nearby councils to discuss regional weed plans and coordinated approaches to weed control	GM	1. Hold meetings with appropriate members of surrounding councils as required

Performance Measure	
Satisfactory completion of task in accordance with target level	

Quarterly review comments	
30 September 2007	No specific targets to be met this quarter
31 December 2007	No specific targets to be met this quarter
31 March 2008	No specific targets to be met this quarter
30 June 2008	No specific targets to be met this quarter

This is page 25 of 25 pages of the Upper Macquarie County Council Quarterly Management Plan Review for the fourth quarter 2007/2008 which is Attachment 1 to the General Manager's report to the Ordinary Meeting of the Council on 1 August 2008

County Chairman _____ General Manager _____

Attachment 2**UPPER MACQUARIE COUNTY COUNCIL
BUDGET REVIEW STATEMENT
FOR
2007/2008
AS AT
30 June 2008**

COUNCIL EQUITY AS AT 1.7.2007	362750
ADD: Income 2007/2008	1089665
LESS: Expenditure 2007/2008	1090042
COUNCIL EQUITY AS AT 30.6.2008	362373
ESTIMATED Net Result for Year	-377

Budget Review Statement June 2008

UPPER MACQUARIE COUNTY COUNCIL
BUDGET REVIEW STATEMENT
FOR
2007/2008
AS AT
30 June 2008,

INCOME	Amount Voted 2007/2008	Actual To Date 30/06/2008	Estimated Remainder of Year	Total 30/06/2008	Variations for year
GOVERNMENT GRANTS					
1 Administration Grant	36600	36900	0	36900	0
2 Weed Control Co-ordination Grant	152919	156500	0	156500	3581
3 Regional Weed Plan Grant	0	0	0	0	0
5 Vacant Crown Land	5000	8965	0	8965	3965
- IN CMA Pipers Flat services tussock	8000	0	0	0	-8000
- CW CMA Integrated Weed Management	19005	5000	0	6000	-13000
- Coxs River Broon Control	0	24375	0	24375	24375
GENERAL ADMINISTRATIVE SERVICES					
6 Certificate by Clerk - Sec 160	6000	7249	0	7249	1249
7 Surplus Income	5000	9	0	9	-4991
PUBLIC SERVICES					
9 Fines & Costs - Noxious Weeds	0	0	0	0	0
UNCLASSIFIED SERVICES					
10 Interest	25000	26335	0	26335	1335
11 Constituent Council Contributions	369128	369128	0	369128	0
12 Chemical Sales	55000	55000	0	55000	0
13 Aerial spraying program (inc chemicals)	498655	485931	0	485931	-12724
14 Council Supervision/Private work	0	2745	0	2745	2745
14a Profit on sale of assets	15000	0	0	0	-15000
- Landholder contributions Pipers Flat	0	3757	0	3757	3757
TRANSFER FROM RESTRICTED ASSETS					
15 Purchase Computer Equipment	28109	0	0	0	-28109
16 Plant - Motor Vehicle Replacement	15000	0	0	0	-15000
17 Transfers from Other Restricted Assets	49864	0	0	0	-49864
- Unexpended CW/CMA profit	16871	8071	0	8071	-10800
TOTAL INCOME	1245151	1089665	0	1089665	-155486

**UPPER MACQUARIE COUNTY COUNCIL
BUDGET REVIEW STATEMENT**

**FOR
2007/2008
AS AT
30 June 2008.**

EXPENDITURE					
	Amount Voted 2007/2008	Actual To Date 30/06/2008	Estimated Remainder of Year	Total 30/06/2008	Variations for year
GENERAL ADMINISTRATIVE SERVICES					
1 Administration Salaries and Allowances	83378	80243	0	80243	-3135
1a Chief Weeds Officer - salary & allowances	65458	57328	0	57328	-8130
3 Office Equipment maintenance	3000	0	0	0	-3000
4 Advertising	10300	4505	0	4505	-5495
4a Community consultation	10300	0	0	0	-10000
5 Printing and Stationery	6000	2140	0	2140	-2860
6 Postages	1000	1062	0	1062	62
7 Telephone Rents and Charges	8500	11667	0	11667	3167
8 Allowance - Chairman	5000	5424	0	5424	216
9 Councillors Travelling and Subsistence	6000	4228	0	4228	-1772
10 Members Fees	10900	11900	0	11900	940
11 Delegates Expenses	2500	681	0	681	-1819
12 Audit Fees	3000	2240	0	2240	-760
13 Bank Charges	500	877	0	877	377
14 Insurance - Councillors / Members Accident	1700	1600	0	1600	-100
15 Insurance - Councillors & Officers	6000	5855	0	5855	-745
16 Insurance - Fidelity Guarantee	875	575	0	575	-250
16a Insurance - Staff & bus Public Liability	3500	3500	0	3500	0
17 Subscription - Shires Association	825	845	0	845	21
18 Office Rent, maintenance, etc	4160	4394	0	4394	234
19 Interest on Overdraft	0	2	0	2	2
20 Sundry Admin Misc. Expenses	5000	3747	0	3747	-1253
22 Lease Computer Equipment (current)	0	0	0	0	0
23 Office Equipment Depreciation	0	0	0	0	0
Fringe Benefits Tax	0	7699	0	7699	7699
OVERHEAD EMPLOYMENT EXPENDITURE					
24 Workers Compensation - insurance	14500	7605	0	7605	-6895
25 Superannuation Costs (SGC only)	29813	29999	0	29999	1186
26 Insurance - Public Liability	17000	17000	0	17000	-7000
ECONOMIC SERVICES					
28 Roadside Spraying Program (Contract)	60287	53113	0	53113	-7274
27 Roadside Spraying (Inspector's salaries)	13860	11477	0	11477	-4383
Chemicals - for use for road spraying	15000	6000	0	6000	-9000
Destruction of Noxious Weeds (Misc)	6000	3633	0	3633	-2367
29 Chemicals - resale & aerial spraying	225000	217814	0	217814	-7186
30 Contractors - private wk (inc. aerial application)	203700	218166	0	218166	14466
Subsidised work for impermanent occupiers	5000	0	0	0	-5000
31 Vacant Crown Land	5000	1721	0	1721	-3279
32 Inspectors Salaries	202400	215213	0	215213	13053
34 Prosecutions and other legal costs	0	0	0	0	0
35 Sundry Expenses	5000	0	0	0	-5000
CW CMA Integrated Wood Management	31556	8071	0	8071	-23485
HN CMA Fibers Flat serrated laseck	22005	8222	0	8222	-13783
UNCLASSIFIED SERVICES					

UPPER MACQUARIE COUNTY COUNCIL
BUDGET REVIEW STATEMENT
FOR
2007/2008
AS AT
30 June 2008.

36 Plant Running Expenses	44000	40243	0	40243	-3757
37 Plant & Equipment Depreciation	35000	0	0	0	-35000
38 Vehicle Replacement	15000	0	0	0	-15000
39 Computer/Accounting Equipment	25000	0	0	0	-25000
TRANSFERS TO RESTRICTED ASSETS					
38 Employees Leave Entitlements	10872	10872	0	10872	0
39 For Vehicle Replacement	15000	0	0	0	-15000
HN CMA Coxs River Broom Control	0	24375	0	24375	24375
CW CMA Integrated Wood Management	0	6000	0	6000	6000
Vacant Crown Land	0	0	0	0	0
TOTAL EXPENDITURE	1246027	1090042	0	1090042	-155985
NET RESULT FOR YEAR	-876			377	499

Blue Mountains Tourism Limited

◆ Blue Mountains ◆ Lithgow ◆ Oberon



Awards of Excellence 2008

Excellence in Tourism

Blue Mountains Tourism Limited (BMTL) in conjunction with Blue Mountains Hotel School is pleased to present The Blue Mountains Tourism Limited Awards of Excellence 2008 (BMTL Awards of Excellence)

The BMTL Awards of Excellence acknowledges those businesses and individuals that strive for excellence in tourism by demonstrating outstanding achievement and success throughout the year.

The Awards are a submission and inspector-based competition. The Awards ceremony provides the opportunity to publicly recognise and showcase the regions current finest tourism operators.

The BMTL Awards of Excellence aim to

- encourage, celebrate, creatively professionalise and innovation
- provide a benchmark for best practice
- promote business planning amongst tourism operators
- publicly recognise and reward excellence through an annual celebration
- reinforce the value of the tourism industry
- provide an opportunity for successful entrants to progress to the NSW Tourism Awards

Tailored Sponsorship Package for Lithgow City Council

\$1000

Gold Sponsorship

- Company name, corporate logo and level of sponsorship acknowledgement on audiovisual presentation
- Corporate logo and level of sponsorship on printed award collateral, where possible all lead to media releases, workshops, BMTL Hot News, e-mail updates to BMTL members and post event media publications.
- Corporate logo and level of sponsorship acknowledgement on the official Awards website link
- Invitation to Awards Finalist's Cocktail Party
- 1 complimentary ticket to Gala Dinner plus preferential seating.
- Company alignment to 1 tourism award
- Opportunity to nominate a company representative to present these awards
- Sponsors certificate recognizing level of sponsorship.
- List of nominees



Blue Mountains Tourism Limited

◆ Blue Mountains ◆ Lithgow ◆ Oberon



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- reinforce the value of the tourism industry
- provide an opportunity for successful entrants to progress to the NSW Tourism Awards

The Blue Mountains Tourism Limited Awards of Excellence 2008



Sponsorship Package

The BMTL Awards of Excellence

Blue Mountains Tourism Limited (BMTL) invites applications from companies interested in becoming sponsors of the 2008 Awards of Excellence, and in the process gain access to a number of marketing rights, sponsorship benefits (including media promotion) industry exposure, logo and branding opportunities

Platinum Sponsorship Package - \$5,000

Platinum Sponsorship will be limited to three (3) opportunities

- Company name, corporate logo and level of sponsorship acknowledgement on audiovisual presentation
- Corporate logo and level of sponsorship on printed award collateral, where possible all local up media releases, workshops, BMTL Hot News, e-mail updates to BMTL members and post event media publications.
- Corporate logo and level of sponsorship acknowledgement on the official Awards website link with a link to your own corporate website
- Invitation to Awards Finalists Cocktail Party.
- 4 complimentary tickets to Gala Dinner plus preferential seating.
- Company alignment to 1 major tourism award, and naming rights of that award
- Opportunity to nominate a company representative to present these awards.
- Opportunity to speak (2 minutes) at the Gala Dinner
- Opportunity to provide a promotional item/s at the Gala Dinner.
- Sponsors certificate recognizing level of sponsorship
- List of nominees.

Gold Sponsorship Package - \$2000

Gold sponsorship will be limited to six (6) opportunities

- Company name, corporate logo and level of sponsorship acknowledgement on audiovisual presentation
- Corporate logo and level of sponsorship on printed award collateral, where possible at lead up media releases, workshops, BMTL Hot News e-mail updates to BMTL members and post event media publications
- Corporate logo and level of sponsorship acknowledgement on the official Awards website link
- Invitation to Awards Finalist's Cocktail Party
- 2 complimentary tickets to Gala Dinner plus preferential seating.
- Company alignment to 1 tourism award.
- Opportunity to nominate a company representative to present these awards
- Sponsors certificate recognizing level of sponsorship.
- List of nominees

Silver Sponsorship Package – \$3000 of products and/or services

Silver sponsorship will be unlimited in number

- Company name, corporate logo and level of sponsorship acknowledgement on audiovisual presentation.
- Corporate logo and level of sponsorship on printed award collateral, where possible all lead up media releases, workshops, BMTL Hot News, e-mail updates to BMTL members and post event media publications
- Corporate logo and level of sponsorship acknowledgement on the official Awards website link
- Invitation to Awards Finalist's Cocktail Party
- 2 complimentary tickets to Gala Dinner plus preferential seating
- Company alignment to 1 tourism award
- Opportunity to nominate a company representative to present these awards.
- Sponsors certificate recognizing level of sponsorship
- List of nominees



UPPER MACQUARIE COUNTY COUNCIL

General Manager
City of Lithgow Council
PO Box 19
Lithgow NSW 2790

Council Chambers Lithgow City Council

7 Lee Street, Kelso

Scanned

Mail

PO Box 703, Bathurst 2795

10 JUL 2008

Telephone 02 63331376

Facsimile 02 63319620

Website www.umcc.nsw.gov.au

• ABRN 64420707530

Doc. No.

GDA Ref.

Years

Dear Sir

Thank you for your letters of 9 May 2008 and 18 June 2008 concerning the funding of the employment by the County Council of an additional Weeds Officer and an additional (S F I E) clerical/accounts officer

Lithgow City Council is the only one of the Constituent Councils that has agreed to fund a proportion of the costs of employing a clerical/accounts officer. Since the County Council cannot fund the costs from its existing financial resources it has no alternative other than to decline the offer of funds for this purpose from Lithgow City Council. I would like to thank the Council for its offer of funds to assist in the employment of a clerical/accounts officer and hope that it may renew its offer if the positions of the other Constituent Councils alter next financial year.

All Constituent Councils other than Blayney Shire Council have agreed to fund the costs of the County Council employing an additional Weeds Officer. I enclose for your information a copy of a report on this matter which the County Council considered at its Ordinary Meeting on 4 July 2008. At the meeting the County Council resolved:

That

- the Council note the contents of the General Manager's report,
- the General Manager write to the General Managers of Bathurst Regional Council, Lithgow City Council and Oberon Council enclosing a copy of the General Manager's report and asking whether their Councils will fund their proportion (based on the agreed funding formula) of the cost of the County Council employing an additional Weeds Officer notwithstanding the inability of Blayney Shire Council to contribute to the additional cost,
- the General Manager write to the Blayney Shire Council requesting that the County Council's request for the Council to financially support the employment by the County Council of an additional Weeds Officer be placed before the Council for further consideration, and

The noxious weeds control authority for the areas of Bathurst Regional Council, Blayney and Oberon Shire Councils and the Lithgow City Council

SPORTS ADVISORY COMMITTEE MINUTES

MONDAY 30 JUNE 2008

PRESENT

Councillor Neville Castle (Chairman), Mr Neil Gambrell, Mr Wayne Vought, Mr Mark Cronin, Mrs Delorah Williams, Mr Brett Haddon, Mr John Boyd, Mr Danny Whilly, Mrs Robyn Whilly, Mr Eric Arnold, Mr Ray Stanley, Mrs Neryi Wood, Mr Glen Ryan, Mr Danny Oldfield (Public Assets Engineer) and Miss Leanne Kearney (Strategic Engineer).

APOLOGIES

Ms Deb Martin

REPORT

ITEM 1 - DECLARATION OF INTEREST

Nil.

ITEM 2 - MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on Monday, 26 May 2008 were confirmed as a true and accurate record of the meeting.

MOVED: Neil Gambrell

SECONDED: Glen Ryan

ITEM 3 - BUSINESS ARISING FROM THE MINUTES

- Meeting has been arranged with Lithgow Storm Junior RLFC regarding permanent mini league fields, and a report will be provided to the next Committee meeting regarding this issue.
- Glanville Oval, Lithgow fence has been inspected, and Council is currently investigating the methods and costs of replacing the entire fence and a report will be presented to the next Committee meeting regarding this issue.
- Council has investigated the missing rubber mats from the change rooms at Tony Luchetti Sportsground, and this investigation could not determine their location. Council is investigating the replacement and will present a report to the next Committee meeting.
- Council is arranging a meeting with Bunny Abbott to make any necessary improvements to the Public Announcement Booth at Tony Luchetti Sportsground, and an update will be provided to the next Committee meeting.
- Filling of the potholes in the Tennis Club carpark has been placed on Council's works programme and will be completed in due course.
- Danny Whilly enquired if the dead trees along Farmers Creek had been inspected, and Leanne Kearney will follow this up with Terry Nolan, and a report brought back to the next Committee meeting.

MOVED: Danny Whilly

SECONDED: Mark Cronin

ITEM 4 - 2008 REG COWDEN MEMORIAL SPORTS STAR AWARDS

Junior Nominations for the month of May 2008 were received from the following:

- Luke Morris (Rugby League) – Luke competed in the group cluster tournament in Albury in May 2008 as a member of the Group 10 Under 13's rugby league team.
- Keith Patil (Rugby League) – Keith competed in the group cluster tournament in Albury in May 2008, as a member of the Group 10 Under 14's rugby league team.

- Ben Redding (Hockey) – Ben competed at the State Championships as a member of the NSW Combined Catholic Colleges Boys Hockey team.
- Jenna Heath (Athletics) – Jenna was named the 11 year old Champion at the Small Schools Athletics Carnival after winning the 100 metre, 200 metre, 800 metre, High Jump, Long Jump, Discus and Shot Put events and will now compete at the District Athletics Carnival.

The Committee selected Ben Redding (Hockey) to be the Junior Sports Star winner for the month of May 2008.

MONTH	RECIPIENT
January	Hayden Boyd (Swimming)
February	Jenna Heath (Athletics)
March	Riley Dukes (Motocross)
April	Nil
May	Ben Redding (Hockey)
June	
July	
August	
September	
October	
November	

Senior Nominations for the month of May 2008 were received from the following:

- Alan Mostyn (Hockey) – Alan competed in the Trans Tasman Masters Hockey Challenge in New Zealand as a member of the Australian Over 50's Hockey Team.
- Robert Redding (Hockey) – Robert competed in the Trans Tasman Masters Hockey Challenge in New Zealand as a member of the Australian Over 50's Hockey Team.

The Committee selected Alan Mostyn (Hockey) and Robert Redding (Hockey) as joint winners of the Senior Sports Star winner for the month of May 2008.

MONTH	RECIPIENT
January	Date Ryan (Wood Chopping)
February	Workies Aces Premier League Lawn Bowls Team
March	Nil
April	Sue Brooks (Golf)
May	Alan Mostyn (Hockey) and Robert Redding (Hockey)
June	
July	
August	
September	
October	
November	

The Committee recommends that the Junior Sports Star Award be awarded to Ben Redding (Hockey) for the month of May 2008, the Senior Sports Star Award be jointly awarded to Alan Mostyn (Hockey) and Robert Redding (Hockey) for the month of May 2008, and for merit certificates to be awarded to the other nominees.

MOVED: Neil Gambrell

SECONDED: Wayne Vought

ITEM 5 – FINANCIAL ASSISTANCE REQUESTS

There were no eligible financial assistance applications received during June 2008.

The Committee recommends that the information be received

MOVED: Mark Cronin

SECONDED: John Boyd

ITEM 6 – NSW DEPARTMENT OF SPORT AND RECREATION – SURVEY

NSW Department of Sport and Recreation are currently updating their database of local sport and recreation organisations, and have provided survey forms for any interested organisation to complete and return to the Department.

Council's Strategic Engineer, Miss Leanne Kearney has the forms for interested organisations, and these forms need to be faxed to (02) 6362 3264 by 2 July 2008.

The Committee recommends that the information be received

MOVED: Nerryl Wood

SECONDED: Neil Gambrill

ITEM 7 – BOOKING REQUEST – LITHGOW WAR MEMORIAL OLYMPIC SWIMMING POOL, LITHGOW CENTRAL TABLELANDS SWIMMING ASSOCIATION

Correspondence has been received from Central Tablelands Swimming Association requesting permission to use Lithgow War Memorial Olympic Swimming Pool, Lithgow, on Sunday, 8 February 2009 to conduct their annual Championship Meeting between 8:00am and 5:00pm.

This booking does not conflict with any other approved booking.

The Committee recommends that permission be granted to Central Tablelands Swimming Association to use Lithgow War Memorial Olympic Swimming Pool, Lithgow, on Sunday, 8 February 2009 to conduct their annual Championship Meeting between 8:00am and 5:00pm.

MOVED: Ray Stoneley

SECONDED: Eric Arnold

ITEM 8 – BOOKING REQUEST – VARIOUS AREAS – LITHGOW SWIMMING CLUB

Correspondence has been received from the Lithgow Swimming Club requesting permission to use various facilities to conduct a triathlon on Sunday, 7 December 2008.

There will be three (3) different sized courses to cater for differing levels of ability, and will encompass various streets as per the attached map.

John Boyd introduced Brett Haddon, who is part of the sub-committee from the Lithgow Swimming Club planning the triathlon. Brett explained that this would be planned as an annual event, with the swim leg first, followed by the bike leg then the running leg, and there would be different events for different levels of ability, including a multi-person event, where one person is nominated to swim, another to ride and another to run.

The Committee recommends that approval and support be given to the Lithgow Swimming Club to conduct the triathlon on Sunday, 7 December 2008, and for Council to write to all members of the Sports Advisory Committee notifying them of the special event.

MOVED: Ray Stoneley

SECONDED: Neil Gambrill

ITEM 9 – GENERAL BUSINESS

- Eric Arnold thanked Council's Groundsman at Lake Wallace for the magnificent work done in preparation for the upcoming State Cross Country and Road Walks event, and requested that additional bins be supplied for the event. Eric also requested that temporary signage warning of pedestrians crossing between the amenities block and the barbeque area be installed urgently, and that Council consider installing permanent signage at a later date. Eric requested Council to supply the Lithgow Athletics Club with approximately seven (7) banner boards for the weekend, and this will be arranged by Danny Oldfield.
- Ray Storeley thanked Danny Oldfield and Terry Nolan for their assistance in upgrading the long jump run up – it is fantastic and now gives the participants two (2) different types of run ups (synthetic grass and rubber), and will be well utilised with the upcoming representative athletics carnivals. Ray further advised that the State Cross Country and Road Walk Championships have been well advertised all over New South Wales, and will attract a large number of visitors to the area.
- Nerryl Wood requested Council investigate the range hood in the canteen at Tony Luchetti Sportsground, Lithgow, as it requires cleaning. Danny Oldfield advised he will arrange this.
- Neil Gambrell enquired if repairs had been completed at Conran Oval, Lithgow after the damage sustained during the Ironfest event, and whether Council planned on recouping costs from the event organisers. Danny Oldfield advised works had commenced this week on the repairs, and Council would be seeking reimbursement for costs associated with the repair.
- Neil Gambrell expressed his disappointment on behalf of the Greater Lithgow Hockey Association at Council's recent decision to not proceed with the planning and construction of an Indoor Aquatic and Multi Sports Centre, and stated that facilities like the one proposed is needed for Lithgow to progress into the future and start to attract major sporting events, as well as provide a community facility for all generations to utilise in sustaining their everyday health and lifestyle. Neil stated that a facility of the type proposed would raise funds by attracting out of town users as well as local residents who currently travel to neighbouring towns to utilise the facilities available. Neil would not like to see this project be forgotten, and Neville advised that Council previously resolved for a special Committee to be set up to investigate other options in relation to the project to determine ways of making the project more achievable (ie funding and grant opportunities etc). ***The Committee unanimously resolved to fully support Council pursuing any option recommended by the sub Committee to achieve an indoor facility comprising of aquatic and multi sport facilities, and for the Sports Advisory Committee to nominate interested members to be a part of the sub Committee.***
- John Boyd stated that there appeared to be a misconception that the facility would not be financially viable due to the diverse facilities available, and further advised that the Katoomba Centre's wet areas make a profit and are actually subsidising the multi sports facilities. John enquired of Council will still be refurbishing the existing facility as planned, and Neville advised that \$500,000 has been budgeted for refurbishment such as wet decking and changing the length of the pool in the upcoming budget, and will provide a report to the next Sports Advisory Committee meeting.
- John Boyd enquired if Council could investigate the possibility of hiring inflatable entertainment devices for special occasions at the Lithgow War Memorial Swimming Pool, similar to the equipment used during the active after school community programme conducted a few years ago, as this was extremely popular with children and encouraged a lot of patrons to the Pool. Leanne Kearney will investigate this and provide a report to the next Sports Advisory Committee meeting.
- Neil Gambrell enquired if the following items could be investigated at Glammere Oval, Lithgow:
 - o If the goals could be stored in the old caravan park rather than in the carpark to allow additional car parking, and Danny Oldfield will investigate this issue.
 - o If Danny Oldfield could provide the Hockey Association with information regarding risk assessments and risk audits, and Danny will arrange a meeting with Neil in relation to this issue.
 - o If Council could undertake some linemarking relating to "No Parking" in the carpark, as people are parking in the drive through areas, and causing traffic chaos, and Danny Oldfield will investigate this issue;
 - o If Council can inspect the carpark and undertake any necessary patching of the pavilions, and Danny Oldfield will investigate this issue.

- If Council can supply Solo bins at the centre rather than the current 44 gallon drums, which are unsightly and also heavy to lift to empty, and Danny Orlfield will investigate this issue
- Danny Whitty enquired if a new multi purpose facility was to be constructed as part of the Indoor Aquatic Centre what the possibilities of playing indoor cricket at the facility would be. Neil Gambrell advised that the Hockey Association made a submission to Council during the exhibition period of the plans, stating their interest in conducting Indoor Hockey at the new centre, and the Cricket Association should have made a submission as well. Danny Whitty will raise this at the Annual General Meeting of the Cricket Association next week.
- Neil Gambrell enquired if Council could invite a representative from the Lithgow Basketball Association to the next Sports Advisory Committee to provide information on the future of the Lithgow Indoor Sports Centre, as they lease the building from Council. Leanne Kearney will invite a representative to the next meeting to provide an address.
- Eric Arnold reminded Council to arrange a pavement sweep of the roads at Lake Wallace, Wallerawang to remove the loose gravel prior to the State Cross Country and Road Walk Championships this weekend, and Danny Orlfield will arrange this.

The meeting closed at 6:00pm

RECOMMENDATION

THAT the minutes of the Sports Advisory Committee be adopted

SPORTS ADVISORY COMMITTEE MEETING MINUTES

MONDAY 28 JULY 2008

PRESENT

Councillor Neville Castle (Chairman), Mr Neil Gambrell, Mr John Boyd, Mr Jeff Dean, Mrs Debbie Williams, Mr Danny Whitty, Mrs Robyn Whitty, Mr Eric Arnold, Mr Glen Ryan, and Miss Loanne Kearney (Strategic Engineer)

APOLOGIES

Mr Ray Stoneley, Mr Wayne Vought, Mrs Kerry Wood, Mr Bob Martin, Mr Mark Cronin, and Mr Danny Oldfield (Public Assets Engineer)

REPORT

ITEM 1 - DECLARATION OF INTEREST

Nil.

ITEM 2 - MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on Monday 30 June 2008 were confirmed as a true and accurate record of the meeting.

MOVED: Danny Whitty

SECONDED: Robyn Whitty

ITEM 3 - BUSINESS ARISING FROM THE MINUTES

- A meeting has been held with the Department of Corrective Services in regard to utilising their resources to replace the unsatisfactory sections of fencing and paint the fence at Gannire Oval, Lithgow. A further progress report will be presented to the Committee once a final decision has been made.
- Council has investigated the missing rubber mats from the change rooms at Tony Luchetti Sportsground and this investigation could not determine their location. Council is investigating the replacement costs and will present a report to the next Committee meeting.
- Council is arranging for some minor amendments to be made to the Public Announcement Box at Tony Luchetti Sportsground, Lithgow, as agreed to between Workmen's Club and Bunny Abbot.
- A report on the dead trees along Tankers Creek is still pending.
- Council has scheduled the cleaning of the range hood in the canteen at Tony Luchetti Sportsground, Lithgow, which should be undertaken in the next few weeks.
- Council has investigated the cost of hiring inflatable entertainment devices for special occasions at the Lithgow War Memorial Swimming Pool, similar to the equipment used during the active after school community programme conducted a few years ago, as this was extremely popular with children and encouraged a lot of patrons to the Pool. Cost for seven (7) hour hire ranges between \$550.00 and \$825.00. John Boyd further enquired if Council could investigate the cost of purchasing equipment, noting that Blue Mountains City Council are looking at upgrading their current equipment. Loanne Kearney will investigate this and provide a report to the next Sports Advisory Committee meeting.
- Danny Oldfield has met with Neil Gambrell regarding various issues at Gannire Oval, Lithgow, as raised at the last meeting. The following was determined:
 - The goals can not be stored in the old caravan park, rather than in the carpark to allow additional car parking;
 - Council is programming to undertake some line-marking relating to "No Parking" in the carpark, as people are parking in the drive-through areas, and causing traffic chaos;
 - Council has arranged for the potholes in the car park to be patched.

- Council has invited a representative from the Lithgow Basketball Association to this meeting to provide information on the future of the Lithgow Indoor Sports Centre, as they lease the building from Council, however, no response has been received to date
- Jeff Dean expressed concerns on behalf of the Lithgow Bears RLFC regarding the permanent conversion of a field at Tony Lucifelli Sportsground, Lithgow, into several min. league fields. Leanne Kearney advised that Council had conducted a meeting with the Storm Junior RLFC in regard to utilising field number 3 for mini league, however, they were advised that Council would not allow a permanent structure to be erected without the consent of the Lithgow Bears RLFC, as field number 3 is their primary ground

MOVED: Neil Gambrell

SECONDED: John Boyd

ITEM 4 – 2008 REG COWDEN MEMORIAL SPORTS STAR AWARDS

Junior Nominations for the month of June 2008 were received from the following

- Lithgow District Under 15's Girls Hockey Team (Hockey) – this team has been undefeated in the carnivals they have competed in this season, including winning the Western Conference Carnival, having six (6) players selected in the representative team. They team then went on to win the ACT carnival on the June long weekend.
- Hayden Boyd (Cross Country) – Hayden came 10th in the NSW Catholic State Polding Cross Country, and was also awarded a 1st place medal for the Under 10's Team event

The Committee selected Lithgow District Under 15's Girls Hockey Team (Hockey) and Hayden Boyd (Cross Country) to be the joint Junior Sports Star winners for the month of June 2008

MONTH	RECIPIENT
January	Hayden Boyd (Swimming)
February	Jenna Heath (Athletics)
March	Riley Dukes (Motocross)
April	Nil
May	Ben Rodding (Hockey)
June	Lithgow District Under 15's Girls Hockey Team (Hockey) and Hayden Boyd (Cross Country)
July	
August	
September	
October	
November	

There were no Senior Nominations for the month of June 2008 received, however a nomination for Clint Rochester (Golf) was accepted after his recent wins in golf, however, these wins were achievements in July, not June, and will be carried over to next month's awards.

MONTH	RECIPIENT
January	Dale Ryan (Wood Chopping)
February	Workies Assoc Premier League Lawn Bowls Team
March	Nil
April	Sue Brooks (Co'l)
May	Alan Mostyn (Hockey) and Robert Redding (Hockey)
June	Nil
July	
August	
September	
October	
November	

The Committee recommends that the Junior Sports Star Award be jointly awarded to Lithgow District Under 15's Girls Hockey Team (Hockey) and Hayden Boyd (Cross Country) for the month of June 2008.

MOVED: Darryl Whitty

SECONDED: Neil Gambrill

ITEM 5 – FINANCIAL ASSISTANCE REQUESTS

There were no eligible financial assistance applications received during June 2008.

The Committee recommends that the information be received.

MOVED: Eric Arnold

SECONDED: Jeff Dean

ITEM 6 – BOOKING REQUEST LAKE WALLACE, WALLERAWANG – ORANGE TROUT ACCLIMATISATION SOCIETY INC

Correspondence has been received from the Orange Trout Acclimatisation Society Inc (OTAS) requesting permission to use Lake Wallace, Wallerawang, on Sunday 14 September 2008 between 9.30am and 4.30pm to conduct the 2008 NSW Fly Casting Championships.

This is an annual competition involving around thirty (30) competitors from throughout New South Wales casting artificial fishing flies (that do not have a hook on them) to hoops for both accuracy and distance events.

The Orange Trout Acclimatisation Society will ensure that the public are not inconvenienced and that adequate safeguard measures are in place during the event, and require a grassed area of approximately sixty (60) metres by fifteen (15) metres.

No amusement rides will be operating during the event, there will not be any food products sold or handed out during the event, no fundraising activities will be carried out on site, no alcohol will be served during the event, and no bands or amplification system will be used during the event.

This booking does not conflict with any other approved booking.

The Committee recommends that permission be granted to the Orange Trout Acclimatisation Society Inc (OTAS) to use Lake Wallace, Wallerawang, on Sunday 14 September 2008 between 9.30am and 4.30pm to conduct the 2008 NSW Fly Casting Championships.

MOVED: Debbie Williams

SECONDED: Glen Ryan

ITEM 7 – BOOKING REQUEST – LAKE WALLACE, WALLERAWANG – CENTRAL WEST DISABILITY SPORT NETWORK

Correspondence has been received from the Central West Disability Sport Network requesting permission to use Lake Wallace, Wallerawang, on Sunday, 9 November 2008 between 7.00am and 7.00pm to conduct the inaugural Multi Sport Expo for children and adults with a disability and their families in the Western Region.

A vast range of sports will be showcased on the day including basketball, softball, sailing, soccer, cricket, goal ball, bocce, croquet and horse riding. The aim is to increase interest in sport and link people with disabilities with sporting clubs after this event, whilst providing support for those clubs to integrate people with disabilities into their activities.

This booking does not conflict with any other approved booking.

The Committee recommends that permission be granted to the Central West Disability Sport Network to use Lake Wallace, Wallerawang, on Sunday, 9 November 2008 between 7.00am and 7.00pm to conduct the inaugural Multi Sport Expo.

MOVED: Ruby: Whitty

SECONDED: John Boyd

ITEM 8 – CHANGE OF EXECUTIVE - LITHGOW SWIMMING CLUB INCORPORATED

Correspondence has been received from the Lithgow Swimming Club Incorporated, advising of their newly elected executive Committee for the 2008/2009 season, as listed below:

President:	John Boyd
Vice President:	Stuart Derley
Treasurer:	Diane Adnum
Secretary:	Susan Dick
Race Secretary:	Joanne Holmes

The Committee congratulated John Boyd on his successful re-election as President, and wished him success during his term.

The Committee recommends that the information be received.

MOVED: Neil Garrigal

SECONDED: Eric Arnold

ITEM 9 – BOOKING REQUEST – LITHGOW WAR MEMORIAL OLYMPIC SWIMMING POOL, LITHGOW - LITHGOW SWIMMING CLUB INCORPORATED

Correspondence has been received from the Lithgow Swimming Club Incorporated, requesting permission to use the Lithgow War Memorial Olympic Swimming Pool, Lithgow to conduct training and competition for the 2008/2009 swimming season.

The following days and times are requested:

- Mondays to Thursdays from 3.00pm until close – three (3) lanes plus one (1) lane for public lap swimmers for training;
- Fridays from 4.30pm until close – five (5) lanes for Friday Club Nights; and
- Saturdays from 9.00am until 11.00am – two (2) lanes plus access to Learners Pool for Learn to Swim Classes.

This booking does not conflict with any other approved booking.

The Committee recommends that permission be granted to the Lithgow Swimming Club Incorporated to use the Lithgow War Memorial Olympic Swimming Pool, Lithgow on Mondays to Thursdays from 3:00pm until close (three (3) lanes plus one (1) lane for public lap swimmers for training), Fridays from 4:30pm until close (five (5) lanes for Friday Club Nights), and Saturdays from 9:00am until 11:00am (two (2) lanes plus access to Learners Pool for Learn to Swim Classes) for the 2008/2009 swimming season.

MOVED: Jeff Brian

SECONDED: Debbie Williams

ITEM 10 – BOOKING REQUEST - CIRCUS ROYALE

Correspondence has been received from Circus Royale requesting permission to use a suitable venue in Lithgow between 27 October 2008 and 2 November 2008, to operate a circus.

Circus Royale is a totally professional traditional circus staged in a luxury-heated big top featuring Australian and International circus stars, including a total of six (6) humane animal acts featuring technicolour birds, camels, llamas, horses, goats, and four (4) black and white cows.

The Circus Royale big top is licensed to seat an average of four hundred and ninety nine (499) persons, and occupies an area thirty six (36) metres in diameter. Total circus site lay out fifty (50) metres by eighty (80) metres which is flexible. The big top is licensed on occupancy permit TSO-05/05-04 issued on 28 November 2005. Erection of this structure, seating platforms and all associated equipment will be supervised by a Registered Building Practitioner who will sign Form 14 for display along with occupancy permit at the entry point of the temporary structure.

All animal housing and treatment is in compliance with The National Consultative Committee of Animal Welfare, Position Statement 26 - Recommended National Circus Standards. Circus Royale does not include exotic or caged animals in its performances (domestic animals only being two (2) camels, three (3) llamas, five (5) small horses, one (1) dog, four (4) cows, and ten (10) birds).

Circus Royale employs a full time safety officer and registered nurse who is in attendance at all times when the circus is open to the public.

Circus Royale are happy to fully indemnify all parties under our public liability cover, which is for a basic rate of \$20 million.

Portable toilets will be placed on site including a disabled toilet. All paper and animal waste will be collected and removed from site early. Circus Royale maintain a continuing contract with Core Waste for provision of a fifteen (15) metre bulk waste bin. Twenty five (25) Circus Royale owned wheeler bins will be used throughout the circus location.

Circus Royale operates a food and drink outlet within its big top, where Showmen's Treats (popcorn, fairy floss, donuts) and packaged snacks and drinks are sold.

Circus Royale can provide quality references from previous venue landlords and offer full cooperation in all matters associated with their proposed temporary event.

Due to the area required for this event, as well as parking for customers, and use of current major sporting facilities by other users during this period, it would be appropriate for Lake Wallace, Waulerawang to be offered for use by Circus Royale.

This booking will not conflict with any other approved booking.

The Committee recommends that permission be granted to Circus Royale to use Lake Wallace, Waulerawang between 27 October 2008 and 2 November 2008, to operate a circus.

MOVED: Neil Gambrell

SECONDED: Danny Whitty

ITEM 11 – BOOKING REQUEST – TONY LUCHETTI SPORTSGROUND AND JIM MONAGHAN ATHLETICS OVAL, LITHGOW – IRONFEST

Correspondence has been received from the Ironfest Committee requesting permission to use Tony Luchetti Sportsground and Jim Monaghan Athletics Oval, Lithgow from 17 April 2009 until 28 April 2009 to conduct their annual Ironfest event.

Exclusive use of the grounds are also sought from 27 April 2009 to 26 April 2009, with the remaining days to allow for setting up and pulling down of equipment. Other users of the site will have access during the setting up and pulling down days, however, not between 22 and 26 April 2009.

The Committee discussed this booking, noting that there were some major issues requiring rectification after the 2008 Ironfest event.

The Committee recommends that permission be granted to the Ironfest Committee to use Tony Luchetti Sportsground and Jim Monaghan Athletics Oval, Lithgow from 17 April 2009 until 28 April 2009 (with exclusive use between 22 April 2009 and 26 April 2009) to conduct their annual Ironfest event subject to the following conditions:

- Compensation for the damage to Couran Oval, Lithgow is required to be paid prior to approval;
- There is to be **NO PARKING** on **ANY** playing surface of **ANY** Oval during the booking;
- The Ironfest Committee need to advise Council how they plan to protect the existing surface of Tony Luchetti Sportsground from damage, enabling winter sporting users to benefit from a satisfactory ground condition;
- The goal posts are to be installed at the completion of the touch football season (end of February), and Ironfest can either plan their event around these structures being in place, or request Council to temporarily remove and replace them at full cost to Ironfest.

Council's Public Assets Engineer, Mr Danny Oldfield is to be involved in the planning of the event to ensure that these conditions are satisfactorily met.

MOVED: Neil Gambrell

SECONDED: Danny Whilly

ITEM 12 – BOOKING REQUEST – LITHGOW WAR MEMORIAL OLYMPIC SWIMMING POOL, LITHGOW – MRS MEG BLOWES

Correspondence has been received from Mrs Meg Blowes requesting permission to conduct swimming lessons at the Lithgow War Memorial Olympic Swimming Pool for the 2008/2009 season.

This booking does not conflict with any other approved booking, however it is considered appropriate to approve this request subject to a meeting being conducted closer to the opening of the Pool for the 2008/2009 season between Council's Pool Manager and all approved users of the Pool.

The Committee recommends that permission be granted to Mrs Meg Blowes to use the Lithgow War Memorial Olympic Swimming Pool, Lithgow to conduct swimming lessons, subject to a meeting being conducted closer to the opening of the Pool for the 2008/2009 season between Council's Pool Manager and all approved users of the Pool.

MOVED: John Boyd

SECONDED: Jeff Dean

ITEM 13 – BOOKING REQUEST – JIM MONAGHAN ATHLETICS OVAL, LITHGOW – LITHGOW ATHLETICS CLUB

Correspondence has been received from the Lithgow Athletics Club, requesting permission to use Jim Monaghan Athletics Oval, Lithgow on Wednesday's between 4.00pm and 7.30pm, from the end of August 2008 until the end of March 2009.

Generally this booking does not conflict with any other approved bookings, however, use will not be permitted during the bookings approved for Ironfest, the annual Lithgow Show or the Lithgow Flash Gift.

The Committee recommends that permission be granted to Lithgow Athletics Club to use the Moraghan Athletics Oval, Lithgow on Wednesdays between 4.00pm and 7.30pm, from the end of August 2008 until the end of March 2009 excluding the period during which the bookings have been approved for Ironfest, the annual Lithgow Show or the Lithgow Flash Get.

MOVED: Glen Ryan

SECONDED: Robyn Whitty

ITEM 14 - BOOKING REQUEST - MOSCOW CIRCUS

Correspondence has been received from Moscow Circus requesting permission to use a suitable venue in Lithgow between 8 December 2008 and 14 December 2008, to operate a circus.

The total circus site lay out is sixty (60) metres by seventy (70) metres maximum, and they require a venue close to a major road.

Due to the area required for this event, as well as parking for customers and use of current major sporting facilities by other users during this period, it would be appropriate for Lake Wallace, Wallerawang to be offered for use by Circus Royale. It was further suggested that Council advise the event organisers of the possibility of utilising the greyhound track, should they not wish to conduct their event at Wallerawang.

This booking will not conflict with any other approved booking.

The Committee recommends that permission be granted to Moscow Circus to use Lake Wallace, Wallerawang between 8 December 2008 and 14 December 2008, to operate a circus.

MOVED: Neil Gambri

SECONDED: John Boyd

ITEM 15 - GENERAL BUSINESS

- John Boyd advised that with regard to the proposed triathlon, the Swimming Club are investigating the possibility of having the juniors run around the trotting track at Tony Luchetti Sportsground rather than a road race for safety reasons. The Committee approved this request, subject to a written request being received from the Swimming Club.
- Neil Gambri advised that he was disappointed to find out that the Lithgow Visitors Information Centre does not have free promotional packs that can be distributed to visiting junior sporting teams, as he discovered last week when a touring group of English school kids came to play hockey in Lithgow. Neville Castle advised that tourism and promotion of Lithgow was something that was very prevalent during the interviews for the General Manager's position, and is something that will be investigated upon the appointment of a new General Manager.
- Danny Whitty enquired if the Lithgow District Senior Cricket Association had submitted a letter of support for the indoor aquatic and multi sport facility. Leanne Kearney was unaware, and will follow this up, with Danny advising that the Mitchell Cricket Council also supports the proposal and will be encouraging a multi sport facility which can cater for indoor cricket. The Mitchell Cricket Council are also investigating a proposal to conduct an Inter-town intermediate competition catering for 16 - 21 year olds from Hazelbrook to Wellington.
- The Lithgow District Senior Cricket Association recently had their Annual General Meeting and will be advising Council in the near future, the Committee congratulated Danny Whitty for his re-election as President and wished him well for his upcoming term.
- The Committee resolved to put together a press release advising that the Sports Advisory Committee are still interested in pursuing an indoor aquatic and multi sport facility for Lithgow.
- John Boyd enquired if any further progress had been made on selecting a Committee for the Indoor Pool, and whether community representatives will be invited. Neville advised that community representatives will be encouraged to express an interest in the proposed Committee.
- Danny Whitty advised that there has been some interest in hosting a boxing promotion in Lithgow, and will provide further information once more negotiations and planning has been undertaken.

- Eric Arnold thanked Council staff for their efforts and assistance with the Cross Country and Road Championships, as well as for the upcoming Western Area Athletics Championships.

MOVED: Neil Gambrell

SECONDED: Jeff Dean

The meeting closed at 6:05pm

RECOMMENDATION

THAT the minutes of the Sports Advisory Committee be adopted

Minutes of the Union Theatre Management Committee Meeting of Thursday 26 June 2008

Present: Mr Al Ritchie (Greater Lithgow Arts Council)
Mrs Rae Burton (Lithgow Musical Society)
Mr Alec McNiven (Community)
Mr Leo Elogenhart (Community)
Councillor Michael Wilson

Also present: Mr Steve Darlington (Council Contact Officer)

Apology: Councillor Wayne McAndrew

1. Election of Officers

Mr Alec McNiven was elected as Chairman of the committee, with Mr Al Ritchie as Deputy Chairman.

2. Frequency of Meetings

The meeting resolved to initially meet monthly, on the fourth Thursday of the month, at 4 pm.

3. Fees and Charges

It was noted that the fees and charges have been set by Council, taking into account the various submissions presented.

Further discussion centred around the charges for the lighting and sound systems. It was resolved that the fee for the sound system and the lighting system should be combined, with a charge of \$50 per session for community groups, and \$200 per session for commercial, and that a single deposit for both be set at \$200.

4. Capital Works

Items which have previously been approved include: carpeting the stairs; enlarging the doorway on Stage Left; and providing a permanent link to the Hoskins Building.

It was noted that some funds remain unspent from the 2007-2008 budget, and these will be rolled into the current year to supplement the allocation of \$10,000. Steve Darlington indicated he would seek revised quotations for these works.

With respect to the temporary link, concerns have been expressed as to the safety of the structure. Steve Darlington indicated he would get it checked.

5. Grant Funding

As promises were made by politicians during the election process, individual members of the Committee have written to the Member for Blue Mountains, Mr Bob Debus, asking if grant funding is available under heritage programmes.

Quotations have been previously sought to replace the proscenium with one that is in keeping with the theatre style, similarly, replacement of the inner front doors with some that reflect the heritage of the theatre.

Steve Darlington is to find out what the heritage listing of the theatre is and report to the next meeting.

6. Rock Up

Concern has been expressed at the way the Rock Up concerts are conducted. There have been reports that the concerts are unsupervised, lack security, and the theatre is not cleaned afterwards.

It was resolved that the organisers be asked to the next meeting to explain their security and supervision, if they are planning to use the theatre again.

The meeting closed at 5:10pm.

Minutes of the Union Theatre Management Committee Meeting of Thursday 24 July 2008

The meeting convened at 4:00pm at the Union Theatre.

Present: Mr Alec McNiven (Chairman)
Mr Al Ritchie (Greater Lathgow Arts Council)
Mrs Rae Burton (Lathgow Musical Society)
Mr Leo Vliegenthart (Community)

Also present: Mr Steve Darlington (Operations Manager), Mr Danny Oldfield (Public Assets Engineer)

Apology: Councillor Wayne McAndrew, Councillor Michael Wilson

1. Review of Capital Programme

There was discussion regarding those items previously listed on the Capital Works programme. There was a request for further information regarding the link between the buildings. A McNiven to provide. A quotation is being sought for the carpeting of the stairs. The opening at stage left is to be carried out by day labour.

2. Heritage Aspects of the Theatre

The current LEP refers to the theatre, but does not formally list it. However, the stables are listed in the Heritage Study. It is proposed to ensure that both buildings are noted in the new LEP to be gazetted next year.

It was noted that there is a Conservation Management Plan for the theatre, which was carried out c.1999. This document will be reviewed.

Council's heritage advisor is to be contacted to seek advice as to how buildings can be listed and therefore attract funding.

It was noted that the letter was sent to Bob Debus, Federal MP, but that no response has yet been forthcoming.

3. Theatre Bookings

The current document handed out by the customer service staff is to be reviewed by the Committee members and forward the updated version to Council. Similarly, any comment on the hiring procedures will be forwarded.

4. The Tin Shed and Stables

There was discussion regarding the status of the stables, and it was resolved that a report would be provided to the next meeting on the status of the stables, particularly with regard to the land description.

5. Use of the Grand Piano by the Arts Council

In the past, the Arts Council has organised lunchtime concerts, at which various artists provided quality entertainment. As part of these concerts, the grand piano was frequently used, which not only gave musicians the opportunity to use the instrument, but also kept it in good working order. Unfortunately, the current hire charges prohibit his practice, as the Arts Council would typically only receive approximately \$30 from entry donations, and could not afford the hall and piano hire charges.

It was resolved that a line be inserted into the Fees and Charges under the Union Theatre heading to read:

"Arts Council Lunchtime Recital \$30"

6. Next Meeting

As the Chairman and others cannot be present at the proposed date for the next meeting, it was resolved to defer it for one week to Thursday 4 September 2008, at the Union Theatre.

The meeting closed at 4:50pm.