



LITHGOW CITY COUNCIL

AGENDA

FINANCE AND SERVICES COMMITTEE
MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

07 OCTOBER 2008

AT 6.30pm

AGENDA

PRESENT

QUESTIONS FROM THE PUBLIC GALLERY - NIL

PRESENTATIONS - NIL

CONFIRMATION OF THE MINUTES OF THE FINANCE AND SERVICES COMMITTEE MEETING OF COUNCIL HELD ON 2 SEPTEMBER 2008

DECLARATION OF INTEREST

NOTICES OF MOTION

Councillor MF Ticehurst - Confidential

NOTICES OF RESCISSION - NIL

CORRESPONDENCE AND REPORTS

General Manager Reports

Regional Services Reports

Community and Corporate Services Report

REPORTS FROM DELEGATES - NIL

COMMITTEE MEETINGS - NIL

CLOSED REPORTS

Item 1 - Notice of Motion - Councillor MF Ticehurst - Confidential

QUESTIONS WITHOUT NOTICE

COMMITTEE MEETINGS

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GENERAL MANAGER REPORTS

**ITEM:1 NOTICE OF MOTION - 07/10/2008 - COUNCILLOR MF TICEHURST -
 LOCAL GOVERNMENT PECUNIARY INTEREST AND DISCIPLINARY
 TRIBUNAL**

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)(e) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (e) information that would, if disclosed, prejudice the maintenance of law

RECOMMENDATION

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

GENERAL MANAGERS REPORTS

ITEM:2 GM - 07/10/08 - LITHGOW HEALTH COMMITTEE

REFERENCE

QWN - 06/05/08 - Councillor H K Fisher
Letter to Gerard Martin MP dated 19th June 2008

SUMMARY

Correspondence has been received from the Parliamentary Secretary for Health in relation to the Lithgow Health Committee.

COMMENTARY

The Local Member, Mr Gerard Martin MP received correspondence from the Parliamentary Secretary for Health in relation to representation to the Minister for Health, the Hon Reba Meagher MP on behalf of Lithgow City Council concerning the establishment of a Health Committee in Lithgow.

The Parliamentary Secretary has been advised by Professor Steven Boyages, Chief Executive, Sydney West Area Health Services (SWAHS) that the Area Health Service is willing to advance discussions on the finalisation of the Health Impact Assessment of the Lithgow Council Strategic Plan.

Although such discussions have been temporarily stalled due to the change of the Council General Manager, they have been informed that discussions will continue. This might ultimately take the form of a collaborative program aimed at addressing a set of agreed local health priorities with leadership from the Council.

Professor Boyages suggests that it may be more productive to identify ways of making the existing committees more transparent and locally active than trying to establish another committee such as a Lithgow version of an Area Health Advisory Council. The SWAHS Area Health Advisory Committee (AHAC) already has in a place a progress for local community meetings, the most recent of which was in Lithgow. In addition, SWAHS is further developing its own community consultation strategy, "Community First", which may also be beneficial to the Lithgow community once it is finished.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT the information regarding the Lithgow Health Committee be received.

ITEM:3 GM - 07/09/07 PORTLAND POOL - REQUEST FOR FINANCIAL ASSISTANCE

REFERENCE

- Min 05-325: Extraordinary Meeting 27 June 2005
- Min 05-496: Council Meeting 04 October 2005
- Min 06-369: Policy and Strategy Committee Meeting 06 November 2006
- Min 07-99: Ordinary Meeting 19 March 2007
- Min 07-291: Ordinary Meeting 16 July 2007
- Min 07-367: Ordinary Meeting 20 August 2007
- Min 07-476: Finance and Services Committee Meeting 05 November 2007

SUMMARY

To advise of a request from Portland and District Olympic Pool for financial assistance.

COMMENTARY

Following a meeting with Portland and District Olympic Swimming Pool Committee correspondence has been received from the Committee seeking financial assistance. The request has been clarified with the Chairperson of the pool committee who has confirmed that the Committee seeks \$35,000 in this financial year and the \$30,000 per year from Council toward the ongoing operations and maintenance of the pool in line with 'traditional' assistance provided by Council prior to Council's major contribution of \$200,000 in 2007/2008 toward the re-lining of the pool. It should be noted that this \$200,000 is a Council contribution and was not the subject of a Sport and Recreation Grant as indicated in the committee's attached correspondence. This \$200,000 has been sourced from loan borrowings and the total project cost was \$194,500.

POLICY IMPLICATIONS

Policy 4.4 - Donations – Section 356 of the Local Government Act would apply should Council resolve to provide a donation to Pool Committee. Approximately \$12,000 remains in the donations program for the remainder of the 2008/2009 financial year.

Policy 4.5 - Financial Assistance to Community Groups and Organisations – Interest Free Loans could also potentially apply should Council resolve to provide assistance via an interest free loan. Should this occur Council would need to consider varying its policy in this instance as the premises is not located on 'Council owned community land.' However, an agreement is in place should the Pool ever be voluntarily wound up its transfer its surplus assets, including the pool, to Council and Council shall classify the land as community land.

FINANCIAL IMPLICATIONS

Council has not budgeted any amount in the current financial year for Portland Pool. Should Council resolve to allocate additional funds then it would impact on Council's budget position unless funding was from the donations program or was transferred from other projects. One option, however, may be to allocate the remaining \$5,500 remaining from the \$200,000 loan already taken out to go toward improvements at the facility.

LEGAL IMPLICATIONS

No specific implications except that inferred in attached Council policies and that a private agreement applies.

ATTACHMENTS

1. Correspondence from Portland and District Olympic Swimming Pool Committee.
2. Relevant Council Policies.

RECOMMENDATION

THAT

1. Council allocate \$5,500 remaining from the \$200,000 loan already taken out to go toward improvements at the facility.
2. Council determine what further level of assistance it wishes to provide to the Portland and District Olympic Pool in 2008/2009.
3. Any assistance beyond 2008/2009 be considered in the 2009/2010 draft budget process.

REGIONAL SERVICES REPORTS

ITEM:4 REG - 07/10/08 - LITHGOW LOCAL GOVERNMENT WATER USAGE

REPORT FROM: Group Manager Regional Services – Andrew Muir

REFERENCE

Nil.

SUMMARY

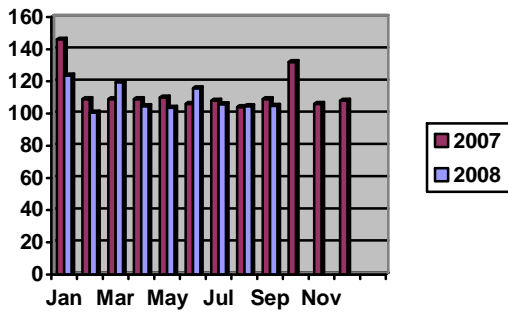
This report provides a comparison of water usage figures for 2007 and 2008 within the Lithgow Local Government area and provides information on drought management issues.

COMMENTARY

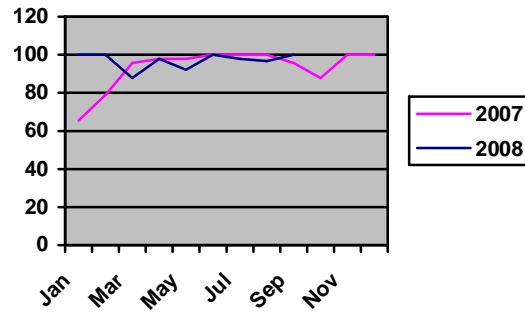
Lithgow Local Government Area Water Usage, including use from Farmers Creek Dam and Fish River Water Supply as at 30 September 2008. It should be noted that Council's maximum annual allocation of water from the Fish River Water Supply is 2,092 megalitres, and to date, Council has utilised 162 megalitres of water from this supply, equating to approximately 7.7% of its annual allocation (allocation issued per financial year, not calendar year).

	2007					2008				
	Farmers Creek Dam Level (%)	Oberon Dam Level (%)	Farmers Creek Dam (ML)	Fish River Water Supply (ML)	TOTAL (ML)	Farmers Creek Dam Level (%)	Oberon Dam Level (%)	Farmers Creek Dam (ML)	Fish River Water Supply (ML)	TOTAL (ML)
Jan	65.4	21.5	146.2	93.9	240.1	100	20.2	123.6	103.2	226.8
Feb	78.9	20.8	109.5	72.0	181.5	100	19.3	100.7	64.5	165.2
Mar	95.6	19.7	108.8	59.4	168.2	87.8	18.1	119.4	72.7	192.1
Apr	97.9	17.8	108.8	75.8	184.6	97.9	16.7	104.7	51.1	155.8
May	97.9	17.0	110.4	52.8	163.2	92.2	16.1	103.6	55.3	158.9
Jun	100	18.0	106.2	51.0	157.2	100	15.5	115.8	65.8	181.6
Jul	100	23.7	107.7	67.9	175.6	97.9	15.5	105.9	45.2	151.1
Aug	100	24.2	104.2	49.0	153.2	96.7	15.6	104.6	50.7	155.3
Sep	95.6	23.7	109.4	53.8	163.2	100	17.1	104.9	66.7	171.6
Oct	87.8	23.0	132.3	80.3	212.6					
Nov	100	22.4	106.5	53.9	160.4					
Dec	100	21.6	107.8	44.7	152.5					
TOTAL			1,357.8	754.5	2,112.3			983.2	575.2	1,558.4

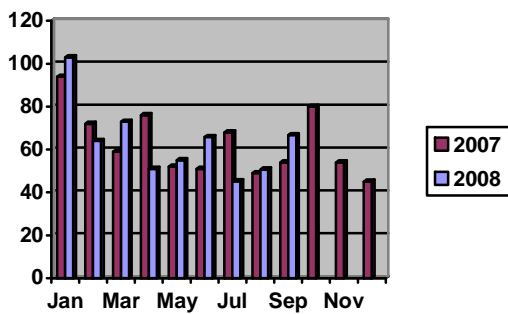
Farmers Creek Dam Usage (ML)



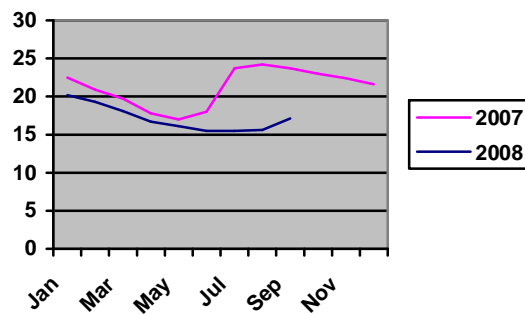
Farmers Creek Dam Storage Levels (%)



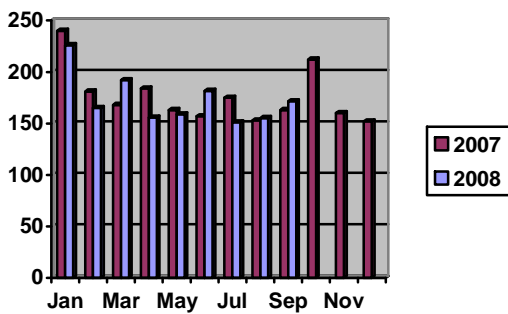
Fish River Water Supply Usage (ML)



Oberon Dam Storage Levels (%)



Total Water Consumption in Lithgow LGA (ML)



Drought Management

Farmers Creek Dam is currently at 100% capacity and Oberon Dam is 17.1% of its full capacity (as at 30 September 2008). Council's current water restrictions are part of an overall Drought Management Strategy and are linked to the Fish River Water Supply Drought Management Strategy. As a result, restrictions over the Lithgow Local Government Area equate to the levels of the Oberon Dam. Fish River Water Supply services the communities of Portland, Wallerawang and other smaller villages within the Lithgow LGA. Lithgow itself is serviced by the Farmers Creek Supply although Fish River Water may be diverted into the Lithgow system if necessary, for example if the Oakey Park Water Treatment Plant requires a shutdown for maintenance purposes. Level 4 water restrictions are currently applicable across the Local Government area and "Summer" hours now apply. (1 September 2008 to 31 May 2009). For Council's information, this means the following:

Residential: Sprinklers, hand held hoses & Micro Systems. (Odds & Evens System) 4 hrs per day between the Hours 6.00am - 8.00am & 5.00pm – 7.00pm

Bowling Greens/Motels/Nursing Homes/Schools: Hand held hoses 2 hrs/day on alternate days for 'in use' fields only Mon/Wed/Fri 8.00am – 10.00am (Odds & Evens System)

Public gardens and Sports grounds : Sprinklers 2 hrs/day 7.00am to 9.00am

Motor Vehicles: Buckets or Trigger Hoses only

What does odds & evens mean?

Watering may be carried out on odd & even dates matching the street numbering system. That is, a premises with an odd number can water on odd numbered days in the month & vice versa. For example, a property No.3 Smith Street can water on 1st, 3rd, 5th etc. whereas No.2 Smith Street may water on 2nd, 4th, 6th etc.

Examination of the comparative statistics from 2007 to 2008 indicates with some concern that overall consumption from the Fish River system has varied little in the same period but the level of Oberon Dam has dropped considerably this year by comparison. Whilst the level of restriction is considered to be appropriate, it appears that more work is necessary in community education in relation to the potential gravity of the situation at Oberon Dam, simple clarification of water restrictions and financial incentives offered for water tanks and water saving appliances. In this regard a media campaign is planned in the period leading up to summer.

Clarence Transfer System Upgrade and Transfer of Farmer Creek Water

Four million dollars has been pledged by the Commonwealth Government in the most recent Federal budget through the Department of Environment, Water, Heritage and the Arts toward the upgrade of the Clarence Transfer System. This funding is also to be used for examination and (subject to negotiations with the Fish River Water Supply) directing water from the Farmers Creek supply to towns and villages currently serviced through Council's access to the Fish River Water Supply system. As a result Council would then likely forego some of its Fish River allocation. Final access to this funding will be subject to the execution of formal agreements between the Commonwealth and Council and to this end meetings have been held and information gathered. Further discussions may be necessary to finalise the formal agreement, which, given the significant funding and importance of the project, will be reported to Council when ready for execution. Council has asked for an update in terms of estimated timelines for this project. Currently an options study has been commissioned in relation to the Clarence system and relationship to water 'made' by Clarence Colliery. Once this study has been prepared, it will assist in preparing a more accurate timeframe, but at this stage it appears that feasibility & possibly design will take place in 2008/2009 with tenders, construction and commissioning in 2009/2010. The Council will be kept informed when more accurate information is to hand.

POLICY IMPLICATIONS

Policy 12.2 applies in relation to non-compliance with water restrictions and includes possible restriction to the water supply, reconnection fees and possible punitive actions.

FINANCIAL IMPLICATIONS

Reducing the amount of water consumed may reduce revenue to Council, however a reduction in usage of Fish River water will result in a saving in usage charges paid to State Water. Nominal charges will be incurred in media campaigns and the financial implication of the Federal Government funding program is self evident although final costings will need to be estimated as the project proceeds.

LEGAL IMPLICATIONS

No specific legal implications arise at this stage except in relation to possible enforcement measure in regard to non compliance with water restrictions.

ATTACHMENTS

Nil.

RECOMMENDATION

THAT the information regarding the Lithgow Local Government Water Usage be received.

ITEM:5 REG - 07/10/08 - DEVELOPMENT AND CONSTRUCTION APPROVALS

REPORT FROM: GROUP MANAGER REGIONAL SERVICES –ANDREW MUIR

SUMMARY

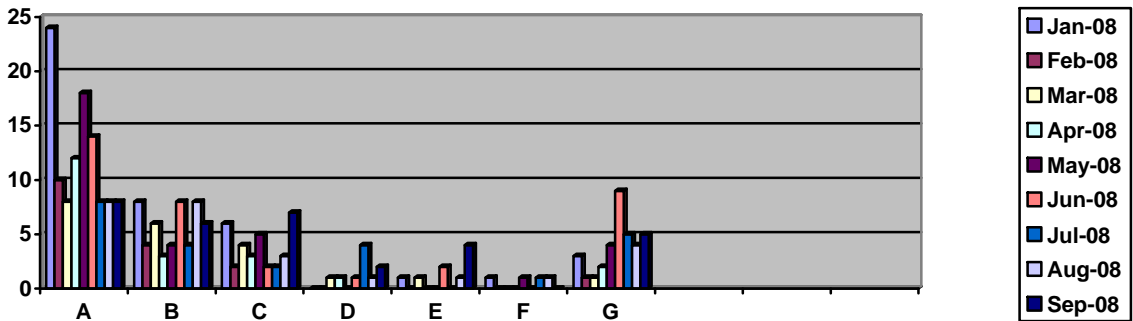
To provide statistical information on Development Applications and Construction Certificates processed.

COMMENTARY

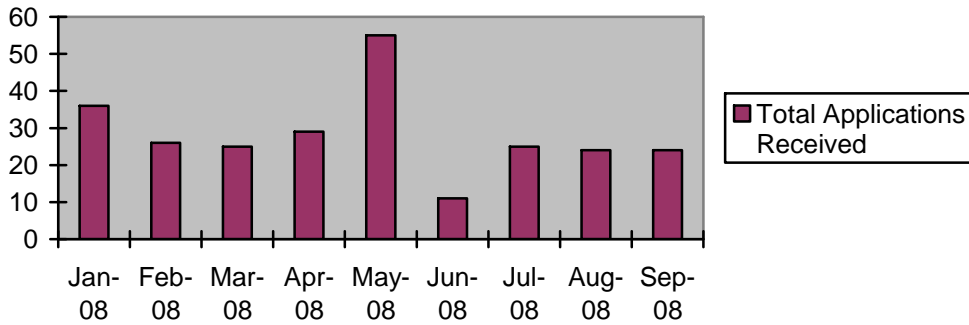
The following table indicates Development Applications and Construction Certificates approved in the period between Finance and Services Committee Meetings. A full list of individual applications received and approved is made available to Councillors and the press.

	Minor Development Approvals (including carports, garages and patios) A	Dwelling Approvals B	Dwelling Addition Approvals C	Other Residential Applications (including Dual Occupancies, Flats D)	Rural Subdivision Approvals E	Residential Subdivision Approvals F	Commercial/Industrial Approvals G	T Appl Re
June 2008	14	8	2	1	2	0	9	
July 2008	8	4	2	4	0	1	5	
August 2008	8	8	3	1	1	1	4	
September 2008	8	6	7	2	4	0	5	

* includes Approvals from 26/08/2008 TO 30/09/2008



APPROVALS



Total Estimated Cost:
 Average Approval Time
 Total Cost of Approvals from 10/12/2007
 No. of Applications from 10/12/2007 to 30/09/08

\$6,221,358
 14 DAYS
 \$11,570,823
 229

RECOMMENDATION

THAT the information provided on Development and Construction approvals be received.

**ITEM:6 REG - 07/10/2008 - UPPER MACQUARIE COUNTY COUNCIL -
 AUGUST 2008 WEEDS REPORT**

REPORT FROM: GROUP MANAGER REGIONAL SERVICES - ANDREW MUIR

REFERENCE

Nil.

SUMMARY

To advise of the most recent Upper Macquarie County Council Weeds Report.

COMMENTARY

Attached is the Upper Macquarie County Council Chief Weeds Officer Report for July 2008.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. Upper Macquarie County Council Chief Weeds Officer's Report August 2008 (Doc:445544).

RECOMMENDATION

THAT the Upper Macquarie County Council Chief Weeds Officer's Report for August 2008 be received.

COMMUNITY AND CORPORATE SERVICES REPORTS

ITEM:7 COMM - 07/10/08 - LIQUID TRADE WASTE PROGRAM UPDATE

**Report From: TRADE WASTE & ONSITE WASTEWATER MANAGEMENT OFFICER
– C.HANRAHAN**

REFERENCE

- Min 1505/2001: Ordinary Meeting of Council, 20 August 2001
- Min 04-905: Ordinary Meeting of Council, 22 November 2004
- Min 05-23: Ordinary Meeting of Council, 24 January 2005
- Finance and Services Committee, 7 August 2006
- Finance and Services Committee, 6 November 2006
- Min 06-461: Ordinary Meeting of Council, 18 December 2006
- A briefing for Councillors was held on Thursday, 13 March 2008
- Min 08-34 : Policy & Strategy Committee Meeting, 7 April 2008
- Min F08-109: Finance and Services Committee Meeting, 2 September 2008

SUMMARY

At the Finance and Services Committee meeting of 2 September 2008, the Council requested that *‘a report be brought back to the Council on the costings to Businesses and Council on inspections taken and advise what was compliant’*.

This report is to provide Council with an update on the progress of the implementation of Council’s Liquid Trade Waste Approvals Policy. The report includes information relating to the costs of the program to business, and what the program has achieved with regard to compliance and inspections in relation to the implementation strategy. There is also information relating to an upcoming change in staff responsible for the program.

Trade waste is liquid waste generated by businesses that is not of a domestic nature. Examples include kitchen waste from commercial kitchens, service station forecourt, and waste from hairdressers.

COMMENTARY

Introduction

An officer responsible for implementing Council’s Trade Waste Approvals Policy was employed in late 2007. A report to Council in early 2008 outlined changes to Council’s Trade Waste Approvals Policy. Prior to this report a Councillor briefing was undertaken, which outlined a strategy to assist the program move forward following previous implementation problems.

Fee holding

At the April 7 Policy & Strategy Committee meeting Council resolved to hold the non-compliant charge at \$7.26 for an additional 12 months to allow businesses being charged as non-compliant to become compliant with the assistance of Council. This 12 month period ended in August.

All the listed non-compliant businesses were contacted and invited to contact Council's trade waste officer to obtain assistance in becoming compliant. Many of these businesses have done so and are now compliant or have been removed from the trade waste list (if they were found not to discharge trade waste). However, there are still a number of these businesses that remain non-compliant. All previously listed non-compliant businesses will now move to the full non-compliant rate of \$11/kL.

Implementation process

Implementation has commenced according to the implementation strategy. Current Category 1 dischargers have been inspected. These are considered low impact dischargers such as hairdressers and small laundries.

An audit has been conducted on the food industry in Lithgow. Applications have been requested from those food businesses requiring trade waste approval. There were a number of businesses that were not being charged for trade waste. Charging of these businesses has commenced. This process assisted in determining what businesses have the appropriate pre-treatment facilities and those that are required to install equipment. Those that are required to install equipment have been notified.

An environmental and trade waste audit has recently commenced on mechanical industries such as service stations and mechanics. Some of these businesses will be required to submit applications that need the concurrence of the Department of Water & Energy (DWE).

An audit of Council properties is to commence in early October. This will commence the process of identifying what works are required and what Council properties will attract trade waste charges. Any trade waste applications for Council properties must obtain concurrence from DWE.

The audits are to build a trade waste database as well as determine where pre-treatment facilities exist, their state, and what works are required. To be considered trade waste compliant an application form must be submitted to Council and approved (sometimes requiring concurrence from DWE). An inspection must also be undertaken to ensure that the required and approved trade waste pre-treatment facility has been installed and is being maintained as outlined in the approval conditions that are issued to the business.

Waste tracking system

Council's waste tracking system has been introduced. At this stage the program is to monitor waste collection from pre-treatment facilities of food businesses. As each business sector is completed they will be added to the list. The program is to assist in the monitoring of pre-treatment facilities, to ensure that they are maintained as outlined in their approval. Council provides the liquid waste removal contractors with a docket book which is filled out at a pump out and returned to Council. There is no additional work for businesses other than the liquid waste removal contractors – all who were consulted prior to the introduction of the program.

Education

Each business upon first contact is provided with general information regarding trade waste and their business type. This includes information about what trade waste is, the type of standard pre-treatment types used in their industry sector, and what charges can be expected. Information has also been developed to be put on Council's website.

Change of staff

The current officer responsible for trade waste will be on 12 months maternity leave from mid-November. A maternity leave position has been advertised in order to ensure continuity of the program.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

Council's Management Plan outlines the fees and charges for the program. Most businesses currently fall into charging Category 2. This category attracts the following charges:

Application fee \$55

Annual fee \$190

Usage (compliant) \$1.20

Usage (non-compliant) \$11

Reinspection fee (for businesses failing an inspection) \$55

Category 1 also has a large number of dischargers. This is the category of exempt dischargers. There is no usage fee for this category only an annual charge of \$128.

There are very few Category 3 dischargers in the Lithgow LGA. However, the following charges apply to these businesses.

Application fee \$111

Annual fee \$348

Usage fee – this depends on the nature of the waste. Sometimes a usage fee is not applicable eg in the case of large laundries and car washes (these are generally considered to be large dischargers with low impact waste). Other usage rates are determined as outlined in section 3.5 of the Trade Waste Approvals Policy.

LEGAL IMPLICATIONS

Council has legal obligations under the Protection of Environment Operations Act 1997 (pollution of waters, which includes sewer) and the Local Government Act 1993 to monitor, licence, and enforce trade waste discharges.

ATTACHMENTS

NIL

RECOMMENDATION

THAT Liquid Trade Waste Program Update Report be received.

ITEM:8 COMM - 07/10/08 - SECTION 356 DONATION TO COMMUNITY ORGANISATIONS

REPORT BY: MANAGER COMMUNITY AND CULTURE – MATTHEW JOHNSON

REFERENCE

Minute O08-72: Extraordinary Meeting of Council 10 June 2008
Minute F08-88: Finance and Services Committee 1 July 2008
Minute F08-92: Finance and Services Committee 5 August 2008
Minute O08-128: Ordinary Meeting 19 August 2008

SUMMARY

The report recommends that Council consider allocating funding for the following not-for-profit organisations.

COMMENTARY

On the 10 June 2008 the Council adopted its Management Plan for 2008/09 – 2010/11 in which it identified its provision of donations to not-for-profit community groups. This report outlines requests from the following organizations for donations.

First Australian Muzzleloading Gun Rifle and Pistol Club

The First Australian Muzzleloading Gun Rifle and Pistol Club have requested a rate rebate for their property at Browns Gap Road Hartley which is used by both the Muzzleloading Club and Lithgow Valley Archers. The allowable component of such a rebate is \$513.74. Council has provided a rate rebate to the Club in the past. The Club uses the savings from the rate rebate to undertake safety and maintenance initiatives required to comply with the NSW Police Firearms Registry requirements.

It is recommended that a rate rebate be provided to the First Australian Muzzleloading Gun Rifle and Pistol Club to the value of \$513.74.

Rydal Village Association

Council resolved at the 19th August 2008 Ordinary Meeting of Council, to sell two ride-on lawn-mowers to the Rydal Village Association. Resolution O08-128 stated ***THAT*** *“Council sell the mowers to the Rydal Village Association in accordance with the recommendation, with a report to come back to council on the possibility of a donation of the purchase amount to be given to the Association in next year’s budget”.*

Rydal Village Association have since submitted an application to the value of \$1,200 for the cost of purchasing the mowers.

Council has previously approved a donation in the current financial year of \$1,000 to the Rydal Village Association to assist with the holding of their Daffodil festival. Council’s Donations Policy states that *“only one donation will be made to any particular organization within a financial year”.*

It is recommended that in view of the need by the Association to obtain the mowers for use during the summer season, Council consider making an exception to its Donations Policy and a donation be provided to the Rydal Village Association to purchase two ride-on mowers from Council to the value of \$1,200.

POLICY IMPLICATIONS

Donations are provided under Policy 4.4 Donations – Section 356 of the Local Government Act.

FINANCIAL IMPLICATIONS

The Council provides Financial Assistance to not-for-profit community groups. The Council has set aside some \$20,000 for distribution throughout the 2008/09 Financial Year. \$6,353 has been allocated to date leaving \$13,647 for distribution.

LEGAL IMPLICATIONS

Local Government Act NSW 1993, Section 356

ATTACHMENTS

1. Letters First Australian Muzzleloading Gun Rifle and Pistol Club Inc 10th August 2008 (Dataworks Document 442072)
2. Rydal Village Association (Dataworks Document 448284)

RECOMMENDATION

THAT:

1. Provides \$513.74 to the First Australian Muzzleloading Gun Rifle and Pistol Club Inc towards a rate rebate which will allow the savings to be used to undertake safety and maintenance initiatives.
2. Provides \$1,200 to Rydal Village Association for the cost of two ride-on mowers.

ITEM:9 COMM - 07/10/08 - COUNCIL INVESTMENTS TO 31 AUGUST 2008

REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH

REFERENCE

Min O 08-425: Council Meeting 19 August 2008 (July 2008)

SUMMARY

To advise Council of investments held for the 2008/09 financial year for the period ending 31 August 2008.

COMMENTARY

The amount invested as at 31 August 2008 when compared to 31 July 2008 has increased by \$3,079,798.76. This increase is due to incoming payments for the first 2008/09 rate instalment due on 31 August 2008, receipt of the first instalment of the 2008/09 Financial Assistance Grant on the 20 August 2008 and Federal Road Funding of \$1,600,000 for the Wolgan road project.

INVESTMENT REGISTER 2008/09								
INSTITUTION	INV TYPE	DATE LODGED	DATE DUE	DAYS	INT	VALUE 31.07.08	VALUE 31.08.08	% OF TOTAL
BANKWEST	TD	29.08.08	29.10.08	61	7.60	519,066.48	529,522.90	3.41%
	TD	02.06.08	02.09.08	92	8.09	519,228.93	519,228.93	3.34%
	TD	02.06.08	04.09.08	92	8.14	500,000.00	500,000.00	3.22%
CBA	CMS Nt	20.06.06	20.06.11	1,825	8.71	500,000.00	500,000.00	3.22%
	On Call				7.49	434,836.50	1,438,915.83	9.26%
	Ethical Nt	06.11.06	06.11.11	1,825	9.25	500,000.00	500,000.00	3.22%
	TD	11.08.08	10.09.08	30	7.49	542,579.97	546,031.52	3.52%
	TD	21.11.07	05.06.09	547	16.0	750,000.00	750,000.00	4.83%
CITIBANK	TD	12.08.08	14.11.08	92	7.51	560,603.10	571,850.79	3.68%
	TD	05.08.08	05.09.08	30	7.66	500,000.00	506,828.49	3.26%
LG FINANCIAL	On Call				8.18	278,943.43	278,943.43	1.80%
	TD	06.11.07	06.11.08	365	7.55	306,524.05	306,524.05	1.97%
	On Call				7.15	7,159.79	7,159.79	0.05%
IMBS	On Call				7.25	28,095.48	28,095.48	0.18%
	TD	06.08.08	08.11.08	92	7.70	1,135,522.75	1,158,477.11	7.46%
	TD	22.08.08	27.10.08	66	7.61	510,116.46	520,402.64	3.35%
	TD	03.06.08	03.09.08	92	7.90	832,104.76	832,104.76	5.36%
MACQUARIE	TD	30.06.08	30.10.08	92	7.90	2,000,000.00	2,000,000.00	12.88%
	TD	21.08.09	21.02.09	180	8.08	0.00	2,000,000.00	12.88%
ALLIANCE	Managed	28.02.08	28.02.09	365		1,000,000.00	1,000,000.00	6.44%
ST GEORGE	On Call	20.11.08	20.11.08	90	7.70	1,026,360.70	1,036,855.44	6.68%
			TOTAL			12,451,142.40	15,530,941.16	100.00%

I, Carol G Farnsworth, Lithgow City Council Internal Services Manager (Responsible Accounting Officer) certify as required under Local Government (General) Regulations 2005, that Council's investments have been made in accordance with the Local Government Act 1993, Regulations and Lithgow City Council's Investment Policy.

POLICY IMPLICATIONS

All Council's investments are held in accordance with Lithgow City Council's Investment Policy.

FINANCIAL IMPLICATIONS

Interest received to 31 August 2008 is \$7,694.57 of an estimated \$788,728 for the 2008/09 financial year. Interest is paid on the maturity date of the investment and earnings derived from managed funds are reported quarterly. For end of year reporting purposes accrued interest to 30 June previously brought to account has be reversed.

LEGAL IMPLICATIONS

Investments are held in accordance with the Lithgow City Council's Investment Policy which accords with the requirements of the:

- Local Government Act 1993 - Section 625
- Local Government Act 1993 - Order dated 31 July 2008
- Local Government (General) Regulation 2005
- Trustee Amendment (Discretionary Investments) Act 1997- Section 14A(2), 14c(1) & (2)

RECOMMENDATION

THAT Council's 2008/09 investments for the period ending 31 August 2008 be received.

COMMITTEE MEETINGS

Nil.

QUESTIONS WITHOUT NOTICE

Nil.

ATTACHMENTS

ITEM:3 GM - 07/09/07 PORTLAND POOL - REQUEST FOR FINANCIAL ASSISTANCE

To Roger Bailey
General Manager
Greater Lithgow City Council

From Richard Fewkes
Chairperson
Portland & District Olympic
Swimming Pool Committee
P.O. Box 125
Portland NSW 2847
Phone 6355 4001
Mobile 0408110694

Records
Please register
and forward to
Roger and Andrew.
Thank

Lithgow City Council
No.
30 SEP 2008
Ref.

We the committee of this important community asset is seeking your assistance to secure the future continuance of the Portland & District Olympic Swimming Pool.

A short history of our pool is that after two unfortunate incidents involving the drowning of two young children, The Portland Cement works and the community joined forces in 1956 to provide a safe swimming area creating the Portland & District Olympic Swimming Pool, completed in December of 1958. This Pool was built on land donated to the community by the Cement works and built by volunteer community labour. A committee of representatives from the community operated this community asset.

This community spirit lives on in Portland with many people over the past fifty years volunteering their free time and labour during the Summer months, many doing 10 to 15 hours a week for no reward except for a thank you and a willingness to show their pride in their community.

The committee has gone to great lengths to endeavor to keep the pool operating to the point that since 2006 we have been holding an annual Lifeguard course to ensure that appropriate trained staff is available to operate the pool, we initially trained 8 and have retained 5. We have another course in October where current lifeguards will update their qualifications and interested youth of the area will be able to gain qualifications.

The committee is seeking assistance in the form of a monetary grant that is of the same amount as was made available prior to 2007 that is 15,000 dollars up to 30,000 dollars. In 2007 we were only granted 5,000 dollars and due to a major refurbishment of our 50 meter pool, installation of a pool liner made possible by way of a grant from the Department of Sport and Recreation of 200,000 dollars of which 178,000 was the cost of the refurbishment. While this major refurbishment was underway volunteers where endeavoring to rectify a problem with our Non-swimmers pool this was achieved with 200 hours of volunteer labour and 4,000 dollars. During this same period our Ride on Lawnmower after ten years long and fruitful service was forced to retire due to major mechanical failure and replaced with a new model at a cost of 3,000 dollars. During the Refurbishment there was delays due to foul weather and revelation of a major fault with the return weir all of which resulted in a great

reduction of our swimming season from 24 weeks to only 6 weeks this had a major impact on incoming funds only taking 2,000 dollars in entrance fees.

Even with the shortened available swimming season we still had the same costs to start up operation costs,

- | | |
|---------------------------|---------|
| 1. Insurance | \$8,000 |
| 2. Chemicals/Sundry items | \$3,000 |
| 3. Electricity | \$2,000 |
| 4. Repairs to Cleaner | \$1,500 |

All of the above totaling up to	\$ 22,500
Add Wages	\$ 2,100
Total costs	\$ 24,600

Less our income	\$ 2,000
Less grant from council	\$ 5,000
Total Income	\$ 7,000

This has resulted in a depletion of available funds, these funds we had accumulated to hopefully try to replace our Aqua King pool cleaner, verbal quotes from Ormitech had been gained that a second hand cleaner the same as existing equipment would be \$8,000 dollars a new cleaner would be approximately \$18,000 dollars.

We, the Committee were disappointed in 2007 when we could only gain \$5,000 dollars from council but accepted it as we felt that with the refurbishment of the pool we would have an exceptional season and be able to offset the shortfall in greater income from entrance fees, this did not eventuate due to the shortened season.

We are now seeking funding to be returned to the same level as previously made available to us (\$30,000) to ensure the continued operation of this community asset, all funds are exhausted due to the above reasons we would hope though that for this season to allow us also extra funding to purchase either a new or second hand pool cleaner as this forms an integral part of safe / hygienic pool operation, it also should be noted that we the committee use any residual income to repair replace this assets plant and equipment, as was done at the commencement of the 2006 season where our diving boards were replaced at a cost of \$15,000 dollars and repairs to our filter pump costing \$8,000 dollars these funds were saved from accumulated funds over the previous six years.



Hopefully yours
Richard Fewkes
Friday, September 26, 2008

FINANCE & SERVICES





MEMORANDUM


TO: COUNCILLORS
FROM: GENERAL MANAGER
SUBJECT: DEVELOPMENT APPLICATIONS


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- LIST OF NEW APPLICATIONS RECEIVED BY COUNCIL
 - LIST OF APPROVED APPLICATIONS
-

26 AUGUST 2008 TO 30 SEPTEMBER 2008

Mr Roger Bailey
GENERAL MANAGER

 (02) 6354 9999
 (02) 6351 4259

 www.lithgow.nsw.gov.au
council@lithgow.nsw.gov.au

 ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19, LITHGOW NSW 2790

DEVELOPMENT & CONSTRUCTION APPROVALS 26 AUGUST 2008 TO 30 SEPTEMBER 2008

App/Proc ID	Property Address	Property Owners	Description	Estimated Cost	Clock Days	NN
007/08CC	GREAT WESTERN HIGHWAY BOWENFELS NSW 2790	REGIONAL PROJECT MANAGEMENT PTY LTD	STAGE ONE- 31 LOTS	1800000	38	N
009/08CC	WOLGAN STREET PORTLAND NSW 2847	LITHGOW CITY COUNCIL	CRYSTAL THEATRE ALTERATIONS	350000	36	N
013/08CC	591 COXS RIVER ROAD LITTLE HARTLEY NSW 2790	MR RW HOWARD & SA HOWARD	COTTAGE	90000	8	N
014/08CC	HARTLEY VALLEY ROAD LITHGOW NSW 2790	A J VELDE PTY LTD	KERB & GUTTERING FOR NEW ROAD	12500	1	N
018/08DA	14 SURVEYORS WAY SOUTH BOWENFELS NSW 2790	MS SM CORNEY	DUAL OCCUPANCY	270000	9	Y
029/08DA	158 MAIN STREET LITHGOW NSW 2790	MR N ELALI	ALTERATIONS	475000	33	Y
034/08DA	GREAT WESTERN HIGHWAY LITHGOW NSW 2790	MCDONALDS PROP(AUST)P/L	INTERNAL & EXTERNAL DECOR UPGRADE	350000	2	N
038/08DA	2687 OLD WESTERN ROAD MOUNT LAMBIE NSW 2790	MR PA SAY	DUAL-OCCUPANCY	95000	2	Y
039/08DA	22 JAMES O'DONNELL DRIVE LITHGOW NSW 2790	MR RC ALDER & MRS SP ALDER	DWELLING	210150	18	Y
043/08DA	IVATT STREET LITHGOW NSW 2790	NATLYN GROUP PTY LIMITED	SUBDIVISION INTO 3 LOTS	0	12	Y
045/08DA	841 RANGE ROAD PIPERS FLAT NSW 2847	MR KR THOMPSON	SWIMMING POOL	23500	11	N
052/08DA	20 THORNTON AVENUE LITHGOW NSW 2790	MR KN JORDAN & MRS C JORDAN	POOL & DECK	5000	1	N
066/07DA	WOLGAN ROAD WOLGAN VALLEY NSW 2790	MR MJ EDWARDS	SUBDIVISION INTO 2 ALLOTMENTS	0	9	Y
068/07DA	51 OLD BATHURST ROAD SOUTH BOWENFELS NSW 2790	MR PJ CAFE & MRS ME CAFE	SUBDIVISION INTO 3 ALLOTMENTS	0	24	Y
091/07DA	CHIFLEY ROAD CLARENCE NSW 2790	ZIG ZAG CO-OPERATIVE LTD	CONSTRUCTION OF RAILWAY LINE	650000	8	Y
041/08DACC	9 BARTON AVENUE WALLERAWANG NSW 2845	WALLERAWANG BOWLING CLUB LTD	ALTERATION AND ADDITIONS	800000	40	Y

051/08DACC	ROCKY WATERHOLE DRIVE WALLERAWANG NSW 2845	MR PA DRINKALL & MS DM MELBOURNE	DWELLING & BED & BREAKFEAST	350000	10	Y
107/08DACC	14 READ AVENUE LITHGOW NSW 2790	MR MF BRAY	AWNING	1759	15	N
111/08DACC	1051 GREAT WESTERN HIGHWAY LITHGOW NSW 2790	MR DW COWHAN	GARAGE AND CARPORT	16500	20	Y
124/08DACC	FOREST RIDGE DRIVE WALLERAWANG NSW 2845	MR GW CLARK, MRS JA CLARK, MRS JL CLARK.	GARAGE-STORAGE	29235	3	N
126/08DACC	1 ALLISON CLOSE WALLERAWANG NSW 2845	MR BJ SPATARI & MR S SPATARI	DWELLING	146375	27	Y
128/08DACC	5 JAMES O'DONNELL DRIVE LITHGOW NSW 2790	MR KA BAKER & MRS JA BAKER	DWELLING	191405	30	Y
136/08DACC	1 BUSBY STREET LITHGOW NSW 2790	MR HK FISHER & MRS MA FISHER	GLASS - IN VERANDAH	6500	19	N
137/08DACC	4 EAST STREET LITHGOW NSW 2790	MR D MITCHELL & MRS SL MITCHELL	SINGLE CAR GARAGE	11207	5	Y
143/08DACC	7 CHIVERS CLOSE LITHGOW NSW 2790	MRS MA NICHOLLS	SHED	9000	14	N
144/08DACC	25 CLWYDD STREET LITHGOW NSW 2790	MR WM FRAME & MRS SM FRAME	TIMBER DECK & ALTERATIONS	10000	13	Y
146/08DACC	ATKINSON STREET LITHGOW NSW 2790	MR RJ PATON & MRS BJ PATON	GARAGE	6700	12	N
148/08DACC	9 WILLIAM STREET PORTLAND NSW 2847	MR DI SHARP & MRS EM SHARP	GARAGE	11000	21	N
149/08DACC	15 RIVER LETT CLOSE HARTLEY NSW 2790	VIEWPOINT DEVELOPMENT PTY	DWELLING	270000	3	Y
152/08DACC	20 HUME AVENUE WALLERAWANG NSW 2845	MR MJ CHESHIRE & MS MP WILCOX	ADDITION	11990	3	Y
157/08DACC	24 MAIN STREET WALLERAWANG NSW 2845	MR KR MASON & MRS PI MASON	GARAGE	9820	6	N
158/08DACC	2 POZIERES STREET LITHGOW NSW 2790	MR DH SNOW	GARAGE	8717	8	N

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APPLICATIONS

14 DAYS

6221358

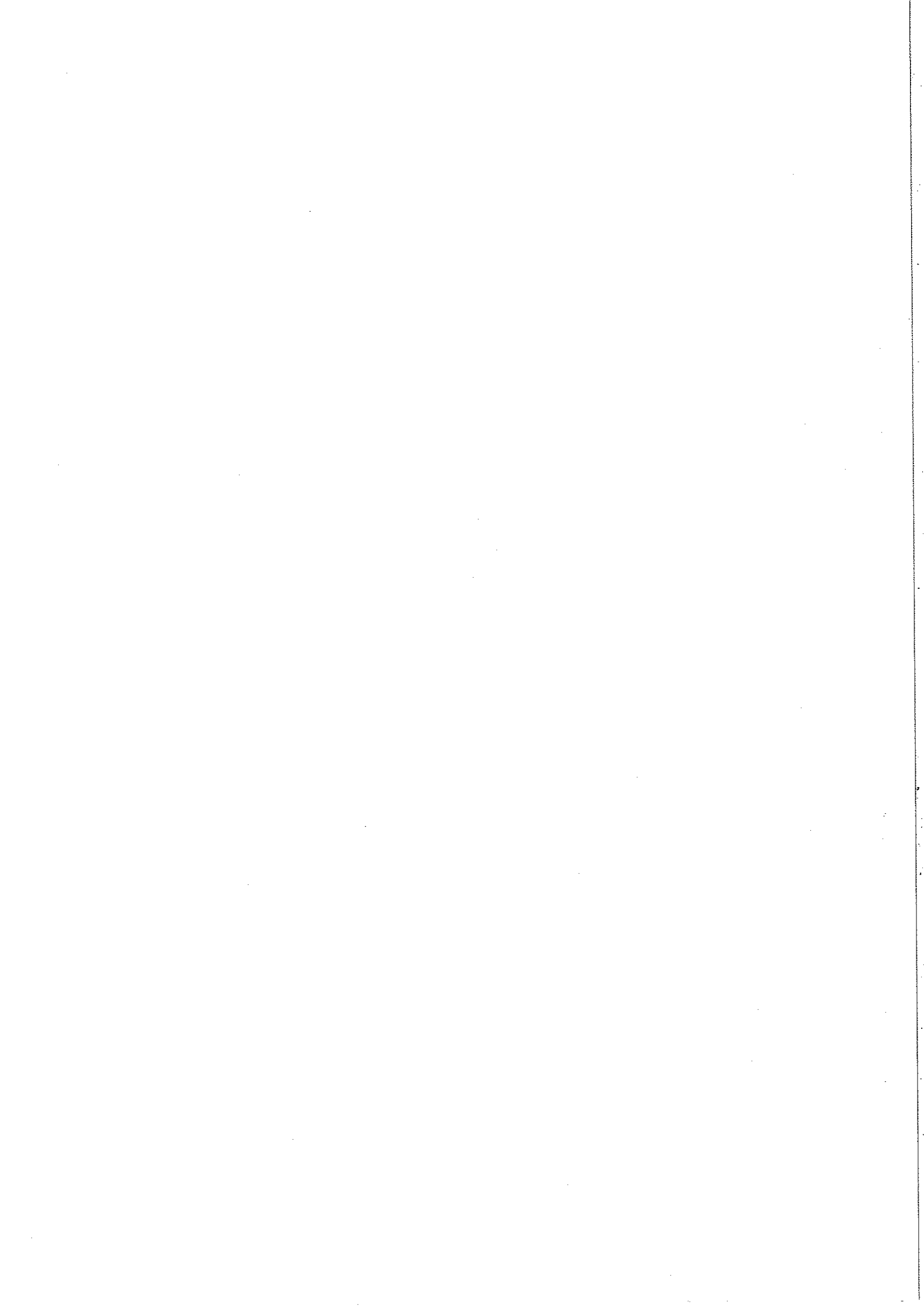
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APPLICATIONS RECEIVED 26 AUGUST TO 30 SEPTEMBER 2008

App/Proc ID	Date 01	Description	Property Address	NN	Target Date
047/08DA	28-Aug-08	RETAIL OUTLET -FLORIST/LOLLY SHOP/ARTS & CRAFTS	(OLD RAILWAY STN) MAIN STREET WALLERAWANG NSW 2845	Y	28/09/2008
048/08DA	1-Sep-08	ADVERTISING SIGNAGE	130 MAIN STREET LITHGOW NSW 2790	Y	1/10/2008
049/08DA	12-Sep-08	DWELLING	APPLE TREE LANE LITTLE HARTLEY NSW 2790	N	12/10/2008
050/08DA	12-Sep-08	CONSTRUCTION OF 10 CABINS IN TWO STAGES	ROYAL HOTEL MAIN STREET WALLERAWANG NSW 2845	Y	12/10/2008
051/08DA	17-Sep-08	BOUNDARY ADJUSTMENT	19-21 DUNCAN STREET LIDSDALE NSW 2790	Y	7/11/2008
052/08DA	24-Sep-08	POOL & DECK	20 THORNTON AVENUE LITHGOW NSW 2790	N	9/10/2008
053/08DA	25-Sep-08	5 LOT SUBDIVISION	2 MID HARTLEY ROAD HARTLEY NSW 2790	N	16/10/2008
054/08DA	30-Sep-08	PATIO COVER- DECKS	1783 UPPER TURON ROAD PALMERS OAKEY NSW 2790	N	14/10/2008
149/08DACC	26-Aug-08	DWELLING	15 RIVER LETT CLOSE HARTLEY NSW 2790	Y	26/09/2008
150/08DACC	29-Aug-08	PERGOLA	3 MUDGEE STREET WALLERAWANG NSW 2845	Y	13/09/2008
151/08DACC	29-Aug-08	GARAGE-CARPORT-TOILET-SHOWER	138 MACAULEY STREET LITHGOW NSW 2790	Y	12/09/2008
152/08DACC	1-Sep-08	ADDITION	20 HUME AVENUE WALLERAWANG NSW 2845	Y	14/09/2008
153/08DACC	9-Sep-08	POOL/DECKING & RETAINING WALL	9 PIMPALA STREET MARRANGAROO NSW 2790	N	23/09/2008
154/08DACC	10-Sep-08	DUAL OCCUPANCY (TRANSPORTABLE)	27 BATHURST STREET WALLERAWANG NSW 2845	Y	10/10/2008
155/08DACC	16-Sep-08	PERGOLA/RETAINING WALL	14 ROBERTSON STREET LITHGOW NSW 2790	Y	30/09/2008
156/08DACC	16-Sep-08	DECK	7 SIDEY PLACE WALLERAWANG NSW 2845	N	30/09/2008

157/08DACC	17-Sep-08 GARAGE	24 MAIN STREET WALLERAWANG NSW 2845	N	1/10/2008
158/08DACC	17-Sep-08 GARAGE	2 POZIERES STREET LITHGOW NSW 2790	N	1/10/2008
159/08DACC	22-Sep-08 SHED	25 DUNCAN STREET LIDSDALE NSW 2790	Y	6/10/2008
160/08DACC	24-Sep-08 DWELLING ADDITIONS	KANIMBLA DOWNS' 39B WARDS ROAD MEGALONG VALLEY NSW 2785	N	21/10/2008
161/08DACC	26-Sep-08 GARAGE	283 CHIFLEY ROAD DARGAN NSW 2786	N	10/10/2008
162/08DACC	26-Sep-08 GARGAGE	18 STOCKADE CLOSE SOUTH BOWENFELS NSW 2790	N	10/10/2008
163/08DACC	29-Sep-08 SHED	14 MUDGEE STREET WALLERAWANG NSW 2845	N	10/10/2008
164/08DACC	29-Sep-08 DWELLING	20 KIRKLEY STREET SOUTH BOWENFELS NSW 2790	N	20/10/2008

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APPLICATIONS



13 AUG 2008



FIRST AUSTRALIAN MUZZLELOADING
GUN RIFLE AND PISTOL CLUB INC

Book No
CDA Ref
Years

(Club mailing address)
19 Park street
Portland 2847

10 August 2008

The General Manager Lithgow City Council,

Regarding Rates Notice
Property No 101004
Reference No 09312588

Enclosed is a cheque for \$580.24 being the total rates payable for the above property. I am writing to enquire whether the council would consider giving us a rebate on the rates paid to help the two sporting clubs who use the land with their running expenses. The property is the home of The Lithgow Muzzleloaders, a traditional black powder target club and an archery club known as The Lithgow Valley Archers.

Lithgow City Council has kindly passed on a rebate on the rates in the past and this assistance given to the two clubs has helped with ongoing maintenance to the property. The Lithgow Muzzle loaders Club facility and grounds has this past year been inspected by The NSW Police Firearms Registry and close scrutiny was paid to the work done to comply with their safety requirements. The Registry has approved our maintenance and safety initiatives and asked for a further commitment to extend this programme over the three year period prior to our next inspection. The rates rebate goes directly into the funds we commit to making sure we comply with the Registry requirements. The two sporting bodies conduct monthly shoots with small feature events added each month and large state and regional events which bring many competitors to Lithgow from many parts of the state.

It is hoped that the Council would consider passing on a rates rebate again for this year.

Yours sincerely

Frank Colzato Treasurer

101 101004

Rates.

Rec 182345

12/08/08 SW

Lithgow Representative Football NSW
Western China Tour 2008
c/- 6 Tarrone Place
WALLERAWANG NSW 2845

Lithgow City Council
Scanned

- 9 SEP 2008

Doc No
GDA Ref
Years

8th September 2008

Acting General Manager
Lithgow City Council
P O Box 19
LITHGOW NSW 2790

Dear Sir,

I am writing to you on behalf of the following Lithgow boys -- Michael Glencorse, Martin Hunter, Dane Russell, Samuel Ogg and Peter Bourke.

All of these boys have represented Lithgow Soccer at a District Level for the past 4 years and have continued to do so this year. These five boys have been invited to tour China as part of the Football NSW Western tour 2008, which takes place in late October 2008.

We are seeking your financial support toward the cost of this tour which is approx \$3,400 per player, of which each boy is required to finance his own trip himself. The boys have held 3 fund raising BBQ's during the 2008 soccer season in Lithgow, sold raffle tickets and had a chocolate drive to raise the funds needed so that they can all participate in this fantastic sporting experience.

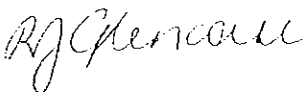
We are writing to ask if the Lithgow City Council would be able to give a donation to the boys.

We have also contacted Delta Electricity and they have advised us that they have already allocated money to the Lithgow Sports Advisory Council and that we should contact you at the Lithgow City Council to request a sponsorship donation. The boys have been extremely grateful to receive a donation from the Lithgow District Soccer Association and they also informed us to contact your office to ask for any assistance that you may be able to give.

Attached please find a copy of the authorization letter from our Coaching Manager to request donations on behalf of our local boys.

I can be contacted on my mobile telephone 0407 702000 or my home telephone number is 63551949. We await your reply concerning our request.

Yours faithfully



Robyn Glencorse



Western Football NSW
Coaching & Development
PO Box 1862 Bathurst NSW 2795
Fax (02) 6393 8119
Mob 0419 249 799
Email rev17984@optusnet.com.au

Date 04/03/08

Authorisation for Sponsorship


To whom it may concern

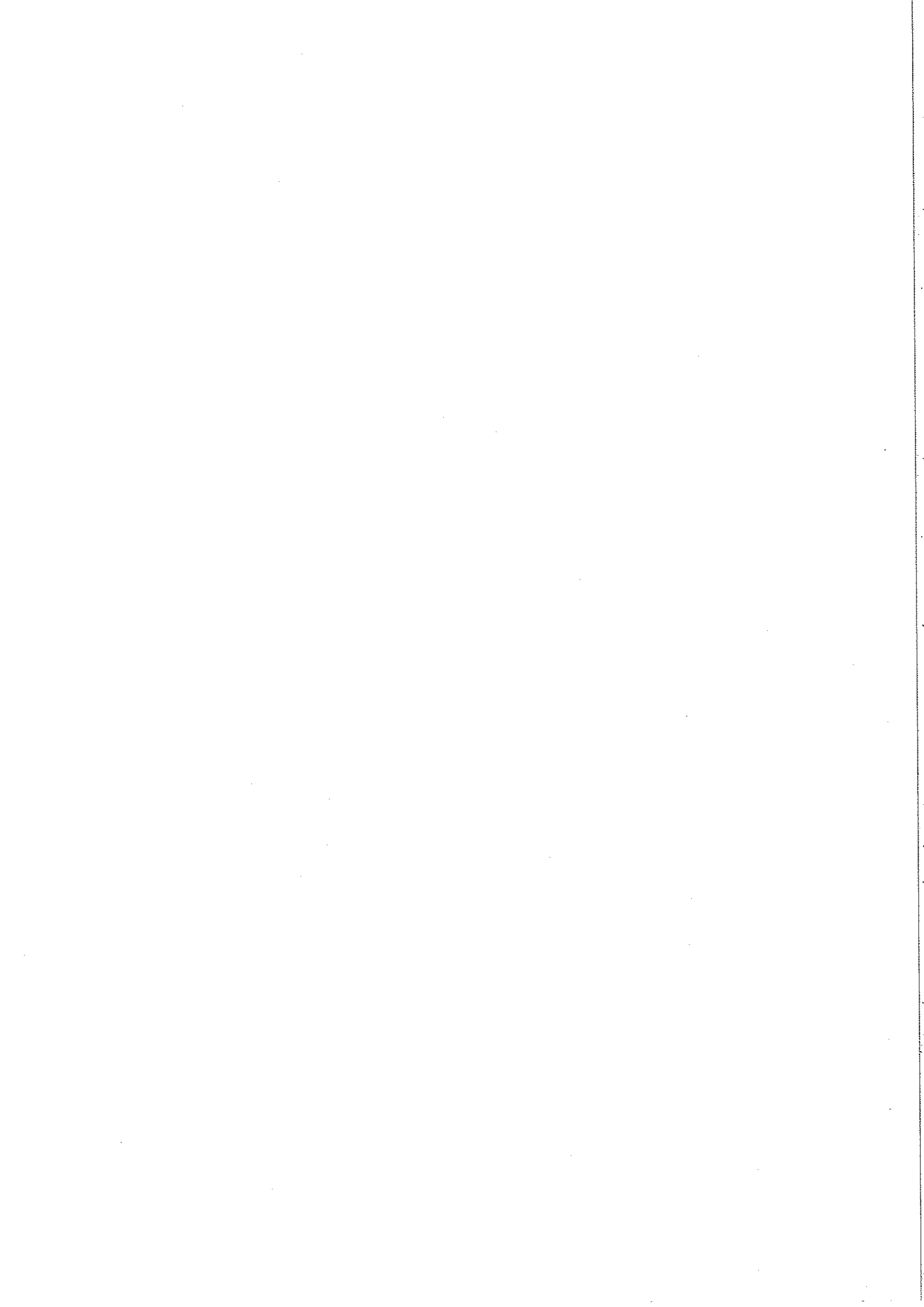
The following named boys Michael Glencourse, Peter Bourke, Martin Hunter, Samuel Ogg and Dane Russell are members of the Western Football NSW Under 14 Development Squad to tour China in October - November of this year.

The tour incorporates a balance of five competitive games against local Football schools with a cultural and educational exploration of China's Capital city and surrounds. Whilst experiencing different styles of play the players in our Western area have found these tours to have been an invaluable learning experience increasing the players' responsibility, appreciation, respect, self-reliance and team spirit amongst others.

As the Regional Manager of Coaching and Development for Western Football NSW I give both my support and authorisation for the parents of these five boys to seek sponsorship for and on behalf of these five boys as a group. If you are in a position to make a contribution the families and I would greatly appreciate your generosity. A tax invoice will be forwarded to your business from the Travel Agency detailing your contribution.

Kind Regards


Richard A. Evans
Regional Manager of Coaching & Development



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 5th September, 2008.

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

INSPECTIONS:

1. **Grove Creek Road, Triangle Flat – 385ha.**
Inspection of the property with the owner. Scattered small areas of serrated tussock and blackberry. Property is satisfactory, treatment of noxious weeds is no going.
2. **Grove Creek Road, Triangle Flat – 222ha.**
Scattered tussock and Bathurst Burr. Owner has a continuing weed control program in place.
3. **267 Grove Creek Road, Trunkey – 252ha.**
Scattered to medium patches of blackberry and serrated tussock. Owner participated in Council's aerial spraying program last season on both serrated tussock and blackberry. Results are satisfactory at this stage.
4. **Grove Creek Road, Trunkey – 560ha.**
Inspection of the property found scattered to medium infestations of serrated tussock on steep hillsides. Contacted owner, spraying to be carried out in the fourteen days from the inspection.
5. **Grove Creek Road, Trunkey – 494.4ha.**
Scattered to heavy patches of tussock over large portions of the property. Small amount of spraying carried out previously. Contacted manager further spot spraying will be carried out to control the infestations before seeding in November.
6. **1133 Red Bank Road, Triangle Flat – 724ha.**
Scattered to medium areas of serrated tussock. Treatment of some areas of the infestations have been carried out previously. Further work is required this season. To contact owner.
7. **Grove Creek Road, Trunkey – 560ha.**
Inspection of the property with owner and District Agronomist, Bruce Clements. The inspection was to give advice on serrated tussock control by chemical application and pasture improvement.

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, 5th September, 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 5th September, 2008.

8. **2482 Trunkey Road, Caloola – 295.56ha.**
Scattered to medium patches of tussock. Contacted owner to join Council's helicopter spraying program this season and treat the infestations.
9. **8408 Goulburn Road, Abercrombie River – 320ha.**
Scattered to heavy infestations of serrated tussock. Contacted owner to join Council's helicopter spraying program this September. Will treat 250 hectares.
10. **Trunkey Road, Caloola – 4ha.**
Heavy infestations of serrated tussock. Contacted owners who will join Council's helicopter spraying program and treat infestations.
11. **Trunkey Creek Road, Caloola – 40ha.**
Scattered to medium patches of tussock on steep hillsides. Council to spray the infestations by helicopter in Council's spraying program this September.
12. **775 Cox's River Road, Hartley – 607ha.**
Inspection of the property with Inspector Austen and owners. Heavy infestations of tussock over wide areas of the property. Owner to join Council's helicopter spraying program in September and spray 160 hectares of serrated tussock.
13. **Crown Land – Mt David.**
Inspection of the area with Inspector Hotham and representative from the Orange Department of Lands. Inspection found scattered to heavy patches of tussock. Area will be sprayed this coming season.
14. **362 Panorama Avenue, Bathurst – 1.259ha.**
Scattered patches of serrated tussock. Plants have been mowed but will require spraying to eradicate the infestations. Will contact people in charge.
15. **20 Leena Street, Bathurst – 2.19ha.**
Scattered to medium patches of tussock over large portion of the land. To contact people in charge to spray the infestation.

Certificate

This is page 2 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, 5th September, 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 5th September, 2008.

16. 211 Rivulet Road, Peel – 10ha.

Scattered infestations of serrated tussock. Inspection of the property with owner to identify the plants. Owner will organize a contractor to spray the infestations before seeding.

17. 190 James White Drive, Fosters Valley – 18.55ha.

Scattered to thick patches of serrated tussock. Notice of Intent was sent to owners on 9th July, 2008. Owners have employed a contractor to carry out eradication work to comply with Council's request.

18. 82 James White Drive, Fosters Valley – 16.15ha.

Medium to scattered patches of serrated tussock. Notice of Intent was sent to owners on 9th July, 2008. Owner has complied with Council's request by spraying the infestations.

Private Property Inspections Program Statistics

Bathurst Regional Council & Lithgow Shire	Total
Total Ground Inspections	18
Actual Properties Inspected	18
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	

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, 5th September, 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 5th September, 2008.

WORK REPORT:

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

Inspection of the Six Foot Track with Inspectors Austen, Hotham and Mr John Guyver, Department of Lands, in Kanimbla Valley, concerning the costing of the up coming weed control program on serrated tussock and blackberry in that area.

Time spent on Grant Application for Unoccupied Crown Land blocks throughout the County area.

Time spent on organisation of the upcoming aerial spraying program to commence on 1st September, 2008.

MONTHLY INSPECTION PROGRAMS FOR SEPTEMBER, 2008:

Chief Weeds Officer – D. F. Baldwin

Administration and property inspections where required and organising the upcoming aerial spraying program.

C R Austen – Lithgow Council

Annual leave.

C.K. Roweth – Blayney Shire

Property inspections where required and organising the upcoming aerial spraying program in Blayney Shire.

L. Willott – Bathurst Regional Council

Property inspections where required and organising the upcoming aerial spraying program in Bathurst Regional Council area.

Certificate

This is page 4 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, 5th September, 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 5th September, 2008.

D J Hotham – Oberon Council

Property inspections where required and organising the upcoming aerial spraying program in the Oberon Shire.

Toyota Speedo = 29,108 Travelled = 3,031km

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, 5th September, 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, 5th September, 2008

INSPECTOR D J HOTHAM – OBERON COUNCIL – AUGUST:

INSPECTIONS:

1. **206 Mutton Falls Road, O’Connell – 18ha.**
Owner has sprayed scattered patches of serrated tussock with good results.
2. **804 Mutton Falls Road, O’Connell – 115ha.**
Owner has chipped small patches of serrated tussock and contractor has sprayed large areas with good results.
3. **3074 Burruga Road, Burruga – 480ha.**
Scattered to heavy patches of serrated tussock. Inspectors report sent to owner requesting work be carried out. Inspection with Inspector Willott.
4. **3076 Burruga Road, Burruga – 849ha.**
Scattered to heavy patches of serrated tussock. Inspectors report sent to owner requesting work be carried out. Inspection with Inspector Willott.
5. **3078 Burruga Road, Burruga – 40ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out. Inspection with Inspector Willott.
6. **Crown Land – Burruga.**
Scattered patches of serrated tussock and blackberry. Work will be carried out this season by contractor. Inspection with Inspector Willott.
7. **Crown Land – Six Foot Track, Jenolan.**
Scattered patches of serrated tussock. Contractor to spray this season. Inspection with Inspectors Baldwin and Austen and John Guyver from Crown Lands.
8. **2296 Beaconsfield Road, Wisemans Creek – 480ha.**
Inspection carried out with Inspector Willott.
9. **940 Todds Road, Wisemans Creek – 110ha.**
Owner aerial sprayed 10 hectares of serrated tussock last season and ploughed other areas with good results.

<p>Certificate This is page 1 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

10. **425 Mt Olive Road, Oberon – 42ha.**
Owner has chipped scattered patches of serrated tussock with good results and will spray heavier patches this season.
11. **Crown Land, Mt David.**
Scattered patches of serrated tussock and blackberry. Contractor to spray tussock this season and blackberry has been sprayed with good results. Inspection with Inspector Baldwin and Crown Lands representative.
12. **2879 Beaconsfield Road, Wisemans Creek – 8.94ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out.
13. **2902 Beaconsfield Road, Wisemans Creek – 118ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out.
14. **2288 Edith Road, Oberon – 143ha.**
Owner has had contractor spray scattered patches of serrated tussock this season with good results.
15. **2059 Edith Road, Oberon – 48ha.**
Owner has chipped scattered patches of tussock with good results. No other weeds found on inspection.
16. **2311 Beaconsfield Road, Wisemans Creek.**
Inspection carried out with Inspector Willott.
17. **2900 Beaconsfield Road, Wisemans Creek – 6ha.**
Scattered patches of serrated tussock. Inspectors report sent to owner requesting work be carried out.
18. **2003 Beaconsfield Road, Wisemans Creek – 43ha.**
Scattered to heavy patches of serrated tussock have been sprayed by contractor with good results.
19. **869 Arkstone Road, Burruga – 390ha.**
Owner to aerial spray 200 hectares of serrated tussock this program.
20. **374 Swallow Nest Road, Mt David – 410ha.**
Owner to aerial spray 50 hectares of serrated tussock this program.

Certificate

This is page 2 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

- 21. 911 Duckmaloi Road, Oberon – 220ha.
Owner to aerial spray 20 hectares of serrated tussock this program.
- 22. 394 Swallows Nest Road, Mt David – 112ha.
Owner to aerial spray 40 hectares of serrated tussock this program.
- 23. 1212 Duckmaloi Road, Oberon – 340ha.
Owner to aerial spray 20 hectares of serrated tussock this program.
- 24. 3286 Duckmaloi Road, Oberon – 210ha.
Owner to aerial spray 40 hectares of serrated tussock his program.

NOTICE OF INTENT:

- 25. 1070 Carlwood Road, O'Connell – 89ha.
No work has been carried out on serrated tussock since last inspection
Notice of Intent issued.

Private Property Inspections Program Statistics

OBERON COUNCIL	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	

Ford Speedo = 88,038

km Travelled = 3,073

Certificate

This is page 3 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

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

PROPERTY INSPECTIONS:

26. **416 The Bridle Track Road, Duramana – 132ha.**
Work required on heavy areas of serrated tussock. Inspectors report sent to owner requesting work be carried out.
27. **690 The Bridle Track Road, Duramana – 116.73ha.**
Work required on heavy areas of serrated tussock. Inspectors report sent to owner requesting work be carried out.
28. **728 The Bridle Track Road, Duramana – 242ha.**
Owner will aerial spray 20 hectares of heavy infestations of serrated tussock this aerial spraying program.
29. **378 The Bridle Track Road, Duramana – 20.23ha.**
Owner has contractor spray medium infestation of serrated tussock.
30. **Crown Land – Burruga.**
Inspection carried out with Inspector Hotham.
31. **3076 Burruga Road, Burruga – 849ha.**
Inspection carried out with Inspector Hotham.
32. **3074 Burruga Road, Burruga – 480ha.**
Inspection carried out with Inspector Hotham.
33. **3078 Burruga Road, Burruga – 40ha.**
Inspection carried out with Inspector Hotham.
34. **44 Freemantle Road, Eglinton – 19.82ha.**
Work required on scattered serrated tussock. Inspectors report sent to owner requesting work be carried out.
35. **1041 Tarana Road, Wambool – 88ha.**
Work required on scattered to heavy infestation of serrated tussock. Inspectors report sent to owner requesting work be carried out.
36. **474 Timber Ridge Road, Wambool – 90ha.**
Work required on scattered serrated tussock. Inspectors report sent to owner requesting work be carried out.

Certificate

This is page 4 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

- 37. **478 Timber Ridge Road, Wambool – 40ha.**
Owner will have contractor spray medium infestation of serrated tussock.
- 38. **1059 Tarana Road, Wambool – 43ha.**
Well kept property.
- 39. **1103 Tarana Road, Wambool – 39ha.**
Work required on scattered serrated tussock. Inspectors report sent to owner requesting work be carried out.
- 40. **Grove Creek Road, Trunkey Creek – 560ha.**
Inspection carried out with the Chief Weeds Officer.
- 41. **Grove Creek Road, Trunkey Creek – 494ha.**
Inspection carried out with the Chief Weeds Officer.
- 42. **Grove Creek Road, Trunkey Creek – 385ha.**
Inspection carried out with the Chief Weeds Officer.
- 43. **267 Grove Creek Road, Trunkey Creek – 252ha.**
Inspection carried out with the Chief Weeds Officer.
- 44. **3882 O'Connell Road, Kelso – 40ha.**
Owner will spray medium infestation of serrated tussock.
- 45. **1848 Ophir Road, Rock Forest – 462ha.**
Inspection of property with owner. Will aerial spray 20 hectares of heavy infestation of serrated tussock this aerial spraying program.
- 46. **Beaconsfield Road, Wisemans Creek – 350ha.**
Inspection of property with owner and Inspector Hotham. Aerial spraying of serrated tussock carried out last season with good results. Owner will aerial spray a further 50 hectares this spraying program.
- 47. **201 Timber Ridge Road, Walang – 375ha.**
Inspection of property with owner in response a an inspectors report. Owner will spray 50 hectares of heavy infestation of serrated tussock this aerial spraying program.

Certificate

This is page 5 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

48. 2311 Beaconsfield Road, Wisemans Creek – 80ha.

Collection of \$1,000 re aerial spraying account. Aerial spraying carried out last season on heavy infestations of serrated tussock with good results.

49. Vacant Crown Land, Sofala.

Medium to scattered serrated tussock and heavy to scattered blackberry along creeks and gullies. Contacted Lands Department of Orange to arrange funds for spraying.

50. 252 Williamson Road, Rock Forest – 494ha.

Aerial spraying carried out last season with good results. Owner will spray a further 20 hectares of serrated tussock this aerial spraying program.

51. Crawford Lane, Wattle Flat – 121ha.

Aerial spraying carried out last season on heavy infestation of serrated tussock with good results. Owner will aerial spray a further 10 hectares this aerial spraying program.

52. 4675 Great Western Highway, Glanmire – 380ha.

Inspection of property carried out with owner who will spray medium infestation of serrated tussock along east boundary.

53. 318 Molybdonite Road, Yetholme – 229ha.

Owner removed scattered serrated tussock by digging, will spray scattered blackberry early new year.

54. 989 Tarana Road, Gemalla – 145ha.

Owner will aerial spray 30 hectares of heavy infestation of serrated tussock this aerial spraying program.

NOTICES:

55. 589 White Rock Road, White Rock – 42.46ha.

No evidence of any work on serrated tussock infestation response to a Notice of Intent. Notice issued.

Certificate
This is page 6 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

Private Property Inspections Program Statistics

BATHURST REGIONAL COUNCIL	Total
Total Ground Inspections	29
Actual Properties Inspected	
Properties Surveyed from Air	
Nurseries Inspected	
Other Businesses Inspected	
Section 18 Notices issued	1
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.

One day roadside spraying with Chief Weeds Officer.

Ford Speedo = 64,411

km Travelled = 3,281

INSPECTOR C K ROWETH – BLAYNEY COUNCIL – AUGUST:

PROPERTY INSPECTIONS:

56. 140 Millamolong Road, Mandurama – 198ha.

Inspection carried out with owner. Extensive ploughing has been carried out to control serrated tussock. Owner to follow up with some spot spraying and also boom spray patch of true scotch thistle and will also carry out 10 hectares of aerial spraying on serrated tussock and 20 hectares of aerial spraying of St John's Wort.

Certificate

This is page 7 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

- 57. **62 Junction Reefs Road, Mandurama – 356ha.**
Contractor has been employed to spray scattered serrated tussock infestation on property.
- 58. **39 Junction Reefs Road, Mandurama – 234ha.**
Some scattered blackberries have been controlled by owner, remainder will be required to be sprayed this season. Owner to be contacted.
- 59. **685 Belubula Way Mandurama – 280ha.**
Scattered blackberries have been controlled by owner, good results achieved.
- 60. **886 Belubula Way, Mandurama – 38ha.**
Scattered serrated tussock has been sprayed by owner on this block.
- 61. **888 Belubula Way, Mandurama – 42ha.**
Owner has ploughed paddock to control serrated tussock.
- 62. **906 Belubula Way, Mandurama – 34ha.**
Owner has sprayed scattered serrated tussock on this property.
- 63. **232 Sugarloaf Road, Newbridge – 99ha.**
Inspection carried out to identify scattered to heavy areas of serrated tussock on property. Owner sent inspections report and has since notified Council that spraying will be carried out with four wheel motor bike this season.
- 64. **232 Sugarloaf Road, Newbridge – 99ha.**
A follow up inspection was carried out with Louise Harcombe, Department of Lands, regarding work to be carried out lessee of this Crown Land block. Department of Lands to contact lessee regarding extended work to be carried out.
- 65. **Bakers Road, Burnt Yards.**
Inspection carried out with Department of Lands representative, Louise Harcombe. Grant applications have been applied for to carry out work on serrated tussock infestation.
- 66. **346 Fitzgeralds Valley Road, Fitzgeralds Valley – 44ha.**
Good results achieved by contractor spot spraying blackberry, serrated tussock and St Johns Wort last season. Follow up work will be carried out this year.

Certificate

This is page 8 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

67. 348 Fitzgeralds Valley Road, Fitzgeralds Valley – 86ha.

Results from aerial spraying are starting to show. More time required to see full extent of spraying. Further spraying may be required early next year.

68. 79 Golden Gully Road, Carcoar – 3ha.

Inspectors report sent to owner requesting work be carried out on scattered to heavy areas of serrated tussock.

69. 57 Golden Gully Road, Carcoar – 35ha.

Scattered serrated tussock and blackberry require control this season. Inspectors report sent to lessee of Crown Land block.

70. 84 Golden Gully Road, Carcoar – 11ha.

Scattered serrated tussock has been controlled by lessee of block.

71. 464 Errowanbang Road, Carcoar – 118ha.

Owner contacted regarding work required on serrated tussock infestation on property. Aerial spraying may occur on block.

72. 230 Sugarloaf Road, Newbridge – 127ha.

Inspectors report sent to owner requesting work be carried out on scattered serrated tussock on property.

73. 389 Browns Creek Road, Blayney – 40ha.

Scattered serrated tussock on property. Work to be carried out this season. Scattered blackberry was sprayed last season with good results.

74. 404 Browns Creek Road, Blayney – 40ha.

Scattered blackberry has been controlled by owner.

75. 39 Graham Lane, Millthorpe – 59ha.

Scattered blackberry found on property. Owner to be contacted regarding work carried out this summer.

76. 433 Millthorpe Road, Blayney – 100ha.

Well kept property.

77. 339 Millthorpe Road, Blayney – 45ha.

Owner has found and destroyed a patch of true scotch thistle on property and will continue with program.

Certificate

This is page 9 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5th September, 2008

78. 150 Garland Road, Garland – 122ha.

Inspection with owner. Scattered blackberry has been controlled recently.

79. 1266 Rosedale Road, Browns Creek – 629ha.

Contractor has been employed to carry out boom spraying of scattered to heavy areas of serrated tussock.

80. 1235 Browns Creek Road, Browns Creek – 223ha.

Scattered serrated tussock has been spot sprayed by property manager.

Private Property Inspections Program Statistics

BLAYNEY COUNCIL	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	

OTHER TIME SPENT:

Office Work, Notices, Reports etc.

Time spent contacting landowners regarding up coming aerial spraying program.

One day Sick Leave

Ford Speedo = 27,342

km Travelled = 2,581

Certificate

This is page 10 of 10 pages of the Inspectors Reports to the Ordinary Meeting of the Upper Macquarie County Council held at the Council Chambers, Kelso on Friday, 5th September, 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, 5 September 2008**

Item A

Meeting dates

The scheduled meeting dates for the Ordinary Meetings of the Council for the remainder of 2008 are –

- 7 November 2008
- 5 December 2008.

Because of the local government elections on 13 September 2008 no meeting is scheduled for October.

These dates have been advertised as required by Section 9 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

Annual financial reports

Council's Auditor has completed the audit of Council's financial reports and the public notice required by Section 418 of the *Local Government Act 1993* has been given.

The financial reports and accompanying documents comprise over 70 pages and a full copy will be provided to Councillors on request. For convenience I attach for information the following parts of the financial reports –

- Income statement
- Balance sheet
- Statement of changes in equity
- Cash flow statement

Section 419 provides that a "council must present its audited financial reports, together with the auditor's reports, at a meeting of the council held on the date fixed for the meeting".

Certificate

This is page 1 of 4 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, 5 September 2008.

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

In accordance with Section 419, I now table -

- Council's General Purpose Financial Report.
- Council's Special Purpose Financial Report
- Council's Special Schedules.
- Auditor's Report on the General Purpose Financial Report of the Council.
- Auditor's Report on the Special schedules of the Council.
- Auditor's Report on the conduct of the Audit.
- Auditor's Certificate of Overdraft Limit.
- Auditor's Report on the GST Management Systems.

A person may make submissions to the council with respect to the financial reports or the auditor's reports within 7 days of today's meeting.

Recommendation

That -

- The Chairman, Deputy Chairman and General Manager sign the statement required by Section 413(2)(c) of the *Local Government Act 1993*;
- The Chairman, Deputy Chairman and General Manager sign the statement included in the Special Purpose Financial Reports to the effect that the Council has no business activities in the context of National Competition Policy;
- In accordance with Section 419 of the *Local Government Act 1993* the Council present its audited financial reports, and the auditor's reports, as tabled by the General Manager.

Item C

Annual Report

Section 428 of the *Local Government Act 1993* requires the Council, within 5 months of the end of each year, to prepare "a report as to its achievements with respect to the objectives and performance targets set out in its management plan for that year". The section, and the associated regulation, contains a detailed list of the matters to be included in the annual report.

The Annual Report is required to be sent to the Minister for Local Government.

I have prepared an Annual Report but to save photocopying I have not provided a full copy to each Councillor. The bulk of the Annual Report consists of the Audited Financial Reports and the Council's Management Plan Review. The whole report comprises 108 pages. If any Councillor wants a copy I will provide it on request.

Attached is a copy of that part of the Annual Report consisting of the Title and introductory pages, the Contents page, and the General Manager's report.

Certificate

This is page 2 of 4 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, 5 September 2008.

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

Recommendation

That -

- The Council adopt the Annual Report prepared by the General Manager, and
- In accordance with Section 428 of the *Local Government Act 1993* the Council forward a copy of its Annual Report to the Minister.

Item D

Future funding of Upper Macquarie County Council

Councillors will recall that at the July Ordinary Meeting of the Council the Council resolved to write -

- to the General Managers of Bathurst Regional Council, Lithgow City Council and Oberon Council 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.

Some replies to these letters have been received and copies of the replies have been attached for the information of Councillors.

The reply from Oberon Council confirms that it will not pay its proportion of the cost of an additional Weeds Officer unless "all member councils" agree to meet the costs. This means that unless Blayney Shire Council changes its position and agrees to pay its proportion of the cost it will be impossible for the County Council to employ an additional Weeds Officer.

Lithgow City Council and Bathurst Regional Council have agreed to fund their proportion of the cost of an additional Weeds Officer notwithstanding the inability of Blayney Shire Council to contribute.

No response has been received from Blayney Shire Council.

For the information of Council.

<p>Certificate This is page 3 of 4 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, 5 September 2008.</p> <p>Chairman..... General Manager.....</p>

Item E

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 26 August 2008.

Westpac Max-i Direct account 26 August 2008			
Rate	Amount	Term	Due Date
6.5%	\$207,766.19	No set term	No due date
TOTAL	\$207,766.19		

Westpac Business Max-i Bonus account 26 August 2008			
Rate	Amount	Term	Due Date
7.7%	\$312,227.33	No set term	No due date
TOTAL	\$312,227.33		

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 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 F

Correspondence

Roy Jennison
General Manager

Certificate

This is page 4 of 4 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, 5 September 2008.

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

25 AUG 2008

BATHURST
REGIONAL COUNCIL



Civic Centre
Cor Russell & William Sts
Private Mail Bag 17
Bathurst NSW 2795

Telephone 02 6333 6111
Facsimile 02 6331 7211
council@bathurst.nsw.gov.au
www.bathurstregion.com.au

21 August 2008

Mr Roy Jennison
General Manager
Upper Macquarie County Council
PO Box 703
BATHURST NSW 2795

Dear Mr Jennison

Funding of Additional Weeds Officer in 2008/09

Council, at its meeting held on 20 August 2008, resolved to approve the payment of the contribution towards an additional Weeds Officer in 2008/2009 for the Upper Macquarie County Council as provided for in the 2008/2009 Management Plan.

In the report presented to Council, Council were advised that Blayney Shire Council had agreed not to contribute towards the funding which was in conflict with Bathurst Regional Council's resolution of 19 March 2008 whereby it was agreed to support the additional Weeds Officer providing the contribution was matched by other councils.

Accordingly, you are advised that Council will proceed to fund the additional Weeds Officer for 2008/09.

Yours faithfully

R Roach
DIRECTOR
CORPORATE SERVICES & FINANCE

Reference: RR:AL:18.00172-07/005
Enquiries: Mr Bob Roach (02) 6333 6257
U:\Amanda\Council\Correspondence\2008\20 August\Mr-jennison_umcc.doc

BATHURST REGION... FULL OF LIFE



Mr Roy Jennison
General Manager
Upper Macquarie Council
PO Box 703
Bathurst NSW 2795

6 August 2008

Dear Mr Jennison

RE: FUNDING ADDITIONAL WEEDS OFFICER

With regards your letter dated 9 July 2008 concerning the funding of an additional weeds officer, I wish to advise that the Council at its Finance and Services Committee Meeting on 5 August resolved that the Council:

1. *Notes that funding support for a clerical/accounts officer is no longer required.*
2. *Supports the funding of an additional Weeds Officer.*

Effectively, the Lithgow City Council will be providing a grant to the County Council of \$141,550 instead of \$153,257, a reduction of \$11,707. Included in this amount is the contribution of \$19,550 to the additional weeds officer.

Yours sincerely

N. Castle
Neville Castle
MAYOR
LITHGOW CITY COUNCIL

☎ (02) 6354 9999
☎ (02) 6351 4259

🌐 www.lithgow.nsw.gov.au
📧 council@lithgow.nsw.gov.au

✉ ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19, LITHGOW NSW 2790

40 AUG 2008

OBERON COUNCIL

137-139 Oberon Street
PO Box 84
OBERON NSW 2787
ABN 13 632 416 736



Telephone: (02) 6336 1100
Fax: (02) 6336 2061
email: council@oberon.nsw.gov.au

Contact: Bruce Fitzpatrick
Your Ref.
Our Ref: E39.6 BF:SS

18 August 2008

Mr. Roy Jennison
General Manager
Upper Macquarie County Council
PO Box 703
BATHURST NSW 2795

Dear Sir,

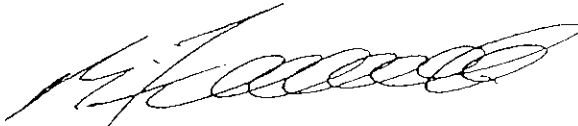
I refer to your letter dated 9 July 2008 concerning the possible funding of the employment by the County Council of an additional Weeds Officer and an additional part time Clerical/Accounts Officer.

At its 12 August 2008 Council resolved as follows:

"That Upper Macquarie County Council be advised in writing Oberon Council agrees to fund its portion (based on the agreed funding formula) of the cost of the County Council employing an additional Weeds Officer subject to agreement by all member Councils to meet the costs and that Council also confirm in the letter it does not agree to fund its portion of employing a part time clerical/accounts officer."

Please don't hesitate to contact me as above should you wish to discuss this matter further.

Yours faithfully



Bruce Fitzpatrick
General Manager

Upper Macquarie County Council

Income statement for the year ended 30 June 2008

Original budget ⁽¹⁾ 2008 \$'000		Notes	Actual 2008 \$'000	Actual 2007 \$'000
	Income from continuing operations			
	Revenue:			
0	Rates and annual charges		0	0
494	User charges and fees	3a	222	163
25	Interest and investment revenue	3b	42	29
134	Other revenues	3c	233	214
577	Grants and contributions provided for operating purposes	3e,f	596	552
0	Grants and contributions provided for capital purposes	3e,f	0	0
	Other Income:			
15	Net gain from the disposal of assets	5	5	25
0	Share of interests in joint ventures and associates using the equity method			
1245	Total income from continuing operations	19	1098	983
	Expenses from continuing operations			
421	Employee benefits and on-costs			
0	Borrowing costs	4a	310	287
504	Materials and contracts	4b	0	0
35	Depreciation and amortisation	4c	623	514
0	Impairment	4d	32	33
286	Other expenses	4d	0	0
0	Interest and investment losses	4e	75	72
0	Net Loss from the disposal of assets	3c	0	0
0	Share of interests in joint ventures and associates using the equity method	5	0	0
1246	Total expenses from continuing operations	19	1040	906
(1)	Operating result from continuing operations		58	77
	Operating result from discontinued operations			
(1)	Net operating result for the year	24	0	0
	Attributable to:			
(1)	- Council		58	77
0	- Minority interests		0	0
(1)	Net operating result for the year before grants and contributions provided for capital purposes		58	77

Note:

(1) Original budget as approved by Council – refer Note 16.

The above Income statement should be read in conjunction with the accompanying notes

Upper Macquarie County Council

Balance sheet as at 30 June 2008

	Notes	Actual 2008 \$'000	Actual 2007 \$'000
ASSETS			
Current assets			
Cash and cash equivalents	6a	567	505
Investments	6b	0	0
Receivables	7	89	43
Inventories	8	18	7
Other	8	0	0
Non-current assets classified as held for sale	22	0	0
Total current assets		674	555
Non-current assets			
Investments	6b	0	0
Receivables	7	0	0
Inventories	8	0	0
Infrastructure, property, plant and equipment	9	99	109
Investments accounted for using equity method	19	0	0
Investment property	14	0	0
Intangible assets	25	0	0
Other	8	0	0
Total non-current assets		99	109
Total assets		773	664
LIABILITIES			
Current liabilities			
Payables	10	45	48
Borrowings	10	34	0
Provisions	10	32	31
Total current liabilities		111	79
Non-current liabilities			
Payables	10	0	0
Borrowings	10	0	0
Provisions	10	168	150
Total non-current liabilities		168	150
Total liabilities		279	229
Net assets		494	435
EQUITY			
Retained earnings	20	494	435
Revaluation reserves	20	0	0
Council equity interest		0	0
Minority equity interest		0	0
Total equity		494	435

The above Balance sheet should be read in conjunction with the accompanying notes

Upper Macquarie County Council

Statement of changes in equity for the year ended 30 June 2008

	Actual 2008 \$'000					Actual 2007 \$'000							
	Notes ref.	Retained earnings	Asset revaluation reserve	Other reserves	Council equity interest	Minority interest	Total equity	Retained earnings	Asset revaluation reserve	Other reserves	Council equity interest	Minority interest	Total equity
Balance at beginning of the reporting period	20	436	0	0	0	0	436	359	0	0	0	0	359
Transfers to/(from) Asset revaluation reserve		0	0	0	0	0	0	0	0	0	0	0	0
Transfers to/(from) Other reserves	20	0	0	0	0	0	0	0	0	0	0	0	0
Income and expenses recognised directly in equity		0	0	0	0	0	0	0	0	0	0	0	0
Other adjustments	20	0	0	0	0	0	0	0	0	0	0	0	0
Distributions to minority interests		0	0	0	0	0	0	0	0	0	0	0	0
Net movements recognised directly in equity		0	0	0	0	0	0	0	0	0	0	0	0
Net operating result for the year		58	0	0	0	0	58	77	0	0	0	0	77
Total recognised income and expense for the year		58	0	0	0	0	58	77	0	0	0	0	77
Balance at end of the reporting period	20	494	0	0	0	0	494	436	0	0	0	0	436
Effect of correction of errors in previous years on retained earnings		0	0	0	0	0	0	0	0	0	0	0	0
Effect of accounting policy changes on retained earnings	20(d)	0	0	0	0	0	0	0	0	0	0	0	0

The above Statement of changes in equity should be read in conjunction with the accompanying notes.

Upper Macquarie County Council

Cash flow statement for the year ended 30 June 2008

Budget 2008 \$'000		Notes	Actual 2008 \$'000	Actual 2007 \$'000
	Cash flows from operating activities			
	<i>Receipts:</i>			
0	Rates and annual charges		0	0
494	User charges and fees		178	144
25	Investment revenue and interest		42	28
577	Grants and contributions		601	559
15	Other		227	207
	<i>Payments:</i>			
(421)	Employee benefits and on-costs		(290)	(367)
(504)	Materials and contracts		(624)	(392)
0	Borrowing costs		0	0
(321)	Other		(89)	(52)
135	Net cash provided (or used) in operating activities	11(b)	45	127
	Cash flows from investing activities			
	<i>Receipts:</i>			
0	Sale of investments		0	0
0	Sale of investment property		0	0
0	Sales of real estate assets		0	0
15	Sale of infrastructure, property, plant and equipment		12	60
0	Sale of interests in joint ventures/associates		0	0
0	Proceeds from Boundary adjustment		0	0
0	Other		0	0
	<i>Payments:</i>			
0	Purchase of investments		0	0
0	Purchase of investment property		0	0
(15)	Purchase of infrastructure, property, plant and equipment		(29)	(96)
0	Purchase of real estate		0	0
0	Purchase of interests in joint ventures/associates		0	0
0	Other		0	0
0	Net cash provided by (or used in) Investing activities		(17)	(36)
	Cash flows from financing activities			
	<i>Receipts:</i>			
0	Borrowings and advances		0	0
0	Other		0	0
	<i>Payments:</i>			
0	Borrowings and advances		0	0
0	Lease liabilities		0	0
0	Other		0	0
135	Net cash provided by (or used in) financing activities		28	91
	Net increase/(decrease) in cash and cash equivalents			
	Cash and cash equivalents at beginning of reporting period			
505		11(a)	505	414
	Cash and cash equivalents at end of reporting period			
640		11(a)	533	505

The above Cash flow statement should be read in conjunction with the accompanying notes.

**UPPER MACQUARIE
COUNTY COUNCIL**

ANNUAL REPORT

2007/2008

ANNUAL REPORT

For the year ended 30th June 2008

UPPER MACQUARIE COUNTY COUNCIL

County Chairman

Cr HK Fisher
1 Andrew Street
Lithgow

*Greater Lithgow City
Council*

**Deputy County
Chairman**

Cr GP Braddon, OAM
"Briar Corner"
Carcoar

Blayney Shire Council

Cr JMJ Byrne
"Jeremy Park"
3523 Arkstone Road
Burruga

Cr BR Kingham
"Westbrook"
Millthorpe

Cr B Morrissey
2 Robinia Drive
South Bowenfels

*Bathurst Regional
Council*

Blayney Shire Council

*Greater Lithgow City
Council*

Cr W D Dawson
Kalimnah
928 Lowes Mount Road
Oberon

Cr G Crisp
1 Christie Street
Raglan

Cr MJ McMahon
17 Jenolan Street
Oberon

Oberon Shire Council

*Bathurst Regional
Council
(until 16 April 2008)*

Oberon Shire Council

Cr P Haysom
206 Bentinck Street
Bathurst

*Bathurst Regional
Council*

UPPER MACQUARIE COUNTY COUNCIL

Council Headquarters
7 Lee Street
Kelso NSW 2795

Postal Address:
PO Box 703
Bathurst NSW 2795

Telephone: (02) 6333 1375
Fax: (02) 6331 9620
Email umcc@ix.net.au

Office Hours: Phone for Appointment

CONSTITUENT COUNCILS

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

MANAGEMENT STAFF

General Manager Mr. Roy Jennison
Chief Weeds Officer..... Mr. Don Baldwin

COUNCIL MEETINGS

The Ordinary Meetings of the Council are open to the public and are usually held on the first Friday in each month (except January) commencing at 2.30 pm. Correspondence intended for meetings closes ten days beforehand.

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General Manager's Report

The past year in review

Council continued to face increasing pressure to maintain its existing level of services in a period of reduced funding and increasing costs.

The difficulties that the County Council had experienced throughout the drought were exacerbated by the easing of seasonal conditions in the Spring/Summer period resulting in a proliferation of weeds, which have put considerable strain on the resources of the County Council, as well as on all landowners.

Notwithstanding the difficulties, however, the past year saw significant achievements by the County Council.

The County Council 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 County Council, with the concurrence of all the Constituent Councils, in 2005 requested the Minister for Local Government to have the number of members reduced to 8, that is, 2 per constituent council. This change required amendment of the constitution of the County Council and this has now been done and will take effect immediately following the local government elections on 13 September 2008.

Consistent with its goal to "Secure the Council's financial position" expressed in its *Noxious Weeds Strategy* the Council, with the cooperation of the Constituent Councils, during the year continued its investigations into the feasibility of levying a Special Rate under the *Local Government Act 1993* in the 2008/2009 rating year.

As part of this process meetings concerning the proposed rate took place with the Minister for Local Government and the Department of Local Government.

Partly as a result of resistance from the Minister and the Department, and partly as a result of views expressed by individual Councillors of both the County Council and Constituent Councils concerning the levy of a Special Rate by the County Council, the County Council reconsidered its position and on 5 October 2007 resolved not to proceed to levy a Special Rate.

The Council, instead, resolved to reopen negotiations with the Constituent Councils for the continuation of Constituent Council contributions to the County Council beyond the current year

These negotiations, eventually, resulted in each of the Constituent Council's agreeing to continue their voluntary funding of the County Council in 2008/2009, and future years, and, generally, to the apportionment of these contributions between the Constituent Councils in the manner proposed by the County Council.

Agreement on the apportionment of contributions was particularly important as some of the Constituent Councils had been discontented with the past apportionment.

The method of apportionment agreed relied on publically available data obtainable from the Constituent Councils and the Local Government Grants Commission and, in

UPPER MACQUARIE COUNTY COUNCIL
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general terms, apportions the contributions between the Constituent Councils on the basis of the theoretical cost of weeds control in their respective areas.

However, there was no consensus on any increase in the total amount of contributions paid to the County Council by the Constituent Councils other than a percentage increase in line with the general variation in general income permitted by the Minister, generally in line with the Consumer Price Index, under the "rate pegging" legislation.

Bathurst Regional Council, Lithgow City Council and Oberon Shire Council agreed to fund the cost of the County Council employing an additional Weeds Officer to bring its establishment back to the level it had been at in 2005. Blayney Shire Council did not agree and some of the other Constituent Councils were reluctant to fund their proportion of the cost if Blayney Shire Council did not do so. At the time of preparing this report this issue has not been resolved.

The Council has for some years operated at staffing levels and general levels of expenditure which have reduced its capacity to carry out its noxious weed functions at a level which its constituent landholders expect. In particular, weed control on roads has been a continuing problem and the Council's education, advisory, and inspectorial functions have operated at less than desirable levels.

To supplement the grants provided by the State Government through the Minister for Primary Industries, which have not kept pace with inflation in recent years, the County Council has sought to access grants from other sources, in particular the Catchment Management Authorities and the Commonwealth Government.

Prior to the Federal Election in 2007 the Commonwealth Government publically announced a grant of \$113,000 to assist the County Council with weed control on roadsides and to provide incentives to assist landholders recovering from drought to control weeds on their properties.



The General Manager discussing the Commonwealth grant with Senator the Hon. Eric Abetz, Minister for Fisheries, Forestry and Conservation, and Mr. Kerry Bartlett MP, Federal Member for Macquarie, during the Minister's visit to Bathurst in October 2007.

Unfortunately, the offer of this grant was withdrawn following the election.

An application for a grant to assist with weed control on roadsides was subsequently made under the *Caring for our Country* Open Grants scheme but the result of this application is not yet known.

The County Council's *Weed Management Plan* requires that landholders control the growth and spread of Class 4 weeds according to the principles of *Integrated Weed Management*.

Integrated Weed Management is the properly managed use of a range of suitable chemical and non-chemical methods of weed control which are cost-effective and practical for the land in question. While chemical control will continue to be an important part of most weed management programs it is vital for effective long term weed control that landholders use a variety of control techniques.

The County Council's *Integrated Weed Management Seminar* was held on 14th and 15th August 2007 at Panthers Bathurst. The Seminar was provided with financial support from the Central West Catchment Management Authority.

The seminar was organized to assist landholders to better understand Integrated Weed Management techniques for weed control and to encourage the use of Integrated Weed Management in weed control programs.

A broad range of highly qualified and experienced presenters, both local and interstate, was secured to speak at the seminar.

The Seminar was widely advertised and generated a lot of interest with more than 200 attending over the two days. The program ran smoothly and many favourable comments were received concerning both the quality of the presentations and the organization of the seminar.



A view of the seminar room during the Integrated Weed Management seminar.

The seminar not only increased awareness of Integrated Weed Management, both within the County Council's area of operations and more widely, but also resulted in an increased awareness of the County Council's operations. The seminar was reported on Prime television and on ABC radio.



The field trip on day two of the seminar.

UPPER MACQUARIE COUNTY COUNCIL
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The County Council has also worked closely with the Hawkesbury Nepean Catchment Management Authority throughout the year.

The County Council received a grant from the Catchment Management Authority for the eradication of an isolated serrated tussock infestation on about 60 properties at Pipers Flat near Lithgow. This project was successfully completed during the year and provided an interesting demonstration of the effectiveness in securing the cooperation of landholders of even relatively small financial incentives.

In addition, the Hawkesbury Nepean Catchment Management Authority and the County Council have developed a Broom Control Program to restrict the continuing spread of this weed across the Cops River Catchment.

The County Council has agreed to administer funds provided by the Catchment Management Authority for control work as part of this Program.

During the year the County Council continued its very popular and highly effective aerial spraying programme.

In total during the two phases of the programme in the Spring and Summer over 2300 hectares of serrated tussock and 1000 hectares of blackberry was aerially sprayed.

This programme makes the speed and convenience of aerial spraying by helicopter available to landholders to whom the costs of such spraying would otherwise be prohibitive.

Consistent with its Noxious Weeds Strategy the County Council has continued to increase its public profile throughout the year. This was done through public consultation meetings, the seminar, a new series of information brochures, press releases, exposure on local television and radio, addresses by the Chairman and the General Manager to all Constituent Councils, and meetings with State and Federal politicians.

In an effort to maintain its current service levels Council continued to look at ways of increasing its productivity and reduce its costs.

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;
- 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 intends in the forthcoming and subsequent years to continue to be 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.

Finally, I wish to take this opportunity to thank all of the staff of the County Council for their assistance throughout the year: without their dedication and commitment to their work the County Council would not be the success that it is.



Roy Jennison
General Manager
August 2008



LITHGOW CITY COUNCIL

Policy 4.4

DONATIONS – SECTION 356 OF THE LOCAL GOVERNMENT ACT

Version 2

4.4 COMMUNITY LIAISON - DONATIONS – SECTION 356 OF THE LOCAL GOVERNMENT ACT

OBJECTIVE: To provide a policy framework for the allocation of donations under Section 356 of the Local Government Act, 1993

POLICY:

In October/November of each year, the Council will consider applications from community groups and organisations located within the Local Government Area, for approval of annual donations under Section 356 of Local Government Act, 1993.

Approval and allocation of donations will be made on the basis of the relative merits of each application and the benefits to the community provided by the project/activities of the organisation.

GENERAL CONDITIONS FOR DONATIONS

- (i) Council donations will support local projects and activities which benefit the community or communities within the Local Government Area;
- (ii) Branches of charities which fund raise for projects and activities outside of the Local Government Area (at a State, National or International level) will not be supported;
- (iii) Council donations will not be made available to individuals or organisations which operate on a for-profit basis;
- (iv) Applications in excess equal to or in excess of \$10,000 will be received once per year in October/November for consideration in the annual budget process
- (v) Only one donation will be made to any particular organisation within a financial year;
- (vi) Council in-kind assistance with projects and activities throughout the Council area will be costed through the Donations Program;

DONATIONS TO SCHOOLS WITHIN THE LITHGOW LOCAL GOVERNMENT AREA

- (vii) Schools within Council's area will be provided an amount of \$50 per school per annum as a contribution towards end of year academic prizes, for which no application will be required;
- (viii) Council will not support any school scholarships that are not funded through a dedicated trust fund. Such school scholarships will only be supported until the trust fund balance reduces to zero;

PAYMENT CONDITIONS

- (ix) Payment to individuals or organisation will only be made after the receipt of a valid tax invoice or written application;

ONGOING ANNUAL ALLOCATIONS

- (x) Council acknowledges that the following annual events and festivals, which are regarded as contributing to the retention and further development of social capital within individual communities, will be funded on a recurrent basis through Council's Management Plan. No further funding requests for these mentioned activities, by way of donations, will be considered by Council:

Show Society	Lithgow
Festivals	IronFest
	Celebrate Lithgow/Lithgow Business Awards
Events	Western Region Academy of Sport annual training camp

SPORTS RELATED FUNDING

(xi) Council will allocate an annual amount for the specific purpose of supporting junior sporting achievements and will consider recommendations on the contribution of financial support from the Sports Advisory Committee. Council will seek to address health issue such as the reduction of levels of obesity through their support of sporting activities.

(xii) Council will seek a formal agreement with any organisation receiving \$10,000 or more in one donation in the format attached to the policy. Council will require the completion of an agreement prior to any payment of funds. The agreement requires the organisation to commit to reporting and acquittal of a donation.


Maintained by Department:	Community and Culture	Approved by:	Council		
Reference:	Policy Register	Council Policy No:	4.4	Effective Date:	
Min No:	06-349 (v1) P08-33 (V2)	Version No:	2	Review Date:	Oct2008
Attachments:	<ol style="list-style-type: none"> 1. General donations guidelines and application form and application form 2. Funding Agreement for donations of \$10,000 or more 3. Guidelines for donations for sporting representatives 4. Guidelines for Reg Cowden Sports Star Awards 				



GUIDELINES FOR DONATIONS PROGRAM

- The objective of the Lithgow City Council Donations Program is to provide financial assistance to groups and individuals that offer a significant contribution to the social, economic and/or environmental well being of the Community.
- New programs/projects will be most favourably received.
- Projects must be clearly identified and be described to illustrate the community benefit that the donation will provide and how and which of Council's visions aspirations will be achieved.

GENERAL CONDITIONS OF FUNDING

- It is essential that all applicants complete the funding application form (attached) – letters of request or verbal applications will **not** be accepted as funding applications.
- Applications that **match \$ for \$ will be considered favourably** – clearly state any matching money from your own or other sources on your application.
- **New** project/programs that demonstrate broad community benefit will be **considered more favourably**.
- Applications received after close of business on the due dates will not be considered.
- Assessment of applications will remain confidential.
- Requests will be assessed on the merits of the application alone.
- Applicants will generally be eligible for one grant funding allocation per annum only.
- No funding will be allocated to meet short falls nor will donations be retrospective.
- All applicants must provide certificates of currency for insurance and/or constitution/rules of their organisation upon request.
- Council **must be acknowledged in all promotional activities** and must be provided with copies of advertising or promotional materials featuring Council for Council's approval **prior** to use in any promotional activity.
- You will notice this symbol  on the application form that provides tips on particular components on the application form.
- Unspent funds must be returned to Council at the conclusion of the funding period.
- GST will be added to all funding allocations. Applicants should be registered for GST and provide their ABN. For applicants who do not have an ABN, they will need to complete a 'Statement by a supplier' form available from the Australian Tax Office or from Council.
- Applicants should keep the guidelines pages and only return the application form and any associated documentation with their applications.
- There will be no variation to application deadlines.
- Council requires a tax invoice prior to payment of funding. Successful applicants who are not registered for GST and/or do not have an ABN should submit a "Statement of Supplier" form. Copies can be obtained from the Australian Tax Office or from Council.
- Council seeks to support a number of organisations across the community and to achieve this Council encourages organisations to seek alternative funding sources for subsequent periods.
- Council may support a multi-year agreement with an organisation but the grants program should not be considered a recurrent funding source.

FUNDING CATEGORIES – GENERAL INFORMATION

- There are four (4) donations categories and recipients will only be eligible to receive one allocation in any one financial year.

Category 1 – Annual donations – included in Council’s annual Budget

- Funding in Category 1 is the annual allocation through the budget process and applications are due by **October/November each year** so they can be considered in the budgetary processes for the next financial year.
- This is where Council determines the bulk of the donations programs and it is **advisable** to get applications in through this process as a smaller amount is allocated for ad hoc donations through out the year and once this amount is expended the Council would need to consider additional funding, potentially from other projects, to provide further donations.
- Making annual requests through this process will provide greater certainty for your organisation and you will know by early July if your program will receive funding.
- Allocations are one off per annum for any one organisation/person.
- All applications need to be in writing and need to be made every year.
- A fully completed application form (attached to the guidelines) must be submitted.
- Applications that **demonstrate support of the vision statements of Council** will be favourably considered – the vision statements are included in Council’s Management Plan and are listed on Council’s website (www.lithgow.nsw.gov.au).
- Supplementary and supporting documentation can be attached at the applicant’s discretion.
- For donations equal to or in excess of \$10,000, a performance agreement be completed between Council and the organisation.
- A copy of the organisation’s current financial statement is required with the applications of \$10,000 or more.
- Unspent funds are to be returned to Council before the end of the financial year each year.
- An audited set of accounts must be provided to Council within 10 days of the audit being completed each year or if unaudited, within 10 days of the end of the organisation’s financial year.
- Applications will not automatically be renewed.

Category 2 – Sporting donations

- Council’s Sports Advisory committee considers **ALL** applications for sporting related sponsorships/donations/waiving of sportsground hire fees and charges.
- The Sports Advisory Committee has existing criteria that sets the level of funding for different sporting achievements.
- Council considers the Sports Advisory Committee’s recommendations at Committee meetings of Council and resolves to support or not the recommendations the Committee makes.
- The request to waive or reduce fees and charges for the hire of Council’s sporting facilities are considered by the Sports Advisory Committee then makes recommendations to Council. Council must specifically resolve to waive any fee or charge and will do so after considering the Sports Advisory Committee’s recommendations.

Category 3 – Monthly donations

- Small amounts may be requested through out the year and reports are presented to Council on a monthly basis.
- There is a small allocation only made available and it is recommended that you apply through the Annual program which is included in the budget allocation each year. The monthly donations budget is quickly expended – for example within the first three months in 2007/08 the amount Council resolved for this purpose was fully expended.
- In addition to the general donations allocation, Council budgeted \$3,000 for the waiving of fees and charges for the use of Council owned facilities.
- Council is attempting to align fees and charges collected for particular venues with works programs for that venue. Fees and charges for venues will never meet the operational costs, however ensuring a user pays approach not only increases revenue to be put back into maintenance and development programs, it also increases equity amongst users with everyone paying.

Category 4 – Rates reimbursements

- **Non-profit** organisations may seek reimbursement of the general rates component of their annual rates for the current rating year.

- The Council will review applications annually from **non-profit organisations** to offer property rates re-imbusement (including rates for Crown land) for the subsequent financial year.
- A copy of the most recent financial statement is required to be submitted with the application.
- The non-profit organisation should be staffed by volunteers and a list of current membership should be attached to your application.
- The constitution/rules of the organisation should be submitted along with financial details and membership numbers with the application.
- Applications that demonstrate they support the aims and objectives of Council will be favourably considered (see following section on Types of Funding for the broad aims of Council).
- Applications must be received by **the end of November** for the following financial year.
- The organisation must demonstrate in their application the broad community benefit that their organisation offers.
- Application for Rates Reimbursement must be made annually.

FUNDING LEVELS

The following amounts are available:

Levels of funding	Maximum funding levels available annually per application
All sporting related donations for junior representatives are considered by the Council's Sports Advisory Committee.	<ul style="list-style-type: none"> • up to \$100.00 for regional selection • up to \$300.00 for state selection • \$500.00 for national selection
Large donations	\$10,000 and above
Rates reimbursement – Not for profit only and general land rates component of rates bill only	As specified on rates notice
Prize giving – SCHOOLS within the Lithgow City Council area – per school per annum.	\$50
New projects of demonstrated broad community benefit – the applicant must demonstrate the uniqueness of the project and show how it will benefit the community in a broad sense and how it meets Council's vision statement(s) objectives.	Up to \$300
New element in existing project (broad community benefit of the program must be demonstrated).	Up to \$100
Applications from a business for a new development.	Up to \$500
To supplement other funding from State or Federal sources for a project of Community wide significance in a dollar for dollar matching arrangement.	Up to \$500
Other – applications must illustrate how the project will meet a specific part of Council's vision statement(s).	Up to \$1,000

HOW TO DESCRIBE YOUR PROJECT AND WHAT TO INCLUDE IN YOUR APPLICATION

Include in your application:

- Clear specification of what the project/program is.
- Clear specification what the project/program aims to achieve.
- Address clearly identified and demonstrated needs for your project from the community's viewpoint.
- Specify how the project/programs will address the identified needs.
- Be inclusive, and where applicable, demonstrate appropriate consultation with all relevant sectors of the community.
- Identify key stakeholders (those who will benefit from your project).
- Demonstrate a commitment to long-term planning.
- The applicant should state the outcomes to be achieved and the specific tasks to be undertaken
- Include a project timetable.
- Include appropriate letters of support. For representation, include supporting documentation from sponsoring or governing body.
- Indicate any links the project has with other organisations/groups in the Community to indicate the social benefit of the project. Established links that show your project linking to other community groups will be considered favourably. Where possible, include a supporting letter from any identified partner in your program.
- You may wish to include a summary of the skills of the project manager in similar projects if relevant.
- Show how your project meets the overall visions of Council. Refer to the section on Types of Funding above for guidelines or obtain a copy of Council's management plan to get a better picture of Council's visions.
- Part of the assessment of your application will be on how realistic the outcomes for the project/program are, what broad community benefit your program offers and how the outcomes will be measured and monitored.

BUDGET

- Section 4 on the application form.
- **IMPORTANT** – **Every** application should carefully consider this section and complete in full.
- Include an indicative detailed budget that shows income and expenditure for the project and details of any other funding that is anticipated.
- It should include an estimate of the in-kind contribution to be provided by your organisation as **\$ for \$** matching applications will be favourably considered.
- If you prefer you can attach a budget to your application in preference to completing the section.
- Applications **MUST** have a budget to show indicative income and expenses.

IMPLEMENTATION SCHEDULE

- Section 5 on the application form.
- **Only those seeking \$10,000 or above** must complete this section.
- Other applicants can complete if determined necessary by the applicant – completion may assist in Council's understanding of what and how you will achieve our project objectives and help describe the project more fully.

ACQUITTAL FORM

- Provided with application form for applicant's information only.
- A copy will be sent to all applicants at the conclusion of the funding process – you need to ensure you have listed the end date of your project in section 1.
- Not all donations will require an acquittal form.
- Council will advise at the time a donation is provided is an acquittal form is necessary.

FUNDING AGREEMENT

- **ONLY** applicants **seeking donations of \$10,000 or more** are required to complete a funding agreement but this is not required until funding is approved.
- Successful applicants will be sent a completed copy for signing following the negotiation of terms between the organisation and Council.

REPORTING REQUIREMENTS

- All approved funding will require a **written report at the conclusion of the funding period** that indicates how monies were spent and whether the outcomes identified in the application were achieved.
- **Funding equal to or in excess of \$10,000 will require quarterly reporting (or as agreed) in the performance agreement that will be created for each category 1 application.**

SUGGESTED ATTACHMENTS TO ASSIST IN THE CONSIDERATION OF YOUR REQUEST

- Suggested inclusions – not compulsory - but that might assist in the success of your request - include:
 - Details of your promotional and marketing activities for your project.
 - Evidence of ongoing communication with stakeholders regarding your project.
 - Minutes of the most recent Annual General Meeting and the most recent Annual report and financial statements.
 - Number of active members for volunteer organisations – names are not required.
 - Documentation from others involved in the project to demonstrate their support.
 - Impact on the community.
 - Demonstrated benefits in one or more areas of the economy, social context or environment of the community.



Any changes to the purpose for which funding has been allocated must be submitted in writing to The General Manager, Lithgow City Council, PO BOX 19 LITHGOW NSW 2790

CHECKLIST – THESE ITEMS MUST BE INCLUDED WITH YOUR APPLICATION

To ensure your application is complete, please check you have all the attachments as follows:

- A completed application form is required for **ALL** applications.
- All applicants should complete section 1
- All applicants should complete section 2 selecting one category only – Council may reassign a category that is a better fit.
- All applicants need to sign in section 6.
- Include a copy of your last financial statements.
- For capital assistance projects – **2 quotations** must be included.
- For applicants in **Category 4, rates reimbursement** – a copy of the organisation's constitution/rules and a current list of membership are required. You need to show that your status is not for profit.
- You only need return the application form and attachments – keep the guidelines, draft funding agreement and draft acquittal form for your records.



LITHGOW CITY COUNCIL

Policy 4.5

FINANCIAL ASSISTANCE TO COMMUNITY GROUPS AND
ORGANISATIONS – INTEREST FREE LOANS

Version 1

4.5 FINANCIAL ASSISTANCE TO COMMUNITY GROUPS AND ORGANISATIONS - INTEREST FREE LOANS

- OBJECTIVE:**
- (i) To contribute money or otherwise grant financial assistance by way of interest free loans to community groups and organisations for the purpose of exercising the Council functions of providing community sporting and recreational projects, services and facilities.
 - (ii) To limit the availability the aggregate of interest free loans available to community groups and organisations up to a maximum of \$200,000

POLICY:

Council will consider providing financial assistance by way of interest free loans to community groups and organisations within the Lithgow City Council area for the purpose of exercising Council functions of providing community sporting and recreational projects, services and facilities under the following guidelines:

1. The community project or facility which is the subject of the application for financial assistance is approved by Council and is located on Council owned community land.
2. Applications for interest free loans will be considered up to a maximum of \$50,000, subject to the loan liability to the Council for any one community group or organisation not exceeding \$50,000 at any one time.
3. The period for repayment of interest free loans will be within a term generally not exceeding 5 years.
4. Priority will be given to applications for financial assistance from community groups and organisations which:
 - (i) Provide community, recreational and sporting projects, services or facilities that are available uniformly to all persons or to a significant number of persons within the Council's area; and
 - (ii) Include the contribution of funds by the community group or organisation, either in cash or in-kind.
5. Council will undertake a due diligence and probity check, in conjunction with Council's Auditors if required, to establish the ability of the applicant to service loan principal repayments.
6. Applications by community groups and organisations for interest free loans from Council must provide a full description of the project, service or facility for which the interest free loan is sought and include with application the following:
 - An audited Annual Income and Expenditure Statement and Balance Sheet for the past 5 years
 - A copy of the community group or organisation's constitution.
 - A copy of the minute passed at a meeting of the community group or organisation seeking the interest free loan from Council.

7. Should Council agree to act as a loan guarantor for any loan, terms and conditions relating to the security of such actions must be specified in an agreement between Council and the relevant party that is executed under Council's seal.

Maintained by Department:	Internal Services	Approved by:	Council		
Reference:	Dataworks: Policy Register	Council Policy No:	4.5	Effective Date:	16/10/2006
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Attachments:					

