



LITHGOW CITY COUNCIL

AGENDA

FINANCE AND SERVICES COMMITTEE
MEETING OF COUNCIL

TO BE HELD AT

THE ADMINISTRATION CENTRE, LITHGOW

ON

06 AUGUST 2007

AT 7.00pm

AGENDA

PRESENT

CONFIRMATION OF THE MINUTES OF THE FINANCE AND SERVICES COMMITTEE MEETING OF COUNCIL HELD ON 2 JULY 2007.

QUESTIONS FROM THE PUBLIC GALLERY

DECLARATION OF INTEREST

NOTICE OF MOTIONS

Councillor MF Ticehurst - Portland Pool
Councillor MF Ticehurst - Pedestrian and Traffic Issues
Councillor MF Ticehurst - Dangerous Dog - Portland
Councillor MF Ticehurst - Road Naming

MAYORAL MINUTES - NIL

REPORTS

Regional Services Reports
Community and Corporate Services Reports

COMMITTEE MEETINGS

Sports Advisory Committee Meeting Minutes - 30 July 07.
Traffic Authority Local Committee Meeting Minutes - 6 June 07.

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NOTICES OF MOTION

ITEM:1 NOTICE OF MOTION - 06/08/07 - COUNCILLOR MF TICEHURST - PORTLAND OLYMPIC SWIMMING POOL

Lithgow City Council

Notice of Motions for Agendas of Lithgow City Council Committee Meetings on 6 August 2007

NOTICE OF MOTION

31 JUL 2007

MOTION TITLE/TOPIC:

Doc No

GDA Ref.

Year

Questions arising over the Lithgow City Councils financial control of a private community asset, including land and buildings at the Portland Olympic Swimming Pool, owned, operated and controlled by the Management Committee of Portland & District Olympic Pool Association Inc.

Listed by Councillor Martin Ticehurst

Date: 31 July 2007

BACKGROUND

As all Councillors and Senior Council Officers would be aware, the Portland Olympic Pool was included as an alleged 'controlled' asset of the Lithgow City Council in their 2004/2005 (and subsequent 2005/2006) Annual Financial Statements, valued at up to \$310,000.

Arising out of debate by Councillors of Item 10 at the Ordinary Meeting of the Lithgow City Council on Monday 16 July 2007, the Portland Pool Tender Resurfacing Tender, it was disclosed by the Councils Group Manager, Community & Corporate to Councillors and Ratepayers present that the land situated within the Portland Olympic Pool was in fact, not owned by the Lithgow City Council.

It was further confirmed during debate that the Councils financial allocation for \$200,000 in their current Management Plan for the current Tender process for the resurfacing of the Portland Olympic Pool, was not applicable under the Lithgow City Councils Policy 4.5. FINANCIAL ASSISTANCE TO COMMUNITY GROUPS AND ORGANISATIONS - INTEREST FREE LOANS up to \$200,000 as the land situated within or at the Portland Olympic Pool was, as required by the above Policy, not located on Council owned Community Land.

Further, it is noted that the land and buildings situated at the Portland Olympic Pool were not also included in a detailed list of Lithgow City Council owned land and buildings at the Ordinary Meeting of the Lithgow City Council on 17 July 2006.

Additionally, the Lithgow City Council Tender Packs for the resurfacing of the Portland Olympic Pool, which were provided to inquiring tenderers and all Councillors, provided significant information that the 'control' of the community owned Portland Olympic Pool asset was fully vested in the Management Committee of the Portland & District Olympic Pool Association Inc. Previously sighted Annual Financial Statements of the Portland & District Olympic Pool Association Inc., which may be with the Department of Fair Trading, indicates substantial Pool assets as vested in the Portland & District Olympic Pool Association Inc.

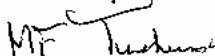
It was indicated by the General Manager at the Ordinary Meeting of the Lithgow City Council on Monday 16 July 2007, that Lithgow City Council was not in receipt of any current Annual Financial Statements of the Portland & District Olympic Pool Association Inc., this despite the Lithgow City Council providing up to \$30,000 to the Portland & District Olympic Swimming Pool Inc. for up to the past five years.

On the information currently available, there is substantive new financial evidence to conclude that the control of the land and other material assets at the Portland Olympic Pool is vested solely in the incorporated Portland & District Olympic Pool Association. The Lithgow City Councils Auditor has previously confirmed in writing to the Council that no 'joint venture' exists between the Lithgow City Council and the Portland & District Olympic Pool Ass. Inc.

RECOMMENDATION

THAT the information be received and following the recent Department of Local Government Performance Review Report, that the Lithgow City Council seek urgent governance and financial advice from ASIC and the Department of Fair Trading towards appointing an Independent Auditor to confirm the removal of the Lithgow Council's financial accounting and 'control' of the incorporated owned, Portland Olympic Pool.

Signed: _____



ITEM:2 NOTICE OF MOTION - 06/08/07 - COUNCILLOR MF TICEHURST - PEDESTRIAN AND TRAFFIC ISSUES

Notice of Motions for Agendas of Lithgow City Council Committee Meetings on 6 August 2007

Lithgow City Council

NOTICE OF MOTION

31 JUL 2007

MOTION TITLE/TOPIC:

Doc. No.
GDA Ref.
Years

Request for the Lithgow City Council to immediately investigate the serious Pedestrian and Traffic issues involving the Cook Street Plaza/Lithgow Railway Station/Main Street, Lithgow Pedestrian Crossing.

Listed by Councillor Martin Ticehurst

Date: 31 July 2007

BACKGROUND

Over the past few months, I have received reports of an increasing number of serious incidents, some involving injuries, arising out of the daily pedestrian and motor vehicle usage of the Cook Street Plaza/Railway Station/Main Street Lithgow Pedestrian Crossing.

Some of these concerns include the use of the Pedestrian Crossing by young children, aged persons in particular those who use 'carts'; persons with disabilities, including those in wheelchairs and mothers with prams.

It is known that persons have been injured using the Pedestrian Crossing and motor vehicles have been involved in many rear-end collisions and lost control travelling over the Pedestrian Crossing.

Some of these incidents arise out of the fact that the entry/exit to the Lithgow Railway Interchange is situated directly on the Pedestrian Crossing as is the Lithgow Post Office and adjoining Plaza.

It is clear that without some remedial action by the Lithgow City Council and their TALC, that more serious injuries and motor vehicle collisions will continue to occur.

Possible remedies for the improvement of access to the Pedestrian Crossing may include:

- Installation of exit and entry pedestrian channeling barriers on the existing Crossing.
- Shifting the Pedestrian Crossing away from the Railway Interchange/Post Office, westerly towards the western end of the Westfund Office.
- Installation of RTA/Lithgow City Council funded Pedestrian Pelican Traffic Lights.

RECOMMENDATION

THAT the Lithgow City Council, TALC and the RTA immediately investigate and make improvements for the public safety of both Pedestrians and motor vehicles utilising the Cook Street Plaza/Lithgow Railway Station/Main Street, Lithgow Pedestrian Crossing.

Signed: _____

M Ticehurst

ITEM:3 NOTICE OF MOTION - 06/08/07 - COUNCILLOR MF TICEHURST - ALLEGED DANGEROUS DOG - RIDGE STREET PORTLAND

Notice of Motions for Agendas of Lithgow City Council Committee Meetings on 6 August 2007

NOTICE OF MOTION

Lithgow City Council
Scanned

31 JUL 2007

MOTION TITLE/TOPIC:

Alleged Dangerous Dogs attacking other dogs in Ridge Street Portland.

Doc. No
GDA Ref.
Years

Listed by Councillor Martin Ticehurst

Date: 31 July 2007

BACKGROUND

Information has come to hand of several alleged dog attacks over the past few weeks in Ridge Street, Portland which apparently have been reported to Lithgow City Council and Portland Police.

It is alleged that a family dog had to be put down along with a follow-up attack on another dog and that parents have warned young children not to play in surrounding Streets in Portland as the alleged dangerous dog remains with its owner.

Could the Lithgow City Council provide to Council, Councillors and ratepayers an immediate report on the above complaint and advise of any investigation and any action or actions taken as a result of their investigation into the matter.

Further, will the Lithgow City Council be making a declaration that the alleged dog/s are Dangerous under the relevant government legislation which was been substantially increased recently by the Minister for Local Government.

RECOMMENDATION

THAT the above information be received and that the Lithgow City Councils Group Manager Regional Services, Mr Andrew Muir's immediately provide a report on this matter to the Council, all Councillors and ratepayers at the Policy and Strategy Committee Meeting on Monday 6 August 2007.

Signed: _____

MF Ticehurst

STAFF COMMENT

No report is supplied as this matter was dealt with through the Action Request processes which are applied to all operational matters. The matter was resolved on 30 July 2007. Appropriate infringements were issued and Council was advised the dogs have been removed from the Lithgow local government area.

ITEM:4 NOTICE OF MOTION - 06/08/07 - COUNCILLOR MF TICEHURST - ROAD NAMING - COOLAMIGAL ROAD PORTLAND

Notice of Motions for Agendas of Lithgow City Council Committee Meetings on 6 August 2007

Lithgow City Council

NOTICE OF MOTION

3rd JUL 2007

MOTION TITLE/TOPIC:

Doc. No.
GDA Ref.
Years

Clarification sought from the Lithgow City Council Group Manager Regional Services, Andrew Muir on serious public road naming discrepancies by the Lithgow City Council, as the official road naming authority, of the Coolamigal Road, Portland.

Listed by Councillor Martin Ticehurst

Date: 31 July 2007

BACKGROUND

Information has come to hand of serious public concerns currently being held by ratepayers and residents in Portland over the previously disputed location by the Lithgow City Council of the Coolamigal Road in Portland.

The Lithgow City Council as the official road naming authority for its Local Government area, has for some time held and even placed a Coolamigal Road roadsign on the roadway running west from the small weir crossing off the Williewa Creek Road, within the Portland Common.

Conversely, other long-term locals continue to maintain that for the past 40 years, the correct and Blaxland Shire Council and previously named City of Greater Lithgow Council had their location of the Coolamigal Road, Portland as the road that runs up to the Portland Pinch Museum, which runs beside the Portland Tip off the Portland-Cullen Bullen Road, Portland.

Affected Portland residents believe that unless the matter is not cleared up as a matter of urgency, a tragic situation may occur, similar to situations that have occurred elsewhere in NSW, if any confusion remains with emergency services using GPS in responding to any emergency.

The Group Manager, Regional Services, Lithgow City Council Mr Andrew Muir is requested to provide an urgent report, including Council/Shire Road Maps to the Council, Councillors and ratepayers on the above complaint and advise of any investigation and any action or actions taken as a result of their investigation into the matter.

RECOMMENDATION

THAT the above information be received and that the Lithgow City Councils Group Manager Regional Services, Mr Andrew Muir immediately provide an urgent report, including City of Greater Lithgow Council/Shire Road Maps to the Council, all Councillors and ratepayers at the Policy and Strategy Committee Meeting on Monday 6 August 2007.

Signed: _____

Mf Ticehurst

REGIONAL SERVICES REPORTS

ITEM:5 REG - 06/08/2007 - UPPER MACQUARIE COUNTY COUNCIL - JUNE
 2007 - WEEDS REPORT

REPORT FROM: GROUP MANAGER REGIONAL SERVICES - ANDREW MUIR

SUMMARY

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

COMMENTARY

Attached are the reports from the Chief Weeds Officer of Upper Macquarie County Council for June 2007.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. The Chief Weeds Officer's Report for June 2007.

RECOMMENDATION

THAT the information be received.

**ITEM:6 REG - 06/08/07- UPPER MACQUARIE COUNTY COUNCIL - MAY
2007 WEEDS REPORT**

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

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

COMMENTARY

Attached are the reports from the Chief Weeds Officer of Upper Macquarie County Council for May 2007.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. The Chief Weeds Officer's Report for May 2007.

RECOMMENDATION

THAT the information be received.

**ITEM:7 REG - 06/08/07- UPPER MACQUARIE COUNTY COUNCIL - JULY
2007 WEEDS REPORT**

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

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

COMMENTARY

Attached are the reports from the Chief Weeds Officer of Upper Macquarie County Council for July 2007.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. The Chief Weeds Officer's Report for July 2007.

RECOMMENDATION

THAT the information be received.

ITEM:8 REG 06/08/07 - COMMUNITY DEVELOPMENT FUND - ANGUS PLACE COLLIERY**REPORT BY: ANDREW MUIR – GROUP MANAGER REGIONAL SERVICES**

REFERENCE

Nil.

SUMMARY

To advise Council of correspondence received by the Department of Planning regarding the Community Development Fund proposed to be implemented by Centennial Coal as part of the approved Angus Place Colliery extensions.

COMMENTARY

On the 13 September 2006, the NSW Department of Planning issued development consent for the extension to Angus Place Colliery. As part of the approval Condition 12 in Schedule 2 indicates:

Within 6 months of the date of this approval, the proponent shall establish a Community Enhancement Fund of at least \$30,000 to fund projects of benefit to the local community. The Proponent shall consult with Council and the Community Consultative Committee regarding distribution of monies from the fund.

As part of the first Community Consultative Committee (CCC) the proponent distributed a series of management plans outlining compliance with various conditions required by the Department. One of those plans was a protocol for the establishment of the Community Development Fund (CDF).

The draft Community Development Fund indicated that ultimately after consultation with Council and the CCC, the proponent would have the final decision making authority.

In correspondence sent by Council, pertaining to the Draft minutes, it reiterated to both the Department of Planning and the proponent that the process of distributing the monies allocated to the CDF should be open and transparent and it is considered that Council is the best authority to hold and allocate the monies, with consultation with the proponent and the CCC.

Council is now in receipt of correspondence from the Department of Planning advising that it believes *that the company's control of the fund offers the advantage of streamlining administrative arrangements compared to other mechanisms such as the formation of a trust fund. On this basis, the Department supports the administration of these funds by the company.*

Preliminary correspondence has now been forwarded to the Department of Planning indicating Council's disappointment with its stance regarding the CDF and further indicating that a separate resolution from Council seeking a stronger recommendation would be sought.

It is considered that the current opinion of the Department of Planning is similar in all Major Development applications being assessed in the Lithgow Local Government Area (LGA). The approval of these major developments has a distinct impact on the amenity of the local community. The lack of weight given to Council correspondence in assessment of these substantial applications, given their nature, is something Council has been increasingly concerned with.

Council concerns or comments regarding Major Assessment Applications are continually being overlooked or considered to be onerous when assessment of these applications are being finalised. This is especially frustrating given that Council is generally the initial contact for community complaint pertaining to these approvals.

It is recommended that Council seek a delegation to the Minister of Planning through its State Member in order to discuss the ongoing assessment of Major Developments in the Lithgow Local Government Area (LGA) and indicate Council's current frustration given the impact of developments on local amenity and discuss the role of Local Government in these assessment processes.

POLICY IMPLICATIONS

There are no policy implications perceived as part of this report.

FINANCIAL IMPLICATIONS

There are no financial implications perceived as part of this report.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. Nil.

RECOMMENDATION

THAT Council seek a delegation to the Minister of Planning through its State Member in order to discuss the ongoing assessment of Major Developments in the Lithgow Local Government Area (LGA)

ITEM:9 REG - 06/08/07 - REGIONAL ROADS BLOCK GRANT 2007/08

REPORT BY: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

REFERENCE

Nil

SUMMARY

This report provides information on the 2007/08 Regional Roads Assistance Grants under the Block Grant and REPAIR Programs.

COMMENTARY

The NSW State Government has budgeted to provide an amount of over \$146.379 million in Regional Roads Assistance Grants to Councils in 2007/08, an overall increase of \$3.2million or 2.2% over the 2006/07 levels. The percentage increase falls short of the annual CPI increase of 2.75% and well short of the overall increase in the State road budget of 9%.

Lithgow City Council's funding under the above program and a comparison of last years figures, is tabled below.

<u>Block Grant</u>	<u>2006/07</u>	<u>2007/08</u>
Roads Component	\$255000	\$262000
Traffic Facilities	\$ 80000	\$ 82000
Supplementary (ex 3x3)	\$ 99000	\$ 99000
TOTAL	\$434000	\$443000
<u>REPAIR Programme</u>	\$ 0	\$ 68500

Funding under the REPAIR, along with funding from the Block Grant will see the completion of the bitumen sealing of MR 557, Range Rd at an estimated cost of \$198000.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The above Grants are reflected in Council's 2007/08 Management Plan

LEGAL IMPLICATIONS

Nil

RECOMMENDATION

THAT the information be noted and the Agreement for Block Grant Assistance be duly signed.

ITEM:10 REG - 06/08/07 - DEVELOPMENT AND CONSTRUCTIONS APPROVALS

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

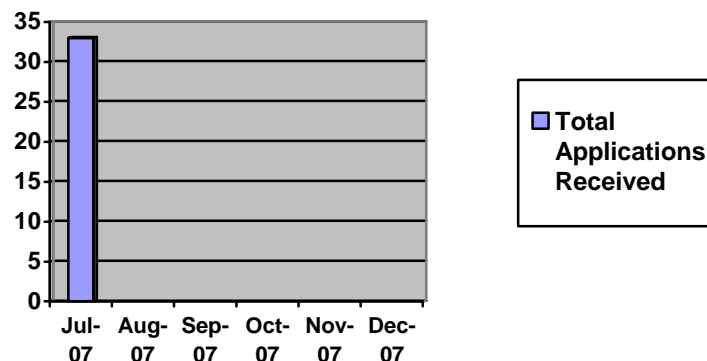
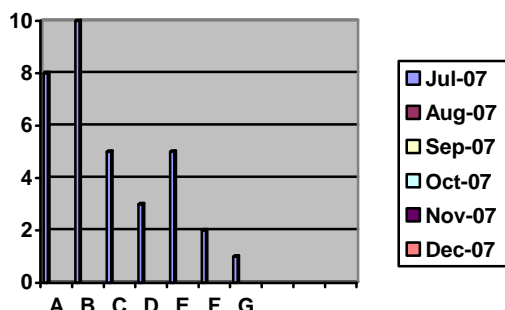
To provide statistical information on Development Applications and Construction Certificates processed.

COMMENTARY

Following installation of a new electronic registration system the traditional reports on Development Applications and Construction Certificates have been replaced with a report detailing the types of applications processed in each month. Over time this will evolve into useful statistical information. A full list of individual applications will be 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	Total Applications Received
Jul * 2007	8	10	5	3	5	2	1	33
Aug 2007								
Sep 2007								
Oct 2007								
Nov 2007								
Dec 2007								

* includes Approvals from 26/06/2007 TO 27/07/2007



APPROVALS

Total Estimated Cost:	\$2,667,824
Average Approval Time	20
Total Cost of Approvals from 1/01/2007	\$21,405,307
No. of Applications from 1/01/2007	242

RECOMMENDATION

THAT the information be received

ITEM:11 REG - 06/08/07 - DEPARTMENT OF PLANNING REPORT ON COUNCIL PERFORMANCE

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

To provide information on the Local Development Performance Monitoring Report:2005/06 from the Department of Planning and associated press release from the Minister for Planning on Council Development Approval times.

COMMENTARY

Council has received the report from the Department of Planning titled "Local Development Performance Monitoring: 2005/06", and a Press Release from the Hon. Frank Sartor MP Minister for Planning titled "Council Planning Performance Report Released."

The Department of Planning document includes statistical information collected from all council's giving an overview of how councils compare in relation to development approval statistics. The report highlights gaps in the data collection process with estimates being used in some areas. One council did not provide any information and a number of councils were unable to report in the format or detail requested. Lithgow Council provided all requested information, although it was very time consuming as the computer format did not match our standard reporting procedure format. Many councils encountered the same problem.

The press release from the Minister for Planning is "a snapshot of the time taken by councils to process development applications." It has been widely reported in the press as a report card for councils with those councils having the highest mean determination time for development applications, councils taking more than 100 days to process development applications worth less than \$100,000, councils with the highest proportion of appeals upheld, and councils with the highest reported legal costs being publicised.

Council did not fall into any of the categories targeted in the press release with statistics being similar or better than comparative sized councils.

What should be of concern to Council is that this process is being reported by the government through the Minister for Planning as highlighting the need to cut council "red tape". Council would be aware of the ongoing push by the state government to relieve councils of their planning powers through Part 3A of the EPA Act and the private certification system.

Councils are in the best position to represent their communities. It is considered that Council should resist any push by the state government to relieve local government of further planning powers using the so called "Council Report Card" which highlights approval times in a small number of large city councils. Council can make representations through the Local Government and Shires Association and the Local Member to have its concerns raised with the Minister for Planning.

The LGSA urges Councils to look closely at the report and consider potential future impacts on local government.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Any further erosion of council planning powers will have a further impact on income from fees and contributions.

LEGAL IMPLICATIONS

Council is bound by the provisions of the relevant legislation. This would prevent Council from acting should the government legislate to take further planning controls away from councils.

ATTACHMENTS

The Media Release from the Minister for Planning and the Local Development Performance Monitoring report from the Department of Planning.

RECOMMENDATION

THAT Council make representations to the Local Member and the Local Government and Shires Association expressing its concern at the potential further erosion of local government planning controls through government action as a response to the Local Development Performance Monitoring Report.

ITEM:12 REG - 6/08/2007 - PROPOSED NAMING OF PINNACLE**REPORT FROM: GROUP MANAGER REGIONAL SERVICES - ANDREW MUIR****SUMMARY**

Council has received advice from the Geographical Names Board of a proposal to name a pinnacle within the Lithgow Local Government Area.

COMMENTARY

A member of the public has written to the Geographical Names Board with a proposal to name a pinnacle within the Parish of Gindantherie, County of Cook which covers a large part of Glen Davis, Newnes and the Wolgan Valley to Gindantherie Pinnacle. The applicant has included information to support his proposal which reinforces the pinnacles link to the original parish name and its Aboriginal origin.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Map showing the location of the Gindantherie Pinnacle.

RECOMMENDATION

THAT Council raise no objection to the naming of the Gindantherie Pinnacle.

**ITEM:13 REG - 06/08/2007 - RAIL CORP TRACK UPGRADE 30 JULY 2007 -
18 AUGUST 2007****REPORT FROM: GROUP MANAGER, REGIONAL SERVICES- ANDREW MUIR**

SUMMARY Essential track maintenance will be carried out between Lithgow Railway Station and Bowenfels Railway Station which will close the Geordie Street Crossing for 8 days. It will also require scaffolding to be erected at the James Street Bridge and Cooerwull Road Bridge.

The erection and dismantling of scaffold will not stop the traffic or pedestrians from using the underpasses in these streets but they will be controlled during the erection and dismantling of the scaffold. This work will occur from 30 July 2007 to the 18 August 2007.

COMMENTARY

Council has been notified of the need for RailCorp to conduct essential track works between the 30 July and the 18 August, 2007. For the majority of works the only impact on Council infrastructure will be the access of RailCorp to the track using existing access gates. These access gates will have signage indicating the use of the access gates for the local traffic. The areas of impact on Councils infrastructure are as follows:

THE CLOSURE OF THE GEORDIE STREET LEVEL CROSSING FOR 8 DAYS

The Geordie Street Crossing will be closed for 8 days, from the 4 to the 12 August, whilst the track in this area is being upgraded. During this closure detours will be put in place on Council and RTA roads with traffic control where required. All of the advertising and notification to emergency services will be done by RailCorp prior to and during the closure. RailCorp has liased with the local businesses and had discussions with them on the effect to their associated vehicles and the traffic conditions that will be in place. As some of the signage will be on the Great Western Highway and Main Street, the RTA has also been sent notification and a Traffic Plan for their approval.

THE SCAFFOLDING OF THE JAMES STREET AND COOERWULL STREET BRIDGES

Scaffolding is required to be installed on the James Street and Coerwull Street Bridges for the installation of safety fencing and screens on the bridges for safety purposes. All traffic plans, traffic control, signage and notification will be dealt with by RailCorp. Traffic control will only be required for the two day set-up and the one day of removal. Traffic will have normal use of the roads at other times.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

THAT the report be received and noted.

ITEM:14 REG - 6/08/07 - ROAD NAMING - D/A 61/04 - MCKANES FALLS ROAD, STH BOWENFELS

REPORT BY: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

To advise Council of road naming proposal for a four lot subdivision of Lot 5 DP 1001104 McKanes Falls Road, Sth Bowenfels.

COMMENTARY

Council has received a submission on the naming of an internal road within a proposed four lot subdivision of Lot 5 DP 1001104 off McKanes Falls Road. The applicant has requested that Council name this road “Stockyard Lane” which is a reference to the old stockyards which have been a feature of the property for many years.

POLICY IMPLICATIONS

These roads will be named in accordance with Council’s Road Naming Policy.

FINANCIAL IMPLICATIONS

Council will incur some minor advertising costs in accordance with its Road Naming Policy, although the costs of the signs will be borne by the applicant.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. Plan showing the subdivision.

RECOMMENDATION

THAT in accordance with Council’s Policy for the naming of roads, Council advertise the road names as indicated on the attached plan, calling for submissions to be made for the statutory period of twenty-eight (28) days.

ITEM:15 REG - 06/08/07 - OPENING AND CLOSING TIME FOR RURAL LANDFILLS

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

To advise Council of required new opening & closing times for Rural Landfills.

COMMENTARY

The rural landfills at Capertee and Angus Place have been partially fenced and gates have been installed at the entrance. The Environment Protection Authority required Council to fence these landfills to reduce fire incidents. Council's operator at present opens Wallerawang, Portland and Cullen Bullen garbage depots from 7:00AM and closes them by 5:30 PM. The two newly fenced garbage depots also need to be opened and closed but requires additional travelling time by the operator. Council is requested to consider the new opening times for the rural landfills from 9.00am to 4.30pm.

Only one landfill operator has to cover five rural landfills situated at Wallerawang, Portland, Angus Place, Cullen Bullen and Capertee. The operator needs travelling time between these landfills to open and close. It is only be possible to open these landfills between 9:00 AM to 4:30PM.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Nil

RECOMMENDATION

THAT

1. Council note that due to the travel time between the rural land fills, the opening and closing time for rural dumps be amended to 9:00AM to 4:30PM from 18 August 2007.
2. That public notice be placed at each site, in Council's Column and on the website.

ITEM:16 REG - 06/08/2007 - TENDERS FOR MATERIALS FOR VARIOUS ROAD PROJECTS

REPORT BY: OPERATIONS MANAGER – S. DARLINGTON

SUMMARY

This report seeks a determination from Council to use the selective tendering process, pursuant to s166(b) of the Local Government (General) Regulation 2005, for the procurement of materials required for various roads projects.

COMMENTARY

The 2007/08 works program includes a number of significant projects, including the Wolgan Road project, that require the procurement of materials which, in total, exceed the maximum value of \$150,000 which can't be procured without calling tenders.

Whenever a Council is required by s55 of the Local Government Act to invite tenders, Council must decide which of the following methods is to be used.

- (a) the open tendering method.(s167)
- (b) the selective tendering method by which invitations to tender for a particular proposed contract are made following a public advertisement seeking expressions of interest. (s168)
- (c) the selective tendering method by which recognised contractors selected from a list adopted by Council are invited to tender for proposed contracts.(s169)

The preferred method of procurement due to the nature of materials required and the location of the various roads projects is the selective tendering method pursuant to s168. The types of materials for which this method may be used include the supply and delivery of road base (gravel), supply and installation of guardrail, supply and delivery of concrete pipe culverts.

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

NIL

LEGAL IMPLICATIONS

NIL

RECOMMENDATION

THAT Council use the selective tendering method, pursuant to s166 of the Local Government (General) Regulation 2005, for the procurement of materials for road works for 2007/08.

**ITEM:17 REG - 06/08/07 - ROAD NAMING DEVELOPMENT APPLICATION
66/05 AND 67/05 - STRATHLONE ESTATE PTY LTD**

REPORT BY: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

REFERENCE

Minute 07-236: Finance and Services Committee meeting 4/06/07

SUMMARY

To update Council of a road naming proposal for a residential subdivision at South Bowenfels following calls for submissions for the statutory twenty-eight (28) day period in accordance with Council's Road Naming Policy.

COMMENTARY

Council had previously been advised of a submission on the naming of unnamed roads in Stages 1 and 2 of a 54 Lot residential subdivision at the back and adjacent to the Donnybrook hotel in Strathlone Estate. The applicant requested that Council name the roads in accordance with their preferred list of names, which has a tree name theme which is consistent with road names in previous stages of Strathlone Estate. The suggested road names are:-

- Beech Place
- Conifer Place
- Eucalypt Close
- Fern Grove
- Magnolia Gardens
- Quince Court
- Mulberry Close

It was resolved at this meeting that the suggested road names be advertised in the Lithgow Mercury for the statutory period of twenty-eight (28) days, with the exception of Beech Place given its similarity to another road name in Strathlone Estate. The applicant has advised that at this stage they would not put forward an alternative suggestion for this road.

Following advertisement for the statutory period of twenty-eight (28) days, Council received one submission which was in support of one of the proposed names.

POLICY IMPLICATIONS

These roads have been named in accordance with Council's Road Naming Policy.

FINANCIAL IMPLICATIONS

The cost of the road signs will be borne by the applicant.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Plan showing the subdivision.

RECOMMENDATION

THAT the roads suggested by the applicant and listed above, with the exception of Beech Place, be adopted as the road names for this estate and that Council advise the Emergency Services and Government Gazette of these road names.

ITEM:18 REG - 06/08/07 - LITHGOW WATER TREATMENT PLANT - LAND AND ENVIRONMENT COURT PROCEEDINGS

REFERENCE

Nil

SUMMARY

To advise Council of the progress of proceedings in the Land and Environment Court involving action by the Department of Environment and Climate Change (EPA) in relation to hol-compliance with Environment Protection Licence Conditions.

COMMENTARY

Council will recall this matter where the EPA initiated prosecution proceedings for failure to comply with licence condition requirements to provide a backwash option study and line sludge lagoon by December 2005. Council entered a plea of guilty and the hearing took place before Justice Preston of 24 July 2007. At the conclusion the Chief Judge advised that he was considering making an order requiring Council to undertake certain works at the plant within a timeframe to be negotiated between Council and the EPA. The first component of these works to construct a holding tank, pumping station and pipeline to pump backwash waters to the sludge lagoons which is already well underway. The second component, the lining of the lagoon has been out to tender, with one submission received. The cost of this component will be substantial and will be the subject of a separate report to Council meeting of 20 August 2007. The Court has not yet delivered its finding but it was clear that the Chief Judge was contemplating some monetary penalty additional to the order.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council will have its own legal costs, the EPA's costs and the cost of any fine.

LEGAL IMPLICATIONS

The subject of this report.

ATTACHMENTS

Nil

RECOMMENDATION

THAT the information be received.

COMMUNITY AND CORPORATE SERVICES REPORTS

ITEM:19 COMM - 06/08/07 ALAN MORSE & CO SECOND INTERIM AUDIT REPORT FOR THE 2006/07 FINANCIAL YEAR

REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH

REFERENCE

Min 07-184: Finance and Services Committee meeting 7 May 2007

SUMMARY

To advise Council of the second interim audit visit by auditors Alan Morse & Co for the 2006/07 financial year.

COMMENTARY

Council's auditors Alan Morse and Co completed their 2006/07 second audit of Council records on 22 to 24 May 2007.

An interim audit letter was received on the 28 June 2007 and it advises that no areas of concern arose and that there were no matters to address from the previous management letter dated 5 April 2007.

Of interest to Councillors may be the scope of the audit which the auditors address:

- Testing of payments to ensure they are adequately documentation and approved;
- Testing of receipting and banking procedure, including the cashiers function;
- Testing payroll disbursements and related costs including internal controls;
- Review of monthly reconciliations;
- Revising Council minutes to identify matters which may impact our audit;
- Testing of rate valuation adjustments and rate assessments to ensure that they are properly recorded;
- Review of the general ledger and rate journals for appropriate authorisation and supporting documentation;
- Review of Council's water billing procedures.

As a consequence of the audit, Alan Morse and Co noted only one matter which required attention and that was that authorising officers did not sign some journals and others did not provide supporting documentation as to the reason the journal was required.

Journal entries have the ability to override internal controls, which in the absence of appropriate management control procedures could affect the reliability of reported financial information.

Appropriate procedures have been implemented to ensure all journals are only entered into the accounting software once they have the signatures of all relevant officers and they have appropriate supporting documentation attached.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Letter from Alan Morse & Co dated 28 June 2007

RECOMMENDATION

THAT the information be received

ITEM:20 COMM - 06/08/07 - COUNCIL INVESTMENTS JUNE 2007**REPORT FROM - INTERNAL SERVICES MANAGER - C FARNSWORTH**

REFERENCE

Min 06-237: Finance and Services Committee 7 August 2006 (July 2006)
Min 06-330: Finance and Services Committee 3 October 2006 (August 2006)
Min 06-378: Finance and Services Committee 6 November 2006 (September 2006)
Min 06-436: Finance and Services Committee 4 December 2006 (October 2006)
Min 07-35: Finance and Services Committee 5 February 2007 (November 2006)
Min 07-36: Finance and Services Committee 5 February 2007 (December 2006)
Min 07-92: Finance and Services Committee 5 March 2007 (January 2007)
Min 07-124: Finance and Services Committee 5 March 2007 (February 2007)
Min 07-185: Finance and Services Committee 7 May 2007 (March 2007)
Min 07-238: Finance and Services Committee 4 June 2007 (April 2007)
Min 07-274: Finance and Services Committee 2 July 2007 (May 2007)

SUMMARY

To advise Council of 2006/07 investments held for the period ending 30 June 2007.

COMMENTARY

The amount invested as at 30 June 2007 when compared to 31 May 2007 has increased by \$1,653,602.37. The fourth instalment of the 2006/07 rate notice was due on the 31 May 2007 and the final payment of the 06/07 Financial Assistance Grant was also paid during May.

INVESTMENT REGISTER 2006/07								
INSTITUTION	INV TYPE	DATE LODGED	DATE DUE	DAYS	INT	VALUE 31.05.07	VALUE 30.06.07	% OF TOTAL
ANZ	TD	29.06.07	29.07.07	30	6.32	568,947.79	571,903.20	3.84%
CBA	CMS Nt	06.11.11	06.11.16	1,825	7.31	500,000.00	500,000.00	3.35%
	On Call				6.20	1,074,147.35	894,199.15	6.00%
	Ethical	20.06.06	20.06.11	1825	9.25	500,000.00	500,000.00	3.35%
	TD	31.05.07	29.06.07	30	6.31	907,374.99	0.00	0.00%
CITIBANK	TD	11.04.07	11.07.07	91	6.53	519,867.69	519,867.69	3.49%
LG FINANCIAL	On Call				6.15	684,714.43	684,714.43	4.59%
	TD	04.05.07	06.07.07	54	6.38	806,783.43	806,783.43	5.41%
	TD	18.06.07	12.09.07	86	6.47	520,173.29	526,036.14	3.53%
	TD	05.06.07	07.08.07	63	6.40	505,317.31	513,380.24	3.44%
	TD	06.06.07	08.08.07	63	6.40	0.00	500,000.00	3.35%
	TD	25.06.07	15.10.07	107	6.54	0.00	2,425,000.00	16.27%
IMBS	On Call				6.25	266,011.56	267,809.72	1.80%
	TD	07.06.07	07.09.07	92	6.49	1,047,920.10	1,064,956.70	7.14%
	TD	29.06.07	15.10.07	364	6.55	450,000.00	478,765.97	3.21%
	TD	06.06.07	06.09.07	92	6.46	762,249.86	774,661.38	5.20%
	TD	22.06.07	23.07.07	31	6.40	761,965.07	754,208.22	5.06%
ALLIANCE	Managed	01.04.02	28.02.08	365		1,000,000.00	1,000,000.00	6.71%
ST GEORGE	TD	07.05.07	06.06.07	29	6.45	261,606.68	0.00	0.00%
	TD	16.04.07	16.07.07	90	6.54	1,348,460.74	1,348,460.74	9.05%
	TD	12.06.07	13.08.07	62	6.40	766,294.35	774,690.00	5.20%
			TOTAL			13,251,834.64	14,905,437.01	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

Investment income to date 30 June 2007 is \$735,841.32 with interest paid on the maturity date of the investment and managed funds report earnings quarterly. Accrued interest brought to account to 30 June is \$68,764.70.

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 17 March 2000
- Local Government (General) Regulation 2005
- Trustee Amendment (Discretionary Investments) Act 1997- Section 14A(2), 14c(1) & (2)

RECOMMENDATION

THAT Council's 2006/07 investments for the period ending 30 June 2007 be received.

ITEM:21 COMM - 06/08/07 JUNE STOCKTAKE LITHGOW & WALLERAWANG STORES

REPORT FROM - INTERNAL SERVICES MANAGER: C FARNSWORTH

REFERENCE

Min 07-37: 05.02.07 Finance and Services Committee Meeting 5 February 2007.

SUMMARY

To advise Council of the June stocktake at the Lithgow and Wallerawang stores with a recommendation for minor adjustments to be made.

COMMENTARY

The final stocktake for the 2006/07 financial year was conducted at Lithgow on June 19 2007 and Wallerawang on July 13 2007.

Details of the variations request a write off of \$130.31 at Lithgow store and a write on of \$10.72 at Wallerawang, a total write off of \$119.59. Considering the value of the adjustment required compared to the value of stock held, \$385,511.20 the adjustment of .000310% is considered acceptable.

DESCRIPTION	ADJ QUANTITY	ADJUST VALUE
Cement Quick Set	1	5.39
Rain Jacket L Yellow	-2	-13.66
Trousers Green 82R	-2	-51.16
Overalls Green / Yellow 112 S	-2	-119.00
Gloves Pigskin	-10	-33.75
Bucket Plastic	1	1.40
Shirt Green / Yellow 3XL	1	25.50
Pipe Screwed Gal	-1	-45.00
Lid Kerbed Inlet	1	62.13
Pipe Piece	2	7.81
Striping Paint	3	13.41
Garbage Bag	-1	1.89
Broom Nylon	-1	-4.55
Builders Line	1	9.09
Rake Steel	-1	23.22
Garden Fork	1	37.19
Shirt Green / yellow Polo	1	19.70
Brass Nipple	-1	-3.09
6 Volt Battery	-1	-5.89
TOTAL		-119.59

As Councillors are aware Management is continually improving business practices and over the past twelve months the Wallerawang store has successfully operated a trial of opening two days per week. This has resulted in the Wallerawang store being permanently closed from 1 July 2007 and all stock movements are managed from the Lithgow depot only, with the exception of safety and emergency supplies.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Adjustment to Council stores ledger by a write off of \$119.59 for the 2006/07 June stocktake.

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Nil

RECOMMENDATION

THAT Council authorise an adjustment to the Council stores by a write off of \$119.59 for the June 2006/07 stock take.

ITEM:22 COMM - 06/08/07 2006/07 LEGAL FEES

REPORT FROM - INTERNAL SERVICES MANAGER: C FARNSWORTH

REFERENCE

Nil

SUMMARY

To advise Council of legal fees paid during the 2006/07 financial year.

COMMENTARY

Council is required to disclosure in the 2006/07 General Purpose Financial Reports legal fees incurred during the financial year. Planning and other large legal accounts are itemised individually from all general legal costs.

The following is a summary of legal fees paid. Sundry items include routine legal charges incurred during purchase and sale of land, road opening and closing, preparation of leases etc.

2006/07 LEGAL EXPENSES (excl GST)	
Sundry Legal	\$32,157.72
Code of Conduct Investigations	\$22,192.23
Planning Legal	\$122,822.27
TOTAL	<u>\$177,172.22</u>

As a comparison legal fees incurred in previous years are \$91,993.66 (2005/06), \$178,583.79 (2004/05), \$153,201.29 (2003/04) and \$88,063.19 (2002/03).

Council has requested a breakdown of the costs of conducting the Code of Conduct inquiries. The break up of legal costs by legal firm is as follows:

Deacons	\$3,960.00
Allan Morse & Co	\$840.00
Le Fevre & Co	
Past Years Ticehurst / Ellis & McGuiness	\$7,898.04
Storey and Gough 12/06 to 15/02/07 only	\$9,494.19
TOTAL TO 28.05.07	<u>\$22,192.23</u>

Staff estimate that more than 50 hours has been spent on the providing requested information to the Conduct Committee at an estimated cost of \$3,000 in 2006/07 excluding the time the General Manager has spent attending the committee meetings and preparing materials for the meetings.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

1. Nil

RECOMMENDATION

THAT the information be received.

ITEM:23 COMM - 06/08/07 - REVIEW OF MANAGEMENT PLAN FOR THE JUNE QUARTER

REPORT FROM: POLICY & PLANNING MANAGER – A MUIR and INTERNAL SERVICES MANAGER – C FARNSWORTH

REFERENCE

Min 06-183: Council Meeting 19 June 2006
 Min 06-368: Policy and Strategy Committee Meeting 6 November 2006
 Min 06-369: Policy and Strategy Committee Meeting 6 November 2006
 Min 07-40: Finance and Services Committee Meeting 5 February 2007
 Min 07-204 Council Meeting 21 May 2007

SUMMARY

This report details the June quarter achievement of actions identified in the Management Plan 2006/07 to 2008/09.

COMMENTARY

Achievement of Management Plan Actions

(Comments from the Policy and Planning Manager)

The following tables detail the achievement of actions as identified in the Management Plan during the period of 1 April to 30 June 2007.

Function: Building	
Action	Achievement
Provision of day to day functions of building assessment, inspection and regulation.	Achieved.
Feasibility Study for additions to the Administration Centre, including Customer Service Counter and office reorganisation.	Construction of the airlock at the front doors of the Administration Centre has commenced.
Cemetery Improvements at Lithgow and Portland Cemeteries.	The drainage works at Portland Cemetery have been completed and stormwater pipes have been purchased for Lithgow Cemetery to improve drainage.
Eskbank House disabled access facilities (staff)	Works are almost complete.

Function: Bush Fire Mitigation	
Action	Achievement
Continue to provide funding to the RFS.	Achieved.
Execute new Service Level Agreement with Rural Fire Service.	Advice has been received from the Local Government and Shires Association that Service Level Agreements can now be signed.

Function: Community Development	
Action	Achievement
Provide information and education about services and activities available to the Lithgow City communities.	A list of Youth Services and Multicultural services has been compiled and the community website will have these details.
Community leadership through access and equity activities.	Access and equity activities undertaken include: <ul style="list-style-type: none"> • Ethnic Affairs and Priority Statement has been drafted. • Lithgow Youth Council reformed. • Youth Week Project - Rock Up • Attended the Active Young Bowenfels Project – Sustainability Workshops • Participated in Families Week activities.
Social planning with reviews and reporting.	Social Plan complete in November 2006 and actions have been identified in the Management Plan 2007/08 - 2009/10.
Crime prevention planning.	Crime prevention plan has been identified in the Social Plan as an activity to be undertaken in the 2007/08 year. This has been identified in the Management Plan 2007/08 to 2009/10.
Co-ordination of and participation in community networks.	Participated in the following networks: <ul style="list-style-type: none"> • Lithgow Interagency • Child Protection Interagency • Domestic Violence Liaison Committee • Youth Council • Lithgow Correctional Centre Community Consultative Committee.
Domestic Liaison Group	\$200 towards the development and production of a brochure.
Youth Week	Funding for Rock Up band competition.
Youth Council	Youth Council was re-established and members participated in training on running an effective Youth Council. Materials were acquired to make Youth Council t-shirts as part of a promotional activity.
Radiologist/Physiotherapist Scholarship	Letters sent inviting Sydney West Area Health Service to enter into discussions regarding the details of the scholarship. Scholarship guidelines being developed.
Jobslink Plus Community Fun Day	Achieved.
LGSA Active Community Project	Sydney West Area Health Service and

	Landcare completed a usage survey of Lake Pillans.
LGSA Active Young Bowenfels	Works undertaken on Emora Park. Attended Sustainability Workshops. Holiday activities undertaken in Emora Park and other outings during the school holidays.
Police Security Cameras	Achieved.

Function: Corporate Management

Action	Achievement
Prepare Management Plan including public exhibition prior to 30 June.	The Draft Management Plan 2007/08 to 2009/10 was publicly exhibited from 19 April to 16 May 2007. During this period community information sessions were held at Lithgow, Wallerawang, Portland, Cullen Bullen, Glen Davis, Rydal and for the Lithgow Business Association. The 4 rating models of the Revised Revenue Policy were publicly exhibited from 24 May to 20 June 2007. At its Extraordinary Council Meeting of 28 June 2007 the Draft Management Plan 2007/08 to 2009/10 and two rating models were adopted as a determination on the special rate application had not been received.
Quarterly reports to Council on achievements against Plan and submitted within four weeks of the end of each quarter.	This report provides details of the Management Plan achievements and the budget review statement. It is provided for Council's consideration within the statutory reporting period.

Function: Drainage

Action	Achievement
Actively participate in water recycling campaigns organised locally and nationally, and encourage the community to utilise rainwater storage tanks.	The Water Saving Scheme was adopted by Council at its Policy and Strategy Committee Meeting of 7 May 2007. Six applications have been lodged under this Scheme. Assisted the Lithgow Golf Club with the preparation of a Community Water Grant Application.
Farmers Creek Flood Mitigation Program finalisation of Stage 2.	Tenders were called for precast concrete panels (or alternative) and steel piling. Comparison undertaken of alternative proposal and footing design commissioned prior to a final recommendation to Council and the Department of Natural Resources.

Function: Emergency Services	
Action	Achievement
Develop, implement, maintain and update disaster plans for the Lithgow Local Government Area.	Council resolved at its Policy and Strategy Committee Meeting of 2 April 2007 to exhibit the Draft Emergency Risk Management Plan for a period of 28 days.
Officiate and arrange actions and resolutions of the Local Emergency Management Committee.	Attended meeting of the Local Emergency Management Committee.

Function: Environmental Management	
Action	Achievement
Provision of day to day services:	
• Cleaning of buildings and streets.	Achieved.
• Development approvals to protect the environment and public health.	Achieved.
• Public health education, inspections and testing.	27 food inspections were carried out during the quarter.
• Companion animal education and regulation.	Ongoing.
Monitor and report on the State of the Environment.	Actions from the State of the Environment Reports have been identified in the Management Plan 2007/08 to 2009/10.
Manage the Environmental Advisory Committee, Hassans Walls Working Party and the Waste and Recycling Working Party.	The Environmental Advisory Committee met on 9 May and 13 June 2007.
Waste Education and Promotion	Waste Watchers visited local schools focusing on recycling.
Angus Place Garbage Depot Fence	Achieved.
Capertee Garbage Depot Fence	Achieved.
Alternate Fuel Rebate	1 rebate was processed for the quarter.
On Site Sewerage Management	Advertised for Trade Waste & On-site Waste Water Management Officer and conducted interviews. As offer of employment was declined the job will be re-advertised.
AAA Showerhead	250 AAA Showerheads were provided to local residents free of charge.
Hassans Walls Weed Control	Achieved.
Hassans Walls Gates and Signs	A report regarding the temporary closure of Hassans Walls Road was presented to the TALC Meeting of 6 June 2007.
Biodiversity in the Lithgow Region Grant	Ongoing.

Function: Executive/Governance Support	
Action	Achievement
Provide administrative assistance to the	Achieved.

Mayor.	
Produce business papers for Council and Committee Meetings on time, minimum three days prior to a meeting.	Achieved.
Keep Councillors informed on all relevant issues.	Councillors were kept informed of relevant issues using a variety of media such as emails, memos and reports.
Ensure adequate communication technology for Councillors.	The Mayor has a Blackberry. Councillor email aliases established.

Function: Financial Services	
Action	Achievement
Model and levy rates and charges annually.	Rating options presented and exhibited in the Draft Management Plan 2007/08 to 2009/10 and the Revised Revenue Policy.
Recover rates and sundry debtor accounts promptly.	As at 31 May 2007: <ul style="list-style-type: none"> • 2% of properties are with the External Agent for debt collection • 2% have arrangements to pay • Letters regarding missed fourth instalment were issued on 14 June 2007.
Read and issue domestic water accounts on a cyclical basis.	The reading cycle which commenced on 19 February 2007 is continuing.
Produce three year financial plan annually.	3 year financial plan incorporated in Management Plan.
Properly record all income and expenditure.	Departmental managers assessed their expenditure in an ongoing basis. Monthly reports were provided to Management.
Coordinate progressive revaluation of Council's infrastructure assets.	Valuer engaged on 16 April 2007 for the valuation of water and sewerage assets to 30 June 2007. A report was received from the Valuer on 18 June 2007.
Invest surplus funds appropriately and competitively.	Monthly reporting to the Finance and Services Committee for months of April to June 2007.
Administer superannuation and taxation compliance.	GST/BAS completion by 21st of each month for April and May 2007. FBT completed quarterly and payroll tax completed monthly.
Maintain stores for internal supply.	Store items ordered and issued as required. Stock takes undertaken bi-annually. June Stock takes have been undertaken at Wallerawang and Lithgow for end of financial year commitments. Stock held as at 30 June 2007 had a value of \$386,584.43.
Pay Creditors according to agreed terms.	All creditors paid by EFT or cheque

	within 7 days of completion of orders authorisation.
Budget review statements submitted to Council quarterly.	Results of the 4 quarters reported to Council.
Audited financial reports composed by 31 October each year.	Second interim audit visit completed 22 and 23 May 2007. Audit report received 28 June 2007 and a report will be presented to Council's Finance and Services Committee Meeting of 6 August 2007. Audit for 2006/07 GPFs is scheduled for 22 August 2007.
Trade waste accounts issued to business each year.	March 2007 accounts read on 30 April 2007.
Return on cash investments.	Report to Council monthly on investments. Investments were: <ul style="list-style-type: none"> • 30 April 2007 \$11,906,898 • 31 May 2007 \$13,251,834 • 30 June 2007 \$14,905,437 • Interest for 2006/07 to 30 June 2007 is \$654,606 + Accrued Interest to 30.06.07 \$68,764

Function: Geographical Information Systems

Action	Achievement
Liaise with Land and Property Information and Valuer General to ensure information stored in Council's database is accurately maintained and updated.	Ongoing.
Provide an updated link between 'MapInfo' and 'Proclaim', property database to reduce duplication.	Server has been received, however, the transfer/setup has not been undertaken.
Ensure that all service information entered into system is accurate and verified (including water and sewer main locations, zonings, road names and status etc).	Ongoing.
Provide training to staff and volunteers to allow all customers to receive all relevant information from one staff member.	Training provided to staff on an individual basis as required.
Matching of property with mapping database to be >95%.	Currently 97.5% match.

Function: Library Learning Centre

Action	Achievement
Operate the Library network using a mix of professional, technical and operational staff.	Technology Centre staff member appointed.
Develop programmes, activities and celebrate special events to promote the library and attract more customers.	Programs and events included: <ul style="list-style-type: none"> • 17 Koreans have arrived to learn English for 3 months.

	<ul style="list-style-type: none"> • Australia's Biggest Morning Tea held to raise funds for Cancer Council. • Meeting held to revitalise Rydal Branch. • Partnership with youth transition representative each Thursday afternoon to advise on career/education opportunities for youth. • Conducted a book sale which has realised more than \$700. <p>The following statistics are provided for the Library Learning Centre in the quarter:</p> <ul style="list-style-type: none"> • 19,175 resources were utilised • 3,301 persons used the computers • 14,038 persons visited • 181 new borrowers • 320 children attended story time.
Homework Centre	Homework Centre continued to operate. Delta Electricity undertook to continue funding for a further three years.
Books	513 new resources were purchased.

Function: Organisational Development	
Action	Achievement
Recruit employees in accordance with policies and procedures that ensure selection on merit.	Achieved.
Provide advice and support to other departments.	Achieved.
Develop and implement training plans.	<p>Training undertaken during the quarter included:</p> <ul style="list-style-type: none"> • Code of Conduct for staff • Harassment Prevention • Asset Inspection • Worksite Planning – Traffic Control • Customer Service • Backhoe Training • Skin Cancer Awareness Sessions • Armed Hold Up • Confined Spaces • OHS Committee • Induction/orientation • Manual Handling.
Monitor and maintain training records.	Achieved.
Monitor workplace trainers.	Achieved.
Maintain skills based salary system.	Achieved.

Review and monitor Salary System.	Implemented the Australia Fair Pay Commission increases to relevant staff.
Develop, implement and review Occupational Health and Safety Program	The following activities were undertaken during the quarter: <ul style="list-style-type: none"> • Evacuation exercise for the Administration Building • OHS implementation commenced with Divisional Managers • Progressive audits were undertaken to ascertain system compliance. • Minor site audit of the workshop was performed.
Provide advice on workplace safety.	Ongoing with the role of Council's OHS/Risk Management Officer.
Support Occupational Health and Safety Committee.	OHS/Risk Management Officer is an active member of the Committee.
Review and monitor grievance procedure.	Draft procedure is being finalised for internal review.
Ensure effective consultation with staff and unions.	Achieved.
Compliance with award and statutes.	Achieved.

Function: Planning & Development	
Action	Achievement
Finalise the Lithgow Strategic Plan.	The Strategic Plan was adopted by Council at its meeting of 18 June 2007.
Complete the Heritage Local Environmental Plan.	Council at its meeting of 21 May 2007 resolved to defer the Heritage Local Environmental Plan so that it occurs in conjunction with the preparation of the comprehensive Lithgow Local Environmental Plan.
Complete interim LEP and various alterations to LEP as resolved.	Completed amendments to the Draft Lithgow City Local Environmental Plan (Amendment No. 12) in line with the LEP Review Panels recommendations.
Complete the Notification and Residential Policies (DCP's).	Draft Notification and Residential Unit Policies have been prepared and are undergoing internal review.
Complete Marrangaroo Local Environmental Study and Masterplan.	LES adopted by Council with items arising identified as activities in the Management Plan 2007/08 - 2009/10.
Commence review of comprehensive Local Environmental Plan.	Works to prepare the Land Use Strategy which will inform the comprehensive Lithgow Local Environmental Plan has commenced.
Provision of day to day functions of assessing development applications.	Ongoing.
Maintain heritage advisor program and	Ongoing.

local heritage fund.	
100% of full development applications determined within 21 days.	The average approval time for the quarter was 23 days.
Conservation Management Plan for Eskbank House.	This action was not undertaken as matching grant funds were not obtained.
War Memorial Veteran Affairs	Achieved.

Function: Records Management & Information Technology	
Action	Achievement
Operate and maintain central, integrated core data system.	Ongoing.
Operate and maintain appropriate computer hardware.	Ongoing.
Manage Council's voice and data telecommunications services.	Network audit undertaken. Awaiting results of telephone audit.
Operate Council's switchboard and corporate facsimile service	Reviewing facsimile module for automated records system integration in progress.
Develop and implement Records Management Policies.	Standard Work Procedures created and being reviewed. Records system review currently being undertaken.
Ensure the integrity and security of Council's records.	Security constantly monitored.
Sort and distribute Council's incoming and outgoing mail.	97% of incoming mail tasked to officers on the day of receipt (by 2pm) and 100% of incoming mail tasked to officers on day of receipt within four hours.
Allocate and archive hardcopy and electronic documents.	Allocation and archival of electronic documents daily upon receipt. Completion of disposal of records according to State Archives Retention and Disposal Schedules.
Provide timely and comprehensive information.	Monthly Management reporting completed for April, May and June 2007.
Disaster Recovery Software	Rescheduled
PC Replacement Program	Purchased 4 new personal computers and distributed to staff.
Exponare Inquiry/Proclaim Integration	Ongoing.
Upgrade Virus Software	Ongoing.

Function: Recreation	
Action	Achievement
Efficiently maintain and operate the Lithgow War Memorial Olympic Swimming Pool.	825 persons visited the Lithgow War Memorial Olympic Swimming Pool this quarter. The Pool closed for the winter on 22 April 2007.
Develop, implement and regularly review Management Plans for community land.	A draft Plan of Management for Sportsgrounds is being drafted.
Support local sporting organisations and committees.	Ongoing.

Officiate and arrange actions raised or resolved at Sports Advisory Committee Meetings.	Achieved.
Develop, implement and regularly review operating agreements with local sporting organisations and committees.	At Council's meeting of 18 June 2007, it was resolved to formalise the lease arrangement of any exclusive or long term users of Council's sporting facilities, commencing with formalisation of usage agreements.
Provide adequate boat launching facilities.	Achieved.
Watering Lithgow Golf Course	Achieved watering of Farway No. 1.
Lake Lyell Boat Ramp	Achieved.
Eskbank House Irrigation/Gardens	Works commenced.
Portland Pool Improvements (Loan Program)	Tenders were called and closed on 27 June 2007 for the relining of the Portland Swimming Pool.

Function: Tourism & Economic Development

Action	Achievement
Operate Visitor's Information Centre in Lithgow.	12,924 persons visited the Visitor Information Centre during the quarter.
Blue Mountains Regional Strategy Implementation	Final assessment is currently underway.
Collaborative Partnership Strategies	Achieved.
Lithgow Map	Achieved.
Trade Shows – Rosehill, Sydney, Newcastle, Canberra	Rosehill, Sydney, Hawkesbury, Jenolan Caves, Lithgow Show and Ironfest were all attended.
Tourist Signage – Upgrade Grand Circular Driving Tour	Ongoing.
Tourist Signage – Implementation Promotional Sign Plan.	Achieved.

Function: Transport

Action	Achievement
Facilitate and participate in road safety and educational programmes.	Advertised for Road Safety Officer and successful candidate appointed.
Eskbank Street Car Park Kerb and Gutter	Achieved.
Lime Street Lane Kerb and Gutter	Works have commenced.
Barton Avenue Wallerawang (School to Forest Ridge) Footpath	This activity did not proceed as no matching funding was received.
Wolgan Valley Road	Gap funding secured for the project from State Government and Emirates.
Wallerawang/Rydal Road Improvements	Achieved.
Glen Davis Road Improvements	Achieved.
Range Road Improvements	Achieved.
Reseal Various Lithgow Lanes	Achieved.
Plant Replacement	Total plant purchases \$1,160,647.71 and sales \$222,611.67.
Light Vehicles	

Parks and Gardens Small Plant	
Parks and Gardens Green Plant	
Small Plant	

Function: Wastewater	
Action	Achievement
Undertake regular maintenance and repairs on wastewater infrastructure including the three treatment plants, sewerage pumping stations, sewer mains and sewerage connections.	Ongoing.
Ensure compliance with Council's Trade Waste Acceptance and Septic Tank Approvals Policies, minimising transport and treatment system failures and eliminating all unnecessary transport and treatment costs.	Ongoing.
Strategically plan system upgrades to improve current performance and quality of effluent discharged into local waterways.	Council at its meeting of 21 May 2007 resolved to call for tenders for the design and construction of the Lithgow Sewerage Treatment Plant Stage 2.
Lithgow STP – Detailed Design and Construct.	
Lithgow Dewater Sludge Lagoons	Works have commenced.
Step Screen	Achieved.
Equipment Shed	Achieved.
Telementary Upgrade	Achieved.
Gell Street Main Extension	In progress.

Function: Water	
Action	Achievement
Undertake regular maintenance and repairs on water infrastructure including the treatment plant, reservoirs, watermains, hydrants, valves and standpipes.	Ongoing
Maintain storage levels in reservoirs greater than 30%.	The reservoir is at 100%.
Quality failures <10 per annum.	Farmers Creek Water Supply – all samples complied with the Australian Drinking Water Guidelines except 7 samples for total coliforms. Fish River Water Supply – all samples complied with the Australian Drinking Water Guidelines except for 4 samples for total coliforms and 1 sample for e coli.
Roofing Repairs to Reservoirs	Achieved.
Construct South Bowenfels Reservoir	At its meeting of 21 May 2007, Council resolved to award a tender for the construction of a reservoir at South

Bowenfels.

Budget Review Statement*(Comments from the Internal Services Manager)*

The June quarterly report advises Council of a revised surplus of \$839,435 achieved in the quarter. A review of works in progress has also been completed and a total of \$466,874 is recommended to be revoted to 2007/08 to allow for the completion of the works. Of the remaining balance of \$372,561 it is recommended to Council that \$100,000 be placed in the Internally Restricted Reserve for Workers Compensation and the remaining \$272,561 be held in unrestricted cash.

This result can be added to the surpluses in the three previous quarters as shown in the table below of which transfers to the Plant replacement, Workers Compensation, Election and ELE reserves of \$384,905 as approved in the September, December and March quarterly reviews have been actioned.

Council is required to perform a quarterly budget review at the close of each quarter. The Local Government (General) Regulation 2005 states that this review must be done and reported to Council within two months of the close of each quarter.

The main purpose for continually adjusting budget estimates during the year is to project the cash position for 30 June each year. Following end of year adjustments, the final cash position will be reported to Council as the 'Draft' General Purpose Financial reports to be forwarded to Council's external Auditors to complete the final audit.

As this review is for the last quarter of the financial year, no adjustments are required to the previously revised figures as the actual transactions replace all quarterly estimations.

FINAL RESULT AT EACH 2006/07 QUARTERLY REVIEW:

2006/07 Quarterly Budget Comparisons				
Budget Internal)	(Inc	Income	Expenditure	Total
Original		\$47,782,234	\$48,147,675	(\$365,441)
September Quarter		\$50,120,416	\$49,872,772	\$247,644
December Quarter		\$47,443,845	\$47,350,649	\$93,196
March Quarter		\$47,122,429	\$47,015,167	\$107,261
June Quarter		\$51,750,533	\$51,377,972	\$372,561

The following table summarises the June quarter results in each of the departments in the current organisational structure.

Council is reminded that the original budget for 2006/07 was prepared with a different organisational structure and expenses and allocations in the attachments reflect the old organisational structure. Reporting in 2007/08 will reflect the new structure. The bottom line total figures correspond between the two ways of reporting however.

BUDGET VARIATION BY PROGRAM – NEW STRUCTURE:Note: Numbers preceded by a **minus** sign indicate income.

OPERATING BUDGET				
Program	31 March 2007 \$	30 June 2007 \$	Variation \$	Major Contributing Factor
Executive	-9,269,233	-9,779,546	-510,313 improvement	<ul style="list-style-type: none"> • Saving produced as a result of 3% award based/AFPC salaries increases found in each program rather than allocation being spent. • Saving in Workers Compensation premium.
Operations	1,132,238	1,241,764	109,526 deterioration	
Assets	1,334,618	1,753,966	419,348 deterioration	<ul style="list-style-type: none"> • AIFRs' requirement for allowance of Tip Remediation and Depreciation
Development	1,384,242	1,562,123	177,881 deterioration	<ul style="list-style-type: none"> • Expected value of DA/CC income not achieved by \$150,000
Policy Planning	511,468	511,468	0	
IT / GIS	0	-20,497	-20,495 improvement	<ul style="list-style-type: none"> • Income generated from It program charged out as an internal service to all programs
Internal Service	1,064,445	855,491	208,954 improvement	<ul style="list-style-type: none"> • Savings on insurance premiums and refund insurance excess past years \$70,000 • Plant repair costs lower than estimated \$126,650
Community:	2,599,495	2,576,341	23,154 improvement	
Total Operating	-1,240,727	-1,298,890	-58,163 improvement	

CAPITAL BUDGET				
Program	31 March 2007 \$	30 June 2007 \$	Variation \$	Major Contributing Factor
Executive	356,406	469,645	-113,239	<ul style="list-style-type: none"> • Transfer \$100,000 to property reserve from March 06/07 quarterly review
Operations	1,310,740	1,197,993	112,747	<ul style="list-style-type: none"> • Flood Mitigation works did not commence therefore no corresponding grant payment • Alterations to Lithgow Pool did not proceed awaiting major complex decision
Assets	-1,346,084	-1,753,966,	407,882	<ul style="list-style-type: none"> • South Bowenfels Reservoir not commenced • Earthquake study continuing \$110,000 • Water Saving scheme Delta and Council \$106,000
Development	-51,253	-175,831	124,578	<ul style="list-style-type: none"> • Additional Sec 94 / Planning Agreement income received
Policy Planning	8,270	7,770	500	
IT / GIS	67,934	91,838	-23904	<ul style="list-style-type: none"> • Transfer to capital reserves unspent funds for Customer Service System
Internal Service	692,100	949,413	-257,313	<ul style="list-style-type: none"> • Backhoe / loader and plant ordered 2006/07 funds to reserve for 2007/08
Community:	95,353	139,466	-44,113	<ul style="list-style-type: none"> • Expenses incurred providing services to Cooida written off through donation \$50,124.

Total Capital	1,133,466	926,328	-207,138 improvement	
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Council's cash and investments have increased by \$5,499,759 due to the drawdown of 2006/07 loan borrowing program of \$2,425,000 (see below) on 25 June 2007, receipt of grant funds of \$700,000 from the Federal Government for the Lithgow Pool Complex, an increase of interest on investments and the operating results produced throughout the year.

CASH ASSETS and INVESTMENTS HELD 30 JUNE 2007:

	Institution	30 June 2006	30 June 2007	Movement 2006/07 \$
Cash Assets	Cash at Bank	359,567	685,374	Added 325,807
Total: Cash		359,567	685,374	Added 325,807
Investments	ANZ	537,308	571,903	Added 34,595
	CBA	2,121,804	1,894,199	Reduction 227,605
	Citibank	500,000	519,868	Added 19,868
	LGFS	2,509,508	5,455,913	Added 2,946,409
	IMBS	1,679,112	3,340,399	Added 1,661,287
	NMFM	1,000,000	1,000,000	0.00
	St George	1,383,753	2,123,151	Added 739,398
Total: Investments		9,731,485	14,905,437	Added 5,173,952
TOTAL CASH and INVESTMENTS		10,091,052	15,590,811	Added 5,499,759

POSITION OF RESERVES 30 JUNE 2007:

The following table represents end of year position in the Reserves Council has been adding to throughout 2006/07. This table **includes** the proposed transfers to reserves shown in the attachment labelled "Additional Reserves created from June 06/07 Review" for a total of \$466,874 being recommended to Council in this report:

Restriction	30 June 2006 \$	To Reserve \$	From Reserve \$	30 June 2007 \$
External:				
Development	301,369	354,068	47,764	607,673
Grants	1,084,106	1,591,195	817,325	1,857,977
Minor Funds	5,971,054	0	2,073,929	3,897,125
Total External restrictions:	7,366,530	1,991,627	2,985,382	6,372,776
Internal restrictions:				
ELE	636,148	64,822	100,000	600,970
Headworks	1,176,860	122,824	0	1,299,684
Restricted Liabilities	1,813,008	187,646	100,000	1,900,654
Land and Buildings	149,758	267,732	32,299	385,191
Plant and Equipment	0	487,831	0	487,831
Election	50,000	60,000	0	110,000
Workers Compensation	0	139,320	0	139,320
Insurance	0	70,000	0	70,000
Other	0	346,783	0	346,783
Loans	500,000	2,425,000	0	2,925,000
Restricted Revenues	699,758	3,796,666	32,299	4,464,125

(loans etc)				
Total	9,879,296	5,975,939	3,117,681	12,737,555

POSITION OF LOANS 30 JUNE 2007:

The loan funds were received on 25 June 2007 and were reserved for future works detailed in the 2007/08 Management Plan.

Loan No:	30 June 2006	New Loans	Principle Repaid	30 June 2007
13.12.03 - 13.12.08	38,199		17,378	23,909
30.06.04 - 30.06.07	25,727		25,727	0
30.09.95 - 30.09.10	116,161		34,045	88,845
19.01.00 - 19.01.10	114,463		33,390	88,598
27.03.02 - 27.03.17	762,899		98,737	713,867
27.06.03 - 27.06.18	369,134		42,210	346,557
19.05.04 - 16.06.19	1,594,491		185,619	1,514,833
20.06.05 - 20.06.20	1,675,685		179,439	1,596,787
25.06.07 - 25.06.22	0	2,425,000	0	2,425,000
TOTAL	4,671,032	2,425,000	855,875	6,798,399

Council at the meeting of 16 July 2007 resolved to drawdown a loan of \$2,425,000 for the following purposes:

Waste - Blackmans Flat	\$1,000,000
Wastewater - Lithgow STP	\$500,000
Water - South Bowenfels Reservoir	\$650,000
General - Portland Pool	\$200,000
General - Crystal Theatre	\$75,000
TOTAL LOAN	\$2,425,000

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

The financial implications are discussed above.

I, Carol G Farnsworth, Lithgow City Council Internal Services Manager (Responsible Accounting Officer) certify as required by the Local Government (General) Regulations 2005, that Council's 2006/07 Management Plan has been reviewed and the financial position of Council is satisfactory with regard to the original estimate of income and expenditure and the recommended changes made as a result of the June 2007 quarterly review.

LEGAL IMPLICATIONS

NIL

ATTACHMENTS

- 1) Divisional Net Cost Summary
- 2) Program Net Cost Summary
- 3) Comparative Resource Summary
- 4) Additional reserves created from June 2006/07 review

RECOMMENDATION

THAT:

- 1) The surplus of \$839,435 for the June quarter of the 2006/07 Management Plan be noted;
- 2) Council restrict \$100,000 of the June quarter surplus to be reserved in the Workers Compensation premium reserve;
- 3) Council note the additional reserves as listed in the report attachment “Additional reserves created from June 06/07 review” and resolve to reserve as proposed \$466,874;
- 4) Council place the remaining \$272,561 into unrestricted cash;
- 5) Council note the annual position of cash and investments, reserves and loans for 2006/07 as reported in the June quarterly report with acknowledgement that the results are pending the finalisation processes necessary to complete the end of year transactions and that the 2006/07 financial position will be reported to Council in Draft 2006/07 General Purpose Financial Reports.

COMMITTEE MEETINGS

ITEM:24 REG - 06/08/07 - SPORTS ADVISORY COMMITTEE - MINUTES OF 30 JULY 2007

REPORT BY: STRATEGIC ENGINEER – LEANNE KEARNEY

SUMMARY

Details of the Minutes of the Sports Advisory Committee Meeting held on Monday, 30 July 2007 for Council adoption.

COMMENTARY

At the Sports Advisory Committee meeting held on Monday, 30 July 2007, there were twelve (12) items discussed by the Committee, and it is considered that all these items be adopted by Council as per the Committee's recommendations.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Nil.

LEGAL IMPLICATIONS

Nil.

ATTACHMENTS

1. Minutes of the Sports Advisory Committee Meeting held on Monday, 30 July 2007.

RECOMMENDATION

THAT Council note the recommendations of the Sports Advisory Committee for the meeting held on Monday, 30 July 2007.

ITEM:25 REG - 06/08/07- TRAFFIC AUTHORITY LOCAL COMMITTEE MEETING - MINUTES OF 6 JUNE 2007

REPORT FROM: GROUP MANAGER REGIONAL SERVICES – ANDREW MUIR

SUMMARY

Details of the Minutes of the Traffic Authority Local Committee Meeting on 6 June 2007 for Council adoption.

COMMENTARY

At the Traffic Authority Local committee Meeting held on 6 June 2007, there were a number of items discussed by the Committee, and it is considered that all these items be adopted by Council as per the Committee's recommendations.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

LEGAL IMPLICATIONS

Nil

ATTACHMENTS

Minutes of Traffic Authority Local Committee Meeting.

RECOMMENDATION

THAT the Minutes of the Traffic Authority Local Committee Meeting be noted.

QUESTIONS WITHOUT NOTICE / URGENT BUSINESS

ATTACHMENTS